FELICIAN COLLEGE

STUDENT HANDBOOK

2014–2015

Felician College is Sponsored by the Felician Sisters

A 21st Century Education Based on Timeless Values
PROVISIONS OF THE STUDENT HANDBOOK

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

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

Effective August 2014
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FELICIAN COLLEGE MISSION STATEMENT

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

FELICIAN COLLEGE SEAL

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

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

The wavy lines of the division of the chevron are a heraldic representation of water (Saddle River) which, coupled with the two mill-rinds recall that Lodi was founded and established around the water power of the mills.

In 1825, Robert Rennie, a French dyer, and his brother, constructed a mill and also named Lodi for Napoleon’s victory over the Austrians at the bridge of Lodi, Italy. The mill, large for its day, was established in the area where, heretofore, the only use made of water power was a small grist mill operated by Hopper and Zabriskie.

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

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

The motto, In Veritate Felicitas, translated “In Truth is Happiness,” was selected for the College since it briefly expresses an ideal, a program of life, and the spirit of the student who chooses to attend the college.
Greetings:

I am excited to welcome all of our new students and welcome back all of our upper-class students to what will be an exciting year at Felician College. We are committed to providing you the best educational experience possible, in and outside of the classroom.

Many of you will notice some improvements since last May, when you left for summer vacation. We have refurnished many of our classrooms and have completely refurnished our Residence Halls. Our furnishings are of the highest quality and we hope will make your educational and residential experience even more enjoyable. You will see that progress has been made on the Education Commons, our construction project next to the Castle on the Rutherford Campus. We expect to dedicate that building and have it available for your use early in the spring semester. The Falcon's Nest and the Rutherford Dining Hall have undergone some improvements. The Falcon's Nest has been air-conditioned and repainted for your pleasure and use. The Rutherford Dining Hall has also been repainted and reconfigured to make your dining experience more pleasurable.

Our Athletic Department has introduced three new teams for this year: Bowling, Lacrosse and Track and Field. At the moment, these teams are for our female students, but they provide all of you some additional opportunities to fully enjoy campus life. There will be many activities and events scheduled for you in the coming months. Please take advantage of these and all that Felician College has to offer.

We are here to provide you with the resources necessary for you to realize your personal and professional dreams. Be a part of Felician College, for the experience of a lifetime.

Sincerely,

James E. Fitzpatrick, Ed.D
Vice President for Student Affairs
CALENDAR OF EVENTS
FALL & SPRING SEMESTER
2014-2015

AUGUST 2014
19  Student Leadership Retreat/Kearny, NJ; 11:00 a.m. - 1:00 p.m.
21  Adjunct Orientation on Mission
23  Freshmen Orientation Mass and Dinner for New Students & Families - Rutherford campus, 5 p.m.
27  2014 Fall Semester Begins

SEPTEMBER 2014
1   Labor Day/College Closed
8   Last day to add course
8   Last Day for 100% Refund (Drop/Add Period)
10  All Campus Liturgy-Blessing of New Student Leaders and Athletes
    1 p.m. - 2:30 p.m. Breslin Theater, Obal Hall – Lodi Campus - Luncheon
15  Last Day for 75% Refund
19  Athletics Hall of Fame Induction Banquet at 6:30 p.m. Fiesta Restaurant, Wood-Ridge, NJ
19-20 Homecoming/Family Weekend
24  Green Out Night Volleyball - Rutherford campus gym - 7 p.m.
22  Last Day for 50% Refund
29  Last Day for 25% Refund
29  Withdrawal after September 29, 2014, is 0% Refund

OCTOBER 2014
3–10 Mission Heritage Week- “Standing on the Shoulders of the Ones Who Came Before Us”
3   Blessing of Animals Transitus (Sister's Chapel)
8   All Campus Liturgy; 12 p.m.- 2 p.m. in Breslin Theater, Obal Hall – Lodi Campus
13  Columbus Day/College Closed
16  Senior Day Men’s Soccer - Lyndhurst Field at 7 p.m.
20–24 Midterm Exams
21  Senