ADJUNCT FACULTY
RESOURCE GUIDE
2014-15

August 25, 2014
Welcome new and returning adjunct faculty. We appreciate your talents and are thrilled to have you as part of this dynamic and innovative University.

As faculty, you support Philadelphia University’s pursuit of innovation by fostering lifelong learning skills in communications, problem-solving, and critical reasoning that will prepare our graduates for successful careers in an evolving global marketplace. The Office of the Provost is here to help you fulfill that mission. We dedicate our energy toward helping you achieve academic excellence, and we strive to continuously improve what we do in that regard. If we can assist you in any way, please let us know.

I look forward to collaborating with you on our path toward innovation and accelerating the ascent of this remarkable institution.

Best regards,

Randy Swearer, PhD
Provost and Dean of the Faculty
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I. Mission Statement

Philadelphia University is a student-centered institution that prepares graduates for successful careers in an evolving global marketplace.

By blending the liberal arts and sciences, professional studies, interdisciplinary learning, and collaborations in and out of the classroom, students learn to thrive in diverse and challenging environments.

Our students are encouraged to form supportive relationships with each other as well as faculty, staff, and alumni in an academically rigorous setting that is focused on intellectual and personal growth.

Philadelphia University is an experiential learning community where integrity, creativity, curiosity, ethics, responsibility, and the free exchange of ideas are valued.
II. Institutional Organization

Undergraduate and graduate instructional programs are organized within three colleges: the Kanbar College of Design, Engineering, and Commerce; the College of Architecture and the Built Environment; and the College of Science, Health and the Liberal Arts. The School of Continuing and Professional Studies offers summer, evening, and special programs. In addition, the Department of Physical Education offers required and elective courses.
III. Responsibilities of Adjunct Faculty Members

- Fulfill outcomes for the course
- Follow the PhilaU syllabus guidelines
- Use the common syllabus for the course, if there is one
- Read and respond to PhilaU email
- Use Starfish to report student problems
- Hold class at the assigned time and location
- Be available to students before or after class, as necessary

Faculty members serving as an academic advisor or advisor of a student organization should please reference the requirements of Campus Security Authority.
IV. Signature Learning

a. Nexus Learning

Nexus Learning – our unique approach to teaching and learning – is active, collaborative, real world and infused with the liberal arts. Teaching and learning practices, subject matter and co-curricular programs are all carefully integrated. It is what lies at the intersection, or nexus, of these elements that makes PhilaU stand apart. For more information on Nexus Learning and the Center for Teaching Innovation and Nexus Learning that supports faculty development, see section “Academic and Co-curricular Student Services.”

b. Hallmarks

Philadelphia University pursues its mission of professional education with a broad and innovative approach to general education, which advances a set of shared learning goals across the general education core curriculum, the majors, and the co-curriculum. Our Hallmarks Program for General Education aligns all three of these educational experiences to fulfill the University’s Value Proposition for General Education.

i. Program Learning Outcomes

The Hallmarks Program is organized around a Value Proposition that defines our goals for each student.

General education at Philadelphia University empowers students to:

- Question, based on curiosity and confidence
- Adapt, based on contextual understanding and global perspective
- Contribute, based on empathy and collaboration
- Act, based on initiative and ethical reflection with the goal of imagining and realizing better futures.

This statement identifies eight Hallmarks outcomes that we consider vital to our students’ personal and professional success. These also serve as the learning goals for the Hallmarks Core curriculum:

- CURiosity: Create strategies for expanding knowledge through reflection and research.
- CONFIDENCE: Challenge concepts, practices and experts with reasoning and evidence.
- CONTEXTUAL UNDERSTANDING: Develop and share insights using appropriate means of expression.
- GLOBAL PERSPECTIVE: Navigate diverse environments and complex issues by managing multiple systems of knowledge and behavior.
- EMPATHY: Consider multiple perspectives in order to relate to others and strengthen communities.
COLLABORATION: Achieve goals by integrating skills and knowledge in a team setting.

INITIATIVE: Take creative and intellectual risks when exploring ideas and real-world problems.

ETHICAL REFLECTION: Affirm an ethical compass to guide personal, civic and professional life.

ii. Program Description

Within this framework of learning outcomes, our Hallmarks Program advances and tracks student achievement through a coherent and comprehensive general education core curriculum (the Hallmarks Core) and an electronic portfolio process (the Hallmarks Folio). The Hallmarks Core sets the foundation for these 8 outcomes and develops them progressively across four years of study. These outcomes are reinforced and given professional context in each student’s major and they are given personal meaning in co-curricular activities like study abroad, student organizations, and internships. The Hallmarks Folio is the digital space where students collect and post evidence of their progress towards fulfilling the 8 Hallmarks outcomes. This electronic portfolio allows students to display “artifacts” of their learning for each outcome in all three parts of their educational experience: their major, the Hallmarks Core and their co-curricular activities.
V. Human Resources

The University’s employment policies and procedures are set forth in the Employee Handbook, which is available on the Human Resources web page [http://www.philau.edu/humanresources/](http://www.philau.edu/humanresources/) under the “Employee Resources” link.

Reference copies of this document are also located in each college, the Office of Continuing and Professional Studies, and in the HR Public Folder in the University’s Microsoft Outlook email system. A copy is also available upon request from the Human Resources Office (x2965.)

a. Appointment Letters:
Appointment letters for Faculty are issued per term and posted to Web Advisor. Particularly take note of the terms and conditions including, but not limited to, those stipulating: availability to the students’ outside class hours; compensation; and, course scheduling contingent upon sufficient enrollment. Faculty will be notified if a course is canceled.

b. Compensation:
Faculty will receive compensation payment as set forth in the Appointment Letter for each term in which they teach. The University is on a bi-weekly pay schedule and pay dates occurs every other Friday, unless amended per the payroll schedule. The Adjunct Payroll Schedule is published annually and can be found in the HR Public Folder in the University’s Microsoft Outlook email folder.

c. New Faculty:
Following completion of the Employment Application, new Adjunct Faculty will be contacted by a Human Resources Associate to complete additional employment paperwork.

The following documents are to be completed online and in a timely manner:

- Employment Application (already received)
- W-4 Form
- I-9 Form with proper identification (please note: identification must be verified with the Human Resources Department in person. See I-9 Form for proper ID options.)
- University Employee Information Form
- Direct Deposit Authorization Form
- Criminal Background Check Authorization Form
- Preventing Unlawful Harassment Course Certificate (required once every three years)

Adjunct Faculty will be contacted if there is outstanding employment paperwork.
d. Returning Faculty:

Returning Adjunct Faculty are responsible to complete change of address, change of tax status and/or withholdings (W-4), and direct deposit changes. These documents can be found on the PhilaU website under Human Resources, Employee Resources and E-Forms. E-Forms allow faculty to submit the forms electronically to the Human Resources Office.

- Use the Employee Information E-Form to change your address.
- Use the W-4 E-Form to change your tax status or withholdings.
- Use the Direct Deposit E-Form to change your bank account information.

Adjunct Faculty members who have not taught in the past 24 months will be treated as new employees and must complete the process listed above.
VI. Payroll

The Business Office is responsible for the processing of payroll, which Human Resources enters in the Human Resources Information System (HRIS)/Payroll.

WebAdvisor provides information under the Employee Profile Section such as:

- Stipends paid or pending
- Pay advices for direct deposits, including historical advices beginning with 2012.
- W-2s, including history starting with 2012, are available online as long as employee has elected Electronic Consent in WebAdvisor. Anyone not consenting to electronic form will be mailed their W-2. All W-2s are available by the end of January following year-end.

The employee is responsible to complete change of address, change of tax status and/or withholdings (W-4), and direct deposit changes.

These documents can be found on the PhilaU website under “e-forms for Human Resources” https://www.philau.edu/humanresources/facstaff/E-Forms.html.
VII. Campus Accounts

a. Campus ID and Password
A faculty member’s network account is the basis for access to all University information resources. A network account and default password are initially created by Office of Information Resources (OIR) and distributed to all new faculty.

Contact the Technology Help Desk (215-951-4648) if you have not received notice of your network account and default password.

Student, faculty, and staff passwords expire every 120 days and can be re-set at https://www.philau.edu/oit/pwreset. Faculty who experience difficulty resetting their password should call the Technology Help Desk.

b. Campus Card
Faculty, staff, and students are issued a Philadelphia University campus ID card (a multipurpose photo ID card). Visit the Welcome and Information Desk at the Kanbar Campus Center to obtain your ID card. You will be required to present a form of picture ID (driver’s license, for example) in order to have your photograph taken and to be issued a Philadelphia University ID campus card.

Your initial Philadelphia University campus ID card is free. Replacement ID cards may be obtained at a non-refundable cost of $25. Stolen ID cards require proof to avoid the replacement fee. Malfunctioning ID cards will be tested and replaced without charge.

The Philadelphia University campus ID card can be used for a variety of campus activities including, use of the University meal plans, entry to card access facilities (such resident halls, Gutman Library, and the fitness center), book borrowing at the Gutman Library, and as a debit card at all dining facilities, Ted’s Barista and Common Thread, the Convenience Store, Campus Bookstore, vending machines, and photocopiers.

You may add funds to your Philadelphia University campus ID card by downloading using the PhilaU mobile app found at the Apple App Store or the Android Marketplace. Use the “Card” sub application to place funds on your campus ID card using a credit card. You may also make a deposit (cash or check) to your campus ID card through the University’s cashier window at the business office located in Archer Hall or online at: https://philaucampuscardsp.blackboard.com/eaccounts.
c. University Network and Drive Space
Faculty are provided with network drive space (Home directory) on one of the University’s file servers. Faculty can access their Home directory from any networked computer on the campus using their network account logon and password.

Faculty may use a networked PC by logging on with a network account logon and password in any computing lab on campus. OIR maintains “shared” computers for use by adjunct faculty. Shared computers are typically found in close proximity to College administrative offices. Please check with your program director for details.

d. Configuring your personal laptop or iPad to connect to the University Network
Located in the library, Instructional Media Services is operated by the Office of Information Resources (OIR). Instructional Media Services staff can assist faculty with the configuration of a personal laptop or iPad to connect to the University network or to University printers. For more information, please go to: http://www.philau.edu/oit/mediaservices/index.htm

e. PhilaU Email and Email Address
A Microsoft Exchange email account is provided to all faculty. Faculty email names are usually the last name followed by the first initial, followed by the University’s domain name (for example, doej@PhilaU.edu). Access to your University email account is through your network account and password.

Philadelphia University’s Microsoft Outlook email system serves as a communication resource for faculty, staff, and students.

f. WebAdvisor
WebAdvisor is the interface to the University’s administrative information system and is accessible to all faculty. WebAdvisor can be accessed from any device and location supporting a web browser using a University network account and password. WebAdvisor provides faculty with access to their teaching schedules and class enrollment rosters; mid-term and final grades are submitted through WebAdvisor. Faculty who also serve as student advisors can access student information through their WebAdvisor accounts. WebAdvisor may be accessed from the Philadelphia University home page on the top menu bar. For additional information and assistance using WebAdvisor, contact the Technology Help Desk at 215.951.4648 or send email to HelpDesk@PhilaU.edu.

g. Blackboard
Blackboard is a web-based application that allows instructors to create, deliver, and manage online educational resources for their courses. Blackboard can be used to add online elements to a traditional course, or to develop completely online courses.

Training and support is available for faculty building and operating Blackboard courses through the Office of Information Resources. Browse to the Course Request Form at http://philau.edu/oir/bbform.html or contact the Technology Help Desk at helpdesk@philau.edu or 215-951-4648.
When notified by the Technology Help Desk that the Blackboard course site is created, be sure to login promptly to Blackboard (http://blackboard.philau.edu) to ensure that you can access it as needed and that you have the materials you requested.

Blackboard uses the same password as our e-mail system and the WebAdvisor site (for obtaining course rosters and grading.)

- Instructor Username: Last name followed by First initial (example: SmithK)
- Instructor Password: philau (If you have never logged in to our systems and your password has not been changed/expired)

IMPORTANT! Blackboard passwords expire every 90 days. There is no warning. Passwords can be reset by using the ‘Forgot Your Password?’ link at the login screen. Changing your password for Email or WebAdvisor will also change the Blackboard password, and vice versa.

The Blackboard course site automatically becomes visible to your enrolled students one week prior to each semester. You can opt to make the course site ‘unavailable’ to your students’ viewing if the course is not ready by accessing your course site, browsing to Control Panel ---> Customization ---> Properties and choosing ‘No’ in option #3.

h. Starfish
The STARFISH early alert and connection system gives you a convenient way to keep track of your students—raising flags when you observe behavior patterns that concern you and ensuring that advisors and others on campus who should intervene are aware.

Faculty and staff are expected to use STARFISH every semester. All faculty must complete or update their profile each semester, complete two progress surveys for each section taught, and raise early alert and other alert flags for students exhibiting concerning behavior.

STARFISH is a powerful and user-friendly system that will prompt faculty by email to complete surveys and makes it easy to complete profiles and raise flags. STARFISH can be accessed from the main WebAdvisor page by clicking on the STARFISH icon. Short video instructions for how to complete tasks are on the Learning and Advising web page, as well as on WebAdvisor.
VIII. Faculty Work Space and Mailboxes

a. Workspace

Part-time faculty may be provided with a common work area with access to computers and telephones within each College. Contact your College’s MAO for additional information.

In addition, the Rena Rowan Reading Room (Faculty Reading Room) in the Paul J. Gutman Library may also be used by part-time faculty as a meeting space (see Teaching and Learning Resources—“Library Services” or contact the Circulation Desk x2840 for more information). Contact your School’s dean or program director/coordinator for more specific information about work space.

Office supplies are issued by each College or School, as is information about Duplication Services.

See Teaching and Learning Resources—“Office of Information Technology” for more information about computer access, home directory accounts, and technology help.

b. Mailboxes

Faculty are assigned mailboxes in each College or School for campus and U.S. mail delivery. Students may also submit messages for faculty to be placed in the faculty member’s mailbox through the College or School’s administrative staff. Faculty should check their mailboxes prior to each class meeting to receive notices, announcements, student messages, etc. Please read all memos intended for students at the beginning of class meetings. See Campus Life Resources—“Mail Services” or contact your School’s administrative assistant for more information.
IX. Safety and Security

215-951-2620 - Main Office
215-951-2999 - 24 Hour Communications Center/Emergency
www.philau.edu/security
Email: securityrequest@philau.edu

The safety and security of all University community members is extremely important. The following information is intended to equip faculty with the knowledge needed to make wise decisions while participating in the Philadelphia University experience.

a. Crime Report

Philadelphia University's Security/Fire Safety Report required by the Jeanne Clery Campus Security Act and the Pennsylvania College and University Security Information Act are available at www.philau.edu/security/cleryrpt.html. The document contains information regarding campus security and personal safety including topics such as: crime prevention, crime reporting policies, crime/fire statistics, disciplinary procedures, fire safety and other matters of importance related to security on campus. You can receive a paper copy of the report by contacting the Department of Safety and Security at (215) 951-2620.

b. Safety Tips: Deterring Theft

"Opportunity" or "temptation" crimes may occur when property is left unattended. By taking away the opportunity, these thefts cannot be committed. With everyone's assistance, these crimes can be deterred and the campus rendered much safer. The following sensible precautions can be taken to protect property and reduce the possibility of becoming the victim of these crimes:

- In the academic and administrative buildings, lock your office door whenever you are not present, even if you are only leaving for a few moments;
- Do not leave your personal belongings (books, purses, backpacks, gym bags, computers, coats, cell phones, etc.) unattended in the library, academic buildings, athletic facilities or classrooms;
- When your vehicle is parked, do not leave items of value in plain view. Always lock your car doors and roll up the windows. To deter vehicle theft, utilize a steering wheel-locking device when your vehicle is parked;
- Report any suspicious person(s) or activities immediately by calling security at 215.951.2999 or 215-848.5555;
- If you are the victim of a crime, no matter how minor it might seem, call Security at 215.951.2999 or 215-848.5555.
c. Campus Emergency Procedures
For emergencies such as crime, fire, serious illness or injury, and bomb scares, call Campus Security at 215-951-2999 or ext. 2999 from a campus telephone. In the event of a campus telephone failure contact Campus Security at 215.848.5555.

Throughout campus, there are “blue light” emergency telephones which, when activated, automatically connect you to the department of Safety and Security.

You are strongly encouraged to register your cell phone to receive emergency text alerts.
https://www.philau.edu/oit/ravesecurity/

The University publishes emergency procedures in the Emergency Resource Guide, which can be found online at: http://www.philau.edu/security/erg.html.
X. Campus Parking and Transportation

a. Parking
Every member of the campus community (faculty, staff, students, and visitors) must register their vehicle. Please see the current Parking and Traffic Regulations brochure at the web address below, during parking registration on the web or by requesting a paper copy from the department of safety and security.

A parking permit can be obtained from any networked computer by going to www.PhilaU.edu/security/parking and completing the registration process on line. (Please be sure to have your vehicle information available). To pick up a permit, the registrant must personally appear at the Safety and Security and present a current Campus ID, valid driver's license, state vehicle registration card, and proof of insurance.

The University reserves the right to search automobiles parked on University property if concerns arise regarding the safety, security or sanctity of the campus.

All faculty are expected to obey the parking rules and regulations and to park their vehicles on campus only in areas indicated for faculty and staff parking. All parking spaces are defined by lines on the ground. Please note that parking may be restricted or prohibited at many areas along Henry Avenue, Warden Drive, School House Lane and Vaux Street.

Philadelphia University shall assume no liability or responsibility for theft, damage or loss that may occur while parking on campus.

b. Car Trouble
The Department of Safety and Security provides "jump-start" assistance in the event of a dead battery. Safety and Security can be reached by dialing "2999" using any of the blue light emergency phones around campus or any campus phone. It is recommended that you place the emergency number in your cell phone-215-951-2999.

c. Ram Van
The Ram Van is a free shuttle service available for Philadelphia University community. The van drivers are not permitted to pick up or discharge passengers at any location other than those listed below. When road conditions are deemed unsafe for vehicular traffic, the van will not operate or will cease operation. The Ram Van is for the security and safety of the campus community as part of a comprehensive security program and not for convenience. Therefore, transportation is not guaranteed and individuals with disabilities have transportation priority. The Ram Van circuit is a continuous loop with stops across from the Safety and Security Building, Mott Circle, The Tuttleman Center Lot, Downs Hall Lot, Althouse Hall, and the Falls Center. Escorts are available after the Ram Van shuttle stops running. Contact Safety and Security at 215-951-2999 for a safety escort.
XI. Procedures Related to Course Schedule

a. Academic Policies and Procedures
The University publishes academic policies and procedures for undergraduate, graduate and non-degree programs of the University in the Course Catalog (http://www.philau.edu/catalog/UniversityAcadPolicyProcedures). Additional resources are available to Continuing and Professional Studies students in the CPS Handbook.

Some academic policies are duplicated in the Adjunct Faculty Resource Guide, only when there are faculty-specific procedures that require additional elaboration.

b. Academic Calendar
The Registrar’s Office publishes the academic calendar for each of the programs.

The academic calendar includes several dates of particular importance to faculty: the starting and ending dates of class meetings; holidays and other dates when classes will not meet; the last day students may add a course; the last date when students may drop a course; and the starting and ending dates for the final exam period.

View the Registrar’s web page for the annual academic calendars: http://www.philau.edu/registrar/calendar/

c. Course Cancellation Policy
The University reserves the right to cancel any scheduled course when there is insufficient enrollment. The minimum number of students is eight in an undergraduate course and five students in a graduate course. The University reserves the right to combine sections of courses to optimize enrollments in fewer course sections, even when the minimums are met. There may, however, be extenuating circumstances for running a low-enrolled course section – e.g. accreditation requirements; course sequencing, prerequisites, and students’ timely degree completion; and program teach-out, etc. In these cases, the Academic Deans will petition the Provost’s Office for permission to run the low-enrolled section.

i. Course Cancellation Procedures
The College’s Manager of Academic Operations (MAO) and Program Director actively monitor section enrollments for purposes of optimizing instructional efficiencies. The MAO will work with the Program Director and Dean to finalize the course schedule, which may occur even after classes have started.
When enrollments are low and may prompt a change in course offerings and/or schedule, the College’s MAO will initially contact the adjunct faculty member to alert his/her to the low enrollments. When the Program Director and Dean decide to cancel a course section, the MAO will immediately contact the faculty member, via campus email, to notify him/her that the course section has been cancelled.
The MAO will notify the Registrar’s Office of the course cancellation. The Registrar will cancel the course, as well as the faculty contract associated with the course section.
The Registrar’s Office will notify Human Resources that a faculty contract has been cancelled as of a specific effective date. Human Resources will review the number of classes taught relative to the payroll schedule and address any compensation due. If the course is cancelled before the first class meeting, no compensation is due. If the course is cancelled after classes begin, compensation will be prorated. Human Resources will issue a superseding letter reflecting the change in the adjunct faculty member’s teaching assignment and load, as well as compensation.

d. Academic Policy on Observance or Religious Holidays

Philadelphia University is a nonsectarian educational institution and respects the diversity and religious needs of its affiliates. The University respects the rights of faculty, staff and students to observe religious holidays. While academic and personnel calendars do not incorporate religious holidays, the policy is intended to apply equitably to all religious groups and to provide opportunities to all to meet their religious obligations.

Faculty observing religious holidays that conflict with their class schedule should give appropriate advance notice to students, as well as the Program Director and Associate Dean of their College to allow for accommodation and alternate planning.

Non-attendance of class on religious holidays by those observing the holiday will be excused without penalty. No adverse or prejudicial effects will result because a student availed herself or himself of these provisions.

- Students shall be excused from any such academic or campus work requirement that conflicts with their observance of a religious holiday.
- Absence from classes or examinations for religious reasons does not, however, relieve students from responsibility for any part of the course work required during the period of absence.
- Students shall be provided with an opportunity to make up such examination, study, or work requirement which s/he may have missed because of such absence on any particular day.
- Student athletes shall be excused from team activities during their religious observances.

Policy Implementation

I. University offices will:
- The Office of Human Resources will publish University calendar of holidays for employees (http://www.philau.edu/humanresources).
- The Office of the Provost will publish a list of religious holidays that some, but not all students, may observe.
- The Office of the Provost will republish this policy at the beginning of each semester.
II. Faculty will:
   • Consult the list of religious holidays published by the Provost’s Office when scheduling exams and assignments.
   • Specify the dates of exams and due dates of assignments on their syllabi, whenever possible.
   • Note on their syllabi any classes which may be affected, in the cases where faculty members will be observing a religious holiday.
   • Include the following syllabus statement:

   \textit{The University respects students’ rights to observe religious holidays. Students planning to be absent from a class due to religious observance shall notify the faculty during the first week of classes, if possible. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Professors shall work with students to ensure they have a reasonable opportunity to make up missed classes and assignments.}

III. Students will:

   • Notify their instructors or on-campus employers during the first week of classes, if possible, if they plan to be absent due to religious observance.

IV. Should disagreement arise over any aspect of this policy, the parties involved should contact the following individuals:

   • Faculty with a concern regarding the policy shall contact the Provost Randy Swearer at extension 2917.
   • Students shall contact the Dean of Students Mark Govoni at extension 2740.
   • Administrators, faculty members, staff members, employees or third-parties with an unlawful discrimination complaint arising from this policy should contact the Assistant Vice President for Human Resources Kathryn Flannery at extension 2562.

   e. Reading and Review Days
   Each semester, a few days are set aside at the end of the term, before finals, to enable students to prepare for final examinations and to allow design students to participate in studio reviews. No classes or finals are scheduled during these days.

   f. Exams
   If an instructor cannot be present for the scheduled exam, he or she should make arrangements with the College or School to provide a proctor. (Note: this arrangement is not available for Continuing Studies faculty.)
g. Class Cancellations

All classes should be conducted at regularly scheduled times and locations unless prior approval for field study is obtained from the College, School or Division Dean. Faculty illness and other emergency absences should be reported to the Associate Dean as soon as possible so that other accommodations may be made or the administrative staff may notify students of the canceled class.

Unless prior notice is sent to the students, a class is automatically canceled upon failure of the instructor to appear 15 minutes after the normal starting time of that class.
h. Snow/Inclement Weather Closings
   (Inclement Weather Policy, November 8, 2012)

The policy regarding University operations in the event of seriously inclement weather conditions (usually heavy snow or ice) is as follows:

The University will remain open, under most reasonably foreseeable weather conditions, especially during periods when classes are in session or during final examinations. If weather conditions make it impossible to maintain a reasonable level of academic activity in a safe environment, the University will be closed or will either open late or close early until such time as it may reopen. An announcement will cancel all classes and work obligations for everyone at the University except those personnel identified as essential such as physical plant, dining services, security and health services.

The President has delegated weather cancellation decisions to the Provost who makes this decision in consultation with the Assistant Vice President of Operations and the Director of Safety and Security.

Decisions to cancel or open late for day or evening classes are made independently of each other. Cancellation or late opening decisions will be made by 5:00 a.m. or earlier and if possible. When it is decided that the University will open late, classes scheduled to meet before the decided upon, and announced, University opening time are canceled for that day. A specific opening time will be provided which coincides with the start of classes in a particular scheduling time block. Staff should plan to begin work at the specific opening time.

If day classes are canceled or a late opening decision is made, a determination regarding evening classes will be made no later than 3:00 p.m. that day (if possible). If the University is open during the day and the weather becomes progressively worse, a decision about evening classes will be made as early as possible.

The decision to close the University or to open late will be made as soon as possible during the morning. The Vice President of Public Relations or their designee will be informed of the decision and will contact the following radio station: KYW Radio (1060 on the AM dial) will make an announcement of the following “snow numbers” for cancellation of classes:

KYW “Snow Numbers”
Day Classes (8:00 a.m. through 5:00 p.m. course start times) 112
Evening Classes (Start times after 5:00 p.m.) 2230
Buck County Campus 2751

In addition, Public Relations will send e-mail and voicemail distributions, as well as post a weather advisory on the University’s home page (www.philau.edu). Weather information will also be made available on the University’s main telephone line (215) 951-2700.

This policy is understood as affecting the Philadelphia University Research Center (PURC) and the Main Campus unless otherwise stated in the information provided. Bucks County Campus
cancellations or late openings will be separately announced and such decisions are made by the Provost in consultation with the Academic Dean/Executive Director of the School of Continuing and Professional Studies.

Faculty who are unable to safely travel to campus on days when the University is officially open are expected to make every reasonable effort to inform their students and their Dean’s Office that they will not be holding classes. Faculty should not contact the Security Office to report canceled classes. This may be accomplished via e-mail distributions to students, phone calling trees or other appropriate methods and should be planned for prior to any closings and ideally should be listed in the course syllabus.

Making up learning outcomes

If classes are canceled due to inclement weather, students are responsible for checking their university email and/or Blackboard for information from their faculty advising them of any immediate impact on the students’ preparation for the next class meeting. In order to address any missed learning due to cancellation of class sessions, faculty members have several options including:

1. Holding class through electronic means by emailing the students or posting to Blackboard class lessons, discussion forums and/or additional assignments related to class content.
2. Holding class at a rescheduled time acceptable to all class members. If there are students who are unable to attend a rescheduled class, the faculty should make reasonable accommodations for the student(s) to make up the work.
3. Holding class through synchronous online means.
XII. Course Materials

a. Syllabi

Faculty are required to distribute at the first class meeting, and place on file with the applicable School, a detailed syllabus which outlines all course requirements and policies. In effect, the course syllabus is a contract between the faculty member and his/her students. Copies of syllabi used in the past for various courses are available in each School and should be used for guidance.

Syllabus guidelines for use by University faculty are regularly reviewed by the Provost’s Council and the chairs of the Academic Opportunities and Oversight (AOO) and College Education Committees. It is recommended that faculty review and update their course syllabi as per the suggested information and language prior to the start of the semester. The current guidelines may be found at: http://www.philau.edu/provost/resources/index.html. The current guidelines are as follows.

Faculty Responsibilities:

a. It is the responsibility of each faculty member to prepare and distribute a current syllabus at the beginning of each course.

b. It is the responsibility of each faculty to provide a current syllabus to the College or School, following the guidelines provided by the College, School or Program.

c. A course syllabus must be available to students. Faculty are encouraged to post their syllabus to their Blackboard course site or supply students with an electronic copy via email, etc.

An effective syllabus will contain the following information:

a. Course title [exactly as it appears in the catalog], number, semester offered, credits, course type, prerequisite(s)

b. Credit Hour

Recommended statement concerning what constitutes a credit hour:

A credit hour is a measure of the amount of work represented in intended learning outcomes and verified by evidence of student achievement. A credit hour is an institutionally established equivalency that reasonably approximates not less than: (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester hour of credit of the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work for other academic activities such as laboratory work, studio work, internships, or academic work leading to the award of credit hours. For studio and laboratory courses, the conventional suggestion is two hours of instruction and at least four hours of work outside of class each week for approximately 15 weeks represent one hour of credit.
1. **Professor’s name, contact information (phone number and email address), office location and office hours**

2. **Course description [exactly as it appears in the catalog].** Faculty can add semester-specific comments [for example "During the Fall 2014 semester, we will focus our attention on...."] and show how it fits with and elaborates on the catalog course description.

3. **A statement about the course and its relationship to the program curriculum, general education and/or other requirements such as accreditation.**

4. **Course Learning Objectives**
The syllabus should identify learning objectives, or what students will learn as a result of taking the course. These statements are intended to communicate to the students what aspects of the course the faculty considers to be the most important.

   Best practices suggest faculty articulate 3-5 objectives of the specific content/knowledge acquisition, the particular research or methodological approaches, or ways of thinking, working and acting that students will learn in the course. The objectives typically use specific and descriptive verbs (see Bloom’s taxonomy, [http://teaching.uncc.edu/articles-books/best-practice-articles/goals-objectives/writing-objectives-using-blooms-taxonomy](http://teaching.uncc.edu/articles-books/best-practice-articles/goals-objectives/writing-objectives-using-blooms-taxonomy)) to indicate the level a student will learn a particular topic. Course objectives should be measurable and they should be assessed as part of the evaluation practices of the course.

   The course objectives identify the most important aspects of what students will learn. Course assessment measures how effectively students are learning these objectives. Both the objectives and their assessment (see “i.” below) should be included in the syllabus.

5. **Required text(s) and/or supplies**

6. **An overview of the expectations for the course, including major assignments or projects**

7. **Grade evaluation breakdown and learning outcomes assessment** (see “f.” above)

8. **Course outline** (weekly) including reading and/or homework assignments, time frames and deadlines for exams, major assignments and/or projects

9. **University academic integrity policy statement** with a reference to the University’s full academic policy and procedure (published in the Academic Catalog 2014-15), including a definition of plagiarism, and the sanctions that could be taken if a student is found guilty of academic dishonesty. In addition to the University standardized statement, faculty should add and discuss with students any specifics related to academic honesty which would be relevant to their particular courses - e.g. lab reports, designs, group projects.

   **Recommended statement below:**

   **Academic Integrity**

   Academic Integrity and honesty is the foundation of the Philadelphia University teaching, learning, and professional community. Anyone who is a part of this community who knowingly or unknowingly breaks the rules of academic integrity as defined by the Philadelphia University community commits an offense against all members of this group. In order for all to know and understand the standards that define academic integrity at Philadelphia University, the following policy has been developed and ratified by students,
faculty, and staff. These policies pertain equally to all courses regardless of the method of delivery. Thus, they pertain to courses delivered fully or partially online as much as to courses delivered in-person.

Academic integrity is a policy about ethical behavior at Philadelphia University regarding one’s intentions, decisions, and actions while conducting academic work. It includes values such as avoidance of the following: cheating; plagiarism; copying; the fabrication of information; and facilitating, or denying others access to information. It expects honesty and rigor in research, course work, writing and publishing. Academic Integrity is taken seriously in this course. Any student violating the University’s academic integrity policy will be subject to appropriate sanctions.

The University’s complete academic integrity policy is available in the Academic Catalog:

http://www.philau.edu/catalog/UniversityAcadPolicyProcedures/UgradStudentAcademicPandP/index.html#AcadInt and

http://www.philau.edu/catalog/UniversityAcadPolicyProcedures/GradStudentAcademicPandP/index.html#AcadInt.

Academic resources, including information on citation and documentation for all written work, projects, and presentations, are also available on the Learning and Advising Center’s website: http://www.philau.edu/learning/writingguidelines.html.

10. **Professor’s policies on lateness, makeup work, absenteeism. Please note:**


*Recommended syllabus statement regarding absences below:*

In accordance with University policy, students are expected to attend class every day with all relevant required course materials and work. If you are absent from class, contact your faculty as soon as possible, preferably before the next class meeting. Students remain
responsible for any missed work, for work completed in class, and for work due and must arrange for that work to be delivered to the faculty on time.

Serious illness, family emergencies, or other crises mean that students should contact the Dean of Students Office as soon as possible (215-951-2740). Students are responsible for all work related to this class; however, faculty may (but are not required to) make some accommodation in terms of time of delivery and/or make-up exams for major tests. Please consult with your faculty and your academic advisor to determine whether you should withdraw from the course or request an incomplete grade in the case of serious illness or crises.

The University respects students’ rights to observe religious holidays. Students planning to be absent from a class due to religious observance shall notify the faculty during the first week of classes, if possible. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. Professors shall work with students to ensure they have a reasonable opportunity to make up missed classes and assignments.

Faculty may add specific attendance policy here, including penalties for non-participation.

11. Inclement Weather Policy

Recommended syllabus statement:

If classes are canceled due to inclement weather, students are responsible for checking their university email and/or Blackboard for information from their faculty advising them of any immediate impact on the students’ preparation for the next class meeting. In order to address any missed learning due to cancellation of class sessions, faculty members have several options including:

- Holding class through electronic means by emailing the students or posting to Blackboard class lessons, discussion forums and/or additional assignments related to class content;

- Holding class at a rescheduled time acceptable to all class members. If there are students who are unable to attend a rescheduled class, the faculty should make reasonable accommodations for the student(s) to make up the work.

- Holding class through synchronous online means.

12. Information regarding the collection of student work for assessment.

It is recommended that the following statement be included in every course syllabus – particularly those whose student work will be collected as part of the program assessment plan.
Recommended syllabus statement regarding assessment below:

Philadelphia University is committed to providing excellent and innovative educational opportunities to its students. To help us maintain quality academic offerings and to conform to institutional and professional accreditation requirements where relevant, the University and its programs regularly examine the effectiveness of the curricula, teaching, services, and programs the University provides. As Philadelphia University sees appropriate, it may retain representative examples or copies of student work from all courses. This might include papers, exams, creative works, or portfolios developed and submitted in courses or to satisfy the requirements for degree programs as well as surveys, focus group information, and reflective exercises.

13. Information on digital resources, e.g. a course system site, materials placed on electronic reserve, class email distribution lists, and course-specific websites. If no digital course supplements are being used, the syllabus should indicate as much. Note: The use of Blackboard is recommended (but not required) to provide effective communication and supporting resources.

14. Information about the University’s Academic Support Services.
Recommended syllabus language regarding Academic Support Services below:

**Academic Support Services**

**Gutman Library** ([www.philau.edu/library](http://www.philau.edu/library))

Gutman Library is a gateway to a variety of information resources. The homepage of the library provides 24/7 access to online databases of articles, e-journal collections, e-books, and specialized information to support your coursework. See a list of Research Guides for specific programs and courses at [http://libguides.philau.edu](http://libguides.philau.edu). The library building is wireless, has 80 available workstations (PCs and Macs), printers, scanners, and copiers; as well as individual and group study spaces.

**The Learning and Advising Center** ([www.philau.edu/learning](http://www.philau.edu/learning))

*For first year course syllabi:*
First year students are encouraged to consult with a first year academic advisor on all academic questions and decisions. First year advisors are available for consultation every weekday from 9AM to 5PM at the Learning and Advising Center, Haggar Hall. The Learning and Advising Center also provides one-on-one tutoring assistance for writing, study strategies, test taking, and specific Philadelphia University courses*. To make a tutoring appointment, students should stop by the Learning and Advising Center in Haggar Hall or call (215) 951-2799. Academic resources, including information on citation and documentation, note taking, and study strategies are available on the Center’s website. [http://www.philau.edu/learning](http://www.philau.edu/learning)

*For all syllabi:*
The Learning and Advising Center provides one-on-one tutoring assistance for writing, study strategies, test taking, and specific Philadelphia University courses*. To make a tutoring appointment, students should stop by the Learning and Advising Center in Haggar Hall or
call (215) 951-2799. Academic resources, including information on citation and documentation, note taking, and study strategies are available on the Center’s website.

[*Faculty who wish to include a reference to tutoring for their own course or to require tutoring for their students should contact the tutorial coordinator at x6834 to make certain such tutoring is available.]

**Technology Resources** ([http://www.philau.edu/OIT/](http://www.philau.edu/OIT/))
The University provides wireless network access in all campus buildings. If you need a computer, Gutman Library and Search Hall have open access computers. For assistance with technology issues, students should contact the Technology Help Desk at (215) 951-4648 or send an email to helpdesk@philau.edu.
b. **Book Orders**

Please submit all textbook orders and supply requests to your designated administrative staff member or directly to the bookstore at bookstore@philau.edu. Different departments may handle this process differently.

The Higher Education Opportunity Act directs the bookstore to have textbooks listed on-line and information available to students at the time of pre-registration. In general, Fall semester adoptions are requested in March and Spring semester adoptions are requested in October.

Book Information needed:

- Course name and number
- Author
- Title
- Edition
- ISBN if available
- Publisher if available

It is important that the bookstore be informed of the texts and supplies that you require for a number of reasons:

- We are required by law to post your textbook adoptions on-line.
- We want to carry all the supplies and textbooks your students require. When we know in advance, we will have the items ordered and in stock. There is no need for students to travel off campus (safety, cost, etc.) for specific art supplies.
- By keeping the revenue on campus, we can reinvest it back into the campus (salaries, facilities, etc.)
- It endorses an important component of our campus community to students.

**c. Duplication Services**

Duplication of course syllabi, handouts, exams, etc. is available by contacting an administrative staff member (assigned by the College or School Dean). Copies will be completed and delivered to departments within 24 hours of receipt by the duplicating center. Extra time will be necessary in the beginning of the semester.

Photocopiars in each College or School are limited to administrative and faculty use for University purposes.

Please allow two days for copying and stuffing of student mailbox mailings.

Self-service copying is available Monday through Thursday, 8:30 a.m. to 5:30 p.m. and Friday, 8:30 a.m. to 4:45 p.m. You must get a department code from office administrators. Mail Service employees do not have codes.
XIII. **Academic and Registrar Procedures**

The Registrar’s responsibilities include the planning of course schedules, overseeing student registration, academic record keeping, and related functions and services. Correspondence from the Registrar’s Office is primarily sent to faculty members’ University e-mail accounts.

a. **Faculty schedules**
Faculty view their schedules for the courses they are teaching by accessing WebAdvisor. Faculty may not change the meeting times or locations of their classes.

b. **Student Registration**
Undergraduate and graduate students register for their classes electronically via WebAdvisor.

c. **Class rosters**
Class lists are available to faculty via WebAdvisor. Any students in attendance who are not listed should be directed to the Registrar.

d. **Grades and Transcripts**
Faculty are responsible for submitting grades via WebAdvisor. Undergraduate faculty must submit midterm and final grades. Graduate faculty must only submit final grades.

Undergraduate student “Mid-semester Progress Reports” are generated from the mid-term grades submitted. There are no mid-term grades for graduate courses.

Student official transcripts are generated after the close of the semester, from completed final grade submissions. Both the mid-term and final grades must be submitted by the announced deadline.

Final exams are scheduled through the Registrar’s Office and must be administered during the scheduled final exam period. It is important that you hold your final exams on the assigned dates, times and locations. Faculty are not to hold final exams during the last week of class.

If needed, change of grade cards can be found either in the instructor’s academic School or on the Registrar’s web page at [http://www.philau.edu/registrar/forms.html](http://www.philau.edu/registrar/forms.html). They require justification and the countersignature of the School Dean.

"I" grades must be changed by the date posted on the Academic Calendar, or the grade will be changed to a failure.

For documentable grading errors, grades may be changed until the end of the subsequent term following the course in question.

e. **Grading Scale**
The University uses a plus/minus grading system. For undergraduate programs, the passing grades are “A,” “B,” “C,” “D” and “CR” if the credit/no credit option was elected by the student. Note: Grades of “A+” and “D-” cannot be assigned. A grade of “F” signifies the course has been failed. Passing grades for graduate programs are the same as undergraduate, but they exclude a grade of “D” from their grading system. Both programs also allow for the assignment of “WF”
and the temporary “I” as explained below. Faculty should refer to the University Catalog for additional policies (refer to the section “University Academic Policies and Procedures.” Faculty should indicate the weight of each assignment and how grades will be calculated.

A = Excellent. Awarded to students who demonstrate an excellent understanding of the subject matter, and who have achieved outstanding results in fulfilling the course objectives.

B = Above Average. Awarded to students who demonstrate an above-average understanding of the subject matter, and who show consistent achievement beyond the usual requirements of the course.

C = Average. Awarded to students who perform at the satisfactory level, and demonstrate acceptable levels of understanding of the subject matter commensurate for continued study in the next successive course.

D = Below Average. Awarded to students as evidence of less than average understanding of the subject matter and a weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. “D+” and “D” are the lowest passing grades for undergraduates.

F = Failure. Awarded to students showing poor understanding of the basic elements of the course.

WF: this grade is generally given when a student does not complete a course, but has failed to drop the course officially within the allowed time. The grade is computed as a failure.

The “WF” grade is usually used when a student has not passed a course because he or she disappeared at some point during the term. If a student officially withdrew from a course within the permitted time, his/her name will not appear on the instructor’s grade lists. If the student’s name does appear and the student has failed to do adequate work to deserve any other grade, the “WF” would be appropriate. In grading, it is very important to distinguish between “F” and “WF.” The grade of “F” is earned. The grade of “WF” is a default grade, meaning the student has not completed all the assigned work and has basically given up.

I: This is a temporary grade that is given when the work cannot be completed on time because of illness or other emergencies beyond the control of the student. An “I” grade automatically becomes a failure unless changed by the posted deadline on the Academic Calendar. Use of the “I” indicates the student will probably complete the missing assignments, and will probably receive a grade of “D” or better for the course (“C-” if a graduate course). If the student will not be able to pass the course, then the “I” grade should not be used.

Note: To give a student an Incomplete, fill out the Agreement for the Completion of Work Outstanding form, which is available at the Registrar’s web page.

Credit/No Credit: For students who elected this option, and for courses which are graded on this basis. Within this option, the student should be given “Credit” if he or she has earned the equivalent of a “C-” or better in the course. The student should be given “No Credit” if he or she has earned the equivalent of “D+,” “D,” “F,” “I,” or “WF” in the course.
Any required course in which a student received a grade of “F,” “NC” or “WF” must be repeated in the next term in which it is offered again, including summer sessions.

This unit of credit is the semester hour. A quality point average is used to determine scholastic standing. Quality points are assigned according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The University Catalog provides information as to the calculation of grade point averages and graduation requirements.

f. *Grace Appeal Procedure*

To appeal a grade for a course, the student should first discuss the grade with the faculty for the course. If the student is not satisfied with the outcome of this discussion, the student may file a subsequent appeal with the Associate Dean of the College or the Director of Academic Services in School of Continuing and Professional Studies. In the event that the student is not satisfied with the outcome at that level, or if there is not an intermediary, an appeal may be submitted to the Executive Dean of the College or the Executive Director of the School of Continuing and Professional Studies. The Executive Dean/Director is the final appeal.

g. *Student Attendance Policy*

Students should be expected to attend all classes. Faculty are responsible for establishing the attendance policy for their classes and communicating this policy to students during the first class meeting by means of their syllabi.

The School of Continuing and Professional Studies requires its faculty to take and maintain records of attendance in order to satisfy student financial aid requirements.

Students who, because of religious beliefs, are unable to attend a class or participate in any examinations, study, or course requirement should be excused. They should be provided an opportunity to make up the missed work at the convenience of both the student and the faculty member. No student should be penalized as a result of a religious observance. Please refer to the Academic Policy on Observance of Religious Holidays.

Use Starfish to bring excessive absence concerns to the attention of the following individuals:

- For the undergraduate students: academic advisor
- For continuing and professional studies: Director of Continuing and Professional Studies
- For graduate studies: graduate program director
h. **Student Tardiness and Student Extended Illness Policies**

It remains the policy of Philadelphia University that written medical notes or excuses are not provided from Student Health Services for a student’s lateness to class.

Notes or excuses are also not provided for absences except for a documented extended illness. It is at the discretion of each individual professor whether a note for an extended illness is acceptable to warrant consideration for the student to make up any missed work. It is also the responsibility of the student to notify instructors regarding absences.

i. **Confidentiality of Student Data Policy: FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) regulates policies concerning students’ rights in academic settings. From a faculty member’s perspective, there are several important points faculty should know.

Copies of the complete text of the University’s Student Records Policies and Procedures under FERPA are in the Philadelphia University Student Handbook.

Both current and former students have the right to inspect and review their academic records; therefore, it is critical that faculty members maintain accurate, complete, and professional records.

Faculty may not share any specific information [e.g. grades, attendance records] with parents or any outside third party unless the student has granted written permission on the University’s consent form. Faculty must also show discretion in leaving messages on voice mail that might be heard by someone other than the student, especially if such information would imply academic standing or academic concern.

Faculty may share information with appropriate professionals within the University, such as advisors, if the professionals are performing a task relating to a student’s education or a student’s well-being. Another example: an advisor or faculty member may inquire about a student’s tutoring records.

If anyone other than a student or an appropriate Philadelphia University professional contacts a faculty member regarding a student’s records, the faculty member should indicate that such information cannot be shared with an outside party, including family members who may be paying for the student’s college education. Faculty should refer such calls to the College Dean.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA and U. S. Department of Education Regulations requirements.

Adjunct faculty should confer with their dean when confronted with inquiries from parents. It is not advisable for an adjunct faculty to speak with a parent.
A final note: do not give students copies of their transcripts or schedules. Only the Registrar’s Office can do so.

XIV. Academic Integrity

Academic Integrity and honesty is the foundation of the Philadelphia University teaching, learning, and professional community. Anyone who is a part of this community who knowingly or unknowingly breaks the rules of academic integrity as defined by the Philadelphia University community commits an offense against all members of this group. In order for all to know and understand the standards that define academic integrity at Philadelphia University, the following policy has been developed and ratified by students, faculty, and staff.

These policies pertain equally to all courses regardless of the method of delivery. Thus, they pertain to courses delivered fully or partially online as much as to courses delivered in-person.
The full description of the University’s policy on Academic Integrity can be found in the Academic Catalog:


a. Appeals of Adverse Decisions

Students have the right to appeal decisions that are made regarding them by any faculty, official or committee of the University. The Dean of Students and the Learning and Advising Center can advise students on the appeals process.

Students should first discuss the decision with the individual who made the adverse decision. If a satisfactory resolution of the problem cannot be reached at that level, students may file a subsequent appeal with the dean or the person to whom that faculty or staff member reports. In the event a satisfactory resolution cannot be reached at that level, or if there were no intermediary, an appeal may be submitted to the Executive Dean of the College or the Executive Director of the School of Continuing and Professional Studies. The Executive Dean/Director is the final appeal.

In the event a University committee rendered a decision, the student may file a second appeal with that same committee if there is new information that would have a bearing on the outcome of the case. The University committee is the final appeal.
XV. Students in Academic or Personal Concern

a. Academic Concern
All faculty are expected to use the STARFISH Early Alert and Communication system to raise a flag for students who are experiencing severe academic challenges. The student’s academic advisor will be notified by the system of these flags. It is also encouraged that faculty meet and discuss their concern with the student, working out a potential success plan. This plan may involve referrals for tutoring, writing, and or study skills at the Learning and Advising Center, or a consultation with the student’s advisor.

b. Personal Concern: student threatens harm to self or others
- If after 4:30-5PM – call campus security, security will notify the Dean of Students.
- If during office hours - call the Dean of Students office at X2740.
- The counseling center has drop-in hours for all students from 4-5PM M-F and faculty may walk a student over to the Dean of Student’s office anytime during the day. M-F 9-5PM.

c. Personal Concern: When a student is a victim of a crime
State and Federal crime reporting laws require the University to encourage the campus community to report crimes to the Department of Safety and Security, 215-951-2999. All reports will be logged, evaluated for timely warning, and entered into the university crime statistics if applicable.

Philadelphia University encourages all members of the campus community to report crimes and suspicious behavior on and around campus. In addition to this the Clery Act creates a duty for institutions to report crimes in different categories. Guided by the language of the Clery Act and subsequent amendments, the University is required to define which employees must report crime information they receive.

d. Personal Concern: Reporting allegations of sexual misconduct
All employees of the University, including adjunct faculty, are considered “agents of the university,” and as such must report any allegations of sexual misconduct involving students or employees to:
- The Title IX Coordinator, Mark Govoni, Dean of Students, 215-951-2740, govonim@phila.u.edu
- Deputy Title IX Coordinator, Kathy Flannery, Assistant Vice president of Human Resources, 215-951-0151
- Deputy Title IX Coordinator, Beth Shepard-Rabadam, Associate Provost, 215-951-0353.

Only members of the University Counseling and Health Services staffs may maintain the confidentiality of the alleged victim; all other University personnel who are informed of an alleged act of sexual harassment or assault must immediately report the allegation to one of the Title IX officers.
XVI. Title IX and the Clery Act

Title IX and Clery Act mandatory reporters include any University employees who have the authority to take action to redress the harassment, who have the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees, or an individual whom a student could reasonably believe has this authority or responsibility which include, but are not limited to:

- Vice Presidents, Deans, Department Chairs, Directors and Coaches
- Assistant or Associate Vice Presidents, Deans, and Provosts
- Any employee in a supervisory or management role
- Any faculty member responsible for supervising any activities or programs that include direct contact with students outside of classroom (including faculty advisors to recognized student organizations)
- Philadelphia University Security Officers and any contracted security personnel

a. Campus Security Authority

For purposes of crime reporting, the law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities.” As a faculty or staff member you may fall under the classification of a Campus Authority and as such are required to report crimes to Philadelphia University Department of Safety and Security at 215-951-2999. The potential crime information you receive may come from the victim, offender, witnesses, and/or 3rd Parties. As a Campus Security Authority you cannot promise complete confidentiality. You are obligated to report a description of incident, location, date, time, victim (if they want to be identified), suspects, and witnesses. If you are unsure if the information you have received needs to be reported, contact the Director or Associate Director of Safety and Security at 215-951-2999. After business hours the dispatcher can get in contact with the Director or Associate Director.
XVII. Academic and Co-Curricular Student Services

a. Center for Teaching Innovation and Nexus Learning

Nexus Learning is a simple quick phrase to describe our philosophy and our practice of education at Philadelphia University. Nexus Learning is about our commitment to our students and about our actions and goals for our teaching and student learning. Nexus Learning is the way we describe a university which believes learning can only happen when students are constantly using their knowledge, manipulating ideas, employing equations, applying concepts; all while creating new interpretations of material they have learned and using the skills they have acquired. Nexus Learning makes Philadelphia University different. Nexus Learning is about using information, not memorizing it. Nexus Learning is something for which we all, as a whole community of scholars and learners, are responsible.

The Center for Teaching Innovation and Nexus Learning (CTiNL) was created to support and enhance Philadelphia University’s distinctive approaches to teaching and learning. The mission of the CTiNL is to identify, celebrate, deepen and expand the teaching and learning methods central to our identity as an academic institution that provides a significantly different student experience – the Philadelphia University Nexus Learning experience.

The CTiNL is the core faculty and staff development vehicle for fostering active and engaged learning, collaborative inquiry, multidisciplinary and integrative explorations, experiential and service learning, the use of real world problems, combined with the strong integration of the liberal arts and sciences with professional disciplines. Nexus Learning at Philadelphia University encompasses these approaches as the key elements of a student’s engagement with intellectual challenges and personal development.

The CTiNL supports effective teaching and learning, classroom research and a strong level of scholarship through appropriate faculty and staff development. It also supports the further integration of student life and academic programs and treats teaching and pedagogical research as serious intellectual work. The overarching aim of the CTiNL is to support the vision of the University as outlined in our Strategic Plan. Nexus Learning, with its innovative teaching approaches and engaged learning, is what makes today’s employers excited about hiring Philadelphia University graduates.

The Center:

- Supports and sustains a culture of teaching excellence.
- Fosters collegiality within and among faculty, professional staff, and university units.
- Advances new initiatives in teaching and learning.
- Provides recognition, incentives and rewards for excellence in teaching and learning practices.
- Supports individual faculty member’s goals for professional development.
- Acts as a catalyst in the institution to support the strategic plan goals and the University’s mission.
b. Learning and Advising Center

The Learning and Advising Center in Haggar Hall works closely with faculty to improve student learning and classroom teaching. The Center supports three major areas: tutoring, writing assistance, and advising.

The Center provides Advising Services to all Philadelphia University freshman and first-year transfer students. Philadelphia University follows a learning-centered model of advising, with advising seen as a form of teaching. Advisors are teaching faculty who assist students in selecting courses, learning about requirements for particular majors, developing ways to deal with difficult classes, discussing academic progress, accessing appropriate University services, becoming familiar with University policies, and discussing possible change of majors. Each first-year student is assigned an academic advisor who has regularly scheduled hours in the Learning and Advising Center. Upper-level students meet with advisors in their Schools.

Faculty assist advisors by providing feedback on any students whose academic performance is a matter of concern by completing progress surveys and raising flags in the STARFISH alert and connection system. Twice during the academic semester, faculty receive an email asking for them to complete progress surveys for each of their sections in STARFISH. By doing so, faculty are sharing this information with the students’ faculty academic advisors. While first-year advisors, in particular, contact their advisees regularly, they make special efforts to work with students identified through STARFISH progress surveys and flags.

The Learning and Advising Center provides comprehensive Tutoring Services free to Philadelphia University students. One-on-one peer tutoring is available for over 100 Philadelphia University courses. In addition, individual professional tutoring is available in writing, math, study skills, English-as-a-second language [ESL], and test taking related to any course. Our Writing Assistance Coordinator and Math Coordinator, who are experienced Philadelphia University faculty, also work with individual faculty to provide small group review sessions and custom-designed course-related workshops. A math computer lab provides interactive math software and tutoring assistance for targeted math courses.

Each semester over 50 percent of all undergraduate day students, freshmen through seniors, take advantage of tutoring services. Graduate students also utilize professional tutoring, as well as peer tutoring in foundation courses and writing. Tutoring consistently receives excellent reviews from both students and faculty.

A close working relationship between faculty and the Learning and Advising Center is essential. Faculty strengthen tutoring in several ways. They include information about tutoring in their syllabi and may even require tutoring in some cases. They help students identify a need for tutoring, especially important in the areas of reading, writing, and study skills, where students may not identify the nature of their problem. Faculty help counteract students’ misconceptions – e.g., that tutoring is for “dummies” or that one tutoring session can make up for a lack of ongoing work in a course. Faculty members also recommend candidates for peer tutors. Faculty receive written feedback for each writing, reading/study skills, and ESL tutoring session. They can also request feedback on specific students. Faculty can require tutoring visits for students needing writing assistance, post-exam test analysis, ESL practice, etc. Faculty can also consult professional tutors about setting up one or more workshops for their courses.
c. **Study Abroad Program**

The Study Abroad program encourages students to add an international dimension to their education while experiencing the culture of another country firsthand.

For information about the program locations and eligibility requirements, see the Philadelphia University Undergraduate Studies Catalog (http://www.philau.edu/catalog/UniversityAcadResources/StudyAbroad.html).

Students may study abroad for an entire semester or academic year at institutions abroad, or just a few weeks on Short Programs led by Philadelphia University faculty.

Students accepted into the semester programs register for study at an accredited international college or university with academic programs similar to those at Philadelphia University.

Credits earned by students overseas are reported on the students’ Philadelphia University transcripts.

d. **Writing Across the Curriculum**

The Writing Program teaches students the critical thinking, reading, rhetorical and information literacy skills they will need to be leaders in their professions and in their communities.

*Learning Outcomes*

As a result of the Writing Across the Curriculum Program, students will be able to:

- Articulate and evaluate the purpose, audience and context of written work.
- Recognize and assess their own multi-step writing process.
- Use writing to foster inquiry.
- Demonstrate fluency in disciplinary conventions.

Philadelphia University recognizes the vital role of written communication in college, the workplace and in the community. All undergraduate students take courses in the Writing Program, which includes a wide range of academic and professional writing and is integrated throughout the institution’s professional majors and the general education core. The Writing Program is made up of two components: Writing Across the Curriculum and Writing in the Hallmarks Core (or College Studies). Courses in both areas are based on the ideas that writing is a process of inquiry that leads students to understand and interpret the world around them. The courses also teach students that writing is a complex process that hinges on the intersections between purpose, audience and context.

Teaching support for faculty is available through the Learning and Advising Center, the Writing Program, the Center for Teaching Innovation and Nexus Learning, and within the Colleges. Representatives from the Writing Program may also consult with faculty one-on-one to assist faculty with teaching materials and methods.

For more information about faculty support for writing, see [http://www.philau.edu/writingatphilau/index.html](http://www.philau.edu/writingatphilau/index.html).
For the "Guidelines for Writing Intensive Courses" see http://www.philau.edu/writingatphilau/intensivecourses.html.

e. Honors Program
The Honors Program welcomes highly motivated students who demonstrated academic excellence in high school or in the early semesters at Philadelphia University.

Participants in the Honors Program enjoy advanced levels of inquiry, smaller class sizes, and seminar style instruction in Honors sections of College Studies courses. In many cases, Honors classes offer opportunities to take advantage of co-curricular experiences in the form of field trips, guest lectures, etc. that help interpret the course material. In addition, Honors Students can arrange extended borrowing privileges at the University’s library.

Honors Program students have specific curricular and co-curricular requirements. Exciting options for honors credit range from the traditional honors courses to individualizing the college experience while studying abroad, taking on a leadership role in a community service project, or tailoring a research project. Honors course offerings are listed each semester in the University’s course schedule. Students enrolled in Honors courses must take the course for a letter grade and earn a minimum grad of C+ for honors credit. The “pass/fail” or “credit/no credit” option is not available for Honors courses or upgrades.

More information on the Honors program can be found at http://www.philau.edu/honorsprogram/index.html.

f. Career Services
The Career Services Center is available to all students as well as alumni of the University. The Center posts over 2,500 listings per year for full-time and part-time and summer jobs, as well as internships. These are updated daily on the new CollegeCentral.com, along with CareerSearch (database of 1 million companies) at www.PhilaU.edu/csce.

Career-related programs include two large career fairs, workshops, videotaped mock interviews, individual career advising, and Career Spotlight Series.

Individualized career assessments are administered and interpreted by qualified career counselors and include The Self Directed Search and The Myers Briggs Personality Type Indicator.

Career Services staff present seminars in the classroom, arrange for employer classroom presentations, and host class visits to the Center to teach students how to use career services and career library resources.
g. Internship Office

The Career Services Center manages the logistics of the Internship Program and will support students in navigating through the process of obtaining and being successful in this very important co-curricular experience. Students who would like to learn more about internships, both credit-bearing and otherwise, are encouraged to stop by the Center and to check out the internship section of the Career Services website in order to determine their level of interest and how best to proceed.

All students who are interested in learning more about or pursuing an internship for credit must complete the online internship orientation, including submission of the application at the conclusion of the presentation. Students should set aside approximately 25 minutes to complete this orientation. When confirmation has been submitted and received, students will receive an automated e-mail with directions on next steps to be followed for internship course registration.

Each program assigns a faculty internship advisor.

For more information visit, http://www.philau.edu/careerservices/.
XVIII. Instructional Resources for Students and Faculty

a. Paul J. Gutman Library
   http://www.philau.edu/library

   The Library provides access to an extensive collection of online resources (books, journals, databases, and streaming video); as well as print and multimedia materials for loan and reference; print journals; and traditional reserve materials. There is a free interlibrary loan service for resources not held in the library’s collection. Other services include: reference support, meeting and study rooms, computers, printing and photocopying, instructional support by librarians, and information literacy consultation.

i. Library card and Borrowing
   The Philadelphia University photo ID card serves as your Library card. See the Identification Cards section for information on obtaining your ID card. Reference books, magazines, and journals cannot leave the premises. Most other library materials may be borrowed by faculty for the entire semester.

ii. Reserve materials
   Instructors should provide a few weeks of lead time in making requests for materials to be placed on reserve. Requests for books or DVDs to be ordered for placement on reserve also require advance notice of at least a week. For further information, contact public services assistant, Meg Leister, at x2840 or x2841 or email: leisterm@philau.edu.

iii. Instruction by librarians
   Formal instruction in the use of Library resources can be arranged in advance by contacting Karen Albert, the Library Director, or your liaison librarian – See the library’s staff list for details. For more information and a form for requesting instructional support, see the library’s page: Information for Faculty.

iv. Assignment review
   Professional librarians are available to assist faculty with the preparation of assignments requiring Library resources. Instructors are encouraged to verify the availability of any resource in the Library prior to making its use mandatory or recommended for an assignment. Faculty are encouraged to suggest that students seek research help at the library’s Reference Desk, by calling a librarian (x2848), or by emailing: reference@philau.edu.

v. Information literacy (IL) support
   Faculty are invited to receive personal information literacy training or consultation on IL programmatic integration or assessment, and should begin by contacting the librarian liaison assigned to their discipline or college. Again, see the library’s staff list. You can learn more about the goals and activities of this program by going to: http://libguides.philau.edu/il.
vi. **Library Facilities: Study rooms**

Six group study rooms each accommodate two to six people. These rooms are equipped with table and chairs, power outlets and whiteboards, and two rooms (101 and 214) have a plasma screen for projection from a laptop. Students or faculty needing a private place for study or discussion may request a key at the checkout desk. More information is available at [http://www.philau.edu/library/About/Buildinginfo/index.html](http://www.philau.edu/library/About/Buildinginfo/index.html).

vii. **Library Facilities: Meeting Rooms and Library Instruction Space**

Adjunct faculty may use the Rena Rowan Reading Room on the upper level or the Special Collections conference room on the lower level for meetings or private study. The Library Instruction Space (main floor) is also available for one-shot class sessions and includes a SmartBoard and 19 student laptops. To reserve these spaces, contact Deann Mojado: mojadod@philau.edu or x2843.

b. **The Design Center**

Founded to support the University’s extensive design curriculum, The Design Center at Philadelphia University presents nationally-significant, interdisciplinary exhibitions and public programs related to contemporary design in such areas as product design and graphics; architecture and furniture; textiles and fashion; and multimedia and technology. The Design Center is recognized locally, nationally, and internationally as a premier design resource.

The Design Center emphasizes the role of design as a force for communication, change and enrichment in our everyday lives. To further that belief, special emphasis is placed on educational programs for school-age children and college students, as they have an important role as catalysts for responsive design in the 21st century.

The Design Center houses a textile collection of more than 200,000 items, from Pre-Colombian remnants to couture clothing. The collection is exceptional in chronicling the history of the American textile industry, and stands as the only major repository of 19th- and 20th-century industrial-fabric samples in the United States. The textile collection documents the dominance of the Philadelphia textile industry in the manufacture of upholstery fabrics and trims from the late 19th century through World War II. The vitality of the city’s textile industry spurred the creation of the nation’s first school devoted to industrial textile education — the Philadelphia Textile School, founded in 1884 — which has evolved over 120 years to what is today Philadelphia University.

The Design Center at Philadelphia University is open to all students and scholars, and to the general public during specified hours. Corporate memberships for companies and organizations interested in accessing the textile archive are available. For more information about these memberships, or to learn how to become involved with The Design Center and its programs on an individual basis, please call 215.951.2860 or send email to TheDesignCenter@PhilaU.edu.
XIX. Student and Faculty Research

a. Human Subjects Policy and Institutional Review Board

Faculty, staff and students at Philadelphia University are occasionally involved in conducting research involving human subjects. Any research conducted under the auspices of Philadelphia University must protect the rights of human subjects and requires approval from the University’s Institutional Review Board (IRB).

According to Federal Government guidelines, human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains:

1) Data through intervention or interaction with the individual, or
2) Identifiable private information.

An IRB is a committee of peers that examines human subjects’ research proposed by Philadelphia University faculty or students for ethical concerns and determines:

1) The rights and welfare of the individual or individuals involved;
2) The appropriateness of the methods used to secure informed consent; and
3) The risks and benefits of the investigation.

The IRB approves, denies or recommends changes to the proposed research to assure the protection of the rights of human subjects.

The IRB Committee is comprised of five voting members—four full-time faculty members from the Philadelphia University faculty and one member from outside the University. The IRB will select its chair from its membership.

Full text of the policy and forms are available on the Provost’s Office web page: www.philau.edu/provost/inc/humansubjects.pdf. Or contact Mary Clare Venuto venutomc@philau.edu for more information.
XX. **Student Life Resources**

http://www.philau.edu/deanofstudents/

a. **Student Development Programs**

The Office of Student Development Programs sponsors co-curricular programming aimed at educating students about positive and informed life choices and personal growth.

Student Development Programs coordinates the Summer Orientation Program, Welcome Week, The First-Year Experience Program, and Winter Orientation.

The Office assists students in their adjustment to the University and to later life by providing out-of-class learning opportunities designed to increase their personal, intellectual, spiritual, and cultural development.

b. **Disability Services**

The Disability Services Office was created to facilitate equal access opportunities for students with disabilities to the education, programs, and activities of Philadelphia University. Disability Services is primarily an academic support services office that provides services and programs to students with physical impairments, as well as those with documented learning and psychological disabilities. The programs and services of the Disability Services Office follow four main initiatives: accessibility, retention, awareness, and technology (see below). Questions or concerns regarding individual cases should be referred to the coordinator of Disability Services.

The Disability Services Office addresses accessibility in two general areas. It works with the University’s Physical Plant staff to ensure that issues of accessibility around the campus are addressed. To this end, the campus has undergone many physical and architectural changes to meet the goal of a physically accessible environment. Second, to ensure equal access to learning, Disability Services provides support services and accommodations to students with documented learning and psychological disabilities.

The University acknowledges that students with documented disabilities may have specialized needs that can be addressed with targeted retention outreach activities. Identified students are monitored for academic progress, and the Disability Services Office reaches out to these students at several key points in a semester. The goal of these contacts is to address any of the following needs: academic study skills, academic alerts, disability-related advising issues, and self-advocacy skills. Students are encouraged to utilize services; however, the Disability Services has no means to mandate that students do so. For many non-academic concerns, referrals will be made to other campus resources.

Disability Services provides outreach to students, faculty, and staff to familiarize them with the types of disabilities experienced on the Philadelphia University campus and to engender a supportive attitude toward students with disabilities.

The University has placed great emphasis on the utilization of technology in the classroom and for many campus functions. Disability Services works to ensure that these technologies are accessible to students with physical and learning disabilities.
Students must make appointments with the Disability Services coordinator to discuss individual needs.

c. International Student and Exchange Programs
The Office of International Student and Exchange Programs provides services to students who have come to the United States to pursue undergraduate or graduate courses of study under an F-1 visa.

The Office addresses international students’ immigration concerns and acts as a liaison to U.S. governmental agencies. The Office also provides programs that assist international students in becoming acclimated to the United States and to the Philadelphia metropolitan area.

d. Spiritual Development
The Office of Spiritual Development is a part of the Division of Student Life and the Office of Student Development Programs. The office coordinates activities, events and guest speakers in the area of personal spiritual and religious growth. The office also serves as a liaison between faith-based student organizations and keeps a list of houses of worship in the East Falls area.

It is the mission of Spiritual Development to foster among the members of the University community the promotion of a relationship with a Higher Being as determined by one’s declared faith, a deepening personal awareness of one’s own self and relationships with one another through community development and spirit.

The Spiritual Development Program provides an environment in which all members of the University Community are able to develop the spiritual aspects of their lives and share in dialogue with others who have the same goal.

Appreciating the pluralism of the University community, the Spiritual Development coordinator and other resource people are drawn from different faith traditions: people with deep spiritual awareness. Those who have a specific faith tradition remain faithful to their respective tradition, yet are committed to interfaith activities. The Spiritual Development Office invites all University community members to join in its activities with the same attitude.

In addition, recognizing that Philadelphia University is an educational institution, the Office supports the educational goals of the University in developing actively concerned individuals who are intellectually and spiritually prepared to deal with the current world.

The coordinator provides the University community an opportunity to discuss concerns regarding personal and spiritual development on a one-to-one basis. The office also assists groups who wish to incorporate a spiritual aspect to a secular activity. It offers programs and services that respond to specific faith traditions found within the University community as resources permit and specific areas of need demand.

Periodically, the office will offer interfaith programs and services open to all members of the University community. Those seeking advice or assistance in discussing spiritual formation, personal questions regarding their own development, and ethical and moral concerns in curricular or co-curricular areas may call upon the office at any time.
XXI. Campus Life

a. Residence Life and Commuter Programs

Residential living is an integral part of Philadelphia University. Recognizing that students spend a large majority of their time outside of the classroom setting, the Office of Residence Life strives to create a group-living environment in which each student is afforded an opportunity to develop as an individual in an atmosphere that encourages emotional and intellectual growth.

To help foster a living/learning environment, the University houses within each living area a graduate Resident Coordinator (RC) and undergraduate Resident Assistants (RAs) to provide leadership and guidance for its residents. Both RCs and RAs live with students in each facility. Since RAs have the opportunity to work closely with students over an extended period of time, they are in a unique position to positively influence residential students.

RAs work to create a beneficial environment by fostering a sense of community, providing assistance to students, and by working with fellow staff to ensure the smooth operation of the residence halls.

Commuter Services is located on the third floor of the Student Center and is managed by the Office of Residence Life. Commuter students will find many services available to them, such as public transportation information, car pool opportunities, and monthly luncheons to interact with University staff. Commuter students are invited to come to the office to ask questions, gather information, or simply take a break between classes.

b. Dining Services

Dining Services operates a 350-seat cafeteria, Ravenhill Dining Hall; a 200-seat restaurant, The Common Thread; and a convenience store, the Ram Mart, located adjacent to Ted’s Café. In addition, the Tuttleman Café is located on the second floor of the Tuttleman classroom building. It is the goal of this department to provide you with appetizing and nutritionally-sound food served in a pleasant environment.

- Ravenhill Dining Hall is located on the Ravenhill side of the Main Campus.
- Common Thread is located on the Main Campus on the lower level of Kanbar Campus Center.
- Ted’s Café is located on the second floor of the Kanbar Campus Center.
- The Ram Mart convenience store is located next to Ted’s Café on the second floor of the Kanbar Campus Center.
- Tuttleman Café is located on the second floor of The Tuttleman Center.
c. Athletics and Intramurals

Philadelphia University offers 12 intercollegiate sports competing at the NCAA Division II level, with the exception of men's soccer, which competes in Division I. Additionally, the University offers a diversified intramural program that responds to the needs of all students.

The University holds membership in the East Coast Athletic Conference (ECAC), the New York Collegiate Athletic Conference (NYCAC) and the Atlantic Soccer Conference. Athletic scholarships are available.

Activities are scheduled in league formats, as well as single days, in order to accommodate the variety of academic schedules. Full-time students are eligible to participate and can sign up as individuals or groups.

Faculty and staff interested in participating in intramurals and/or other recreation activities should contact the Director of Recreation.
XXII. Campus Services

a. Mail Services

Mail Services supports both campus mail and U.S. mail for students, faculty, and staff. For personal mail, the mailroom window is open from 10:00 a.m. to 5:00 p.m. daily. Books and single stamps may be purchased at the machines located near the student mailboxes in Kanbar Center Mailroom.

Interdepartmental and University business and outgoing U.S. mail are picked up and delivered twice daily from each building/department. Students are permitted to ask the administrative staff member to place messages in an instructor’s box, or messages may be dropped off at Mail Services for delivery to department.

Faculty are assigned mailboxes in each school. Faculty should check their mailboxes prior to each class meeting to receive notices, announcements, student messages, etc. Please read all memos intended for students at the beginning of class meetings.

b. Health Services

Services are provided by nurse practitioners who work in collaboration with a board certified M.D. contracted by Philadelphia University. Nurse practitioners are registered nurses with advanced education and clinical training that can provide education and health care in a variety of settings. They are able to diagnose, treat and prescribe medications as needed. They collaborate with physicians and other professionals as needed.

Hours: Student Health Services is open from 9:30 a.m. to 5:00 p.m. Monday through Friday.

Students wishing to be seen should call for an appointment or arrive between 9:30 a.m. and 12:30 p.m. during Walk-In hours.

 Emergencies: Student Health Center staff is unable to leave the office and respond to academic and residential areas on campus. Please call security at x2999 if there is an emergency.

Students are responsible for payment of prescription medication.

Confidentiality The Student Health Services staff maintain strict professional standards of privacy and confidentiality. Information will be released only with the student’s written consent. Confidence may be broken only in the case of clear and imminent danger to the student(s) or others.
c. **Counseling Services**  
Phone: 215.951.2868  
Office: Student Center, 3rd floor

Appointments may be scheduled by calling x2868 or by coming to the office in person.

**Academic Year**
- Appointments: Monday to Friday: 9:00 a.m. to 5:00 p.m.
- Walk-in hours: Monday through Friday from 4pm-5pm.

**Summer**
- Monday to Friday: 9:00 a.m. to 4:30 p.m.

Counseling for personal concerns, including concerns about alcohol or other drug issues, is available to all full-time day undergraduate and graduate students at no charge. Licensed professionals who understand the needs of college students provide counseling on a short-term basis. Referrals to area agencies and practitioners are made for those who need or desire more specialized care.

Students experiencing a severe emotional crisis will be seen as soon as possible on that day; otherwise, students are encouraged to make appointments to meet with a counselor.

There may be occasions when a faculty member’s observations or conversations with a student suggest that the student may benefit from making an appointment with a counselor. A delicately-worded reminder to the student as to the availability of personal counseling on campus may be appropriate. Faculty should not hesitate to consult with the director of Counseling Services when need arises.

Counseling Services staff maintain strict professional standards of privacy and confidentiality. Information about a student will be released only with the student's written consent. Confidence may be broken only in the case of clear and imminent danger to the student(s) or others.
XXXI. Campus Facilities

a. **Student Center**

The Kanbar Campus Center houses the Dean of Students Office, Student Activities, Residence Life, International Student Programs, Community Service Programs, Student Development Programs, and Counseling Services and many student groups.

Student Government Association (SGA) structure includes an Executive Board (officers, class representatives, and Standing Committee chairs), General Assembly, President’s Council, and Standing Committees. All full- and part-time students vote in SGA elections and attend bi-monthly General Assembly meetings.

b. **Campus Store**

The Campus Store, located on the main campus, offers a variety of products including textbooks, study guides and general reading material. The Store also provides educationally priced software, school and art supplies, along with insignia gifts and clothing. Faculty members with valid ID are entitled to a 10% discount on the purchase of most items.

c. **Fitness Center/Recreation**

Any current employee of Philadelphia University (full time or part time) can use the facility (Gallagher Athletic Recreation and Convocation Center) with verifying University ID. Employees of the Fitness Center have the right to request additional proof of identification such as a pay stub, current Philadelphia University Library card, contract, or letter of appointment. NOTE: Additional information would not be needed as long as the I.D. card swipes through and correctly identifies that person as a current member of the University.

Free access includes use of: Fitness Center and cardio alley equipment, running track, both large (main) and/or small (Harris) gyms, racquetball court and aerobics studio when available (Physical Education & Fitness classes will have priority), locker room access, basketball, volleyball, and indoor soccer. Fees may be initiated for yoga and aerobics classes and locker usage. Fees: There currently are no fees for classes, nor do we anticipate them for 2014–15.

**Academic Year Hours of Operation**
- Monday-Friday: 7:00 AM - 10:00 PM
- Saturday: 10:00 AM - 6:00 PM
- Sunday: Noon – 6:00 PM

**Summer/Intersession Hours of Operation**
- Monday and Wednesday: 11:00 AM – 7:00 PM
- Tuesday and Thursday: 7:00 AM – 7:00 PM
- Friday: 7:00 AM – 2:30 PM
- Saturday and Sunday: CLOSED

The website for recreation is [http://philaurec.prestosports.com/landing/index](http://philaurec.prestosports.com/landing/index). Any and all changes of the schedule are posted on this site.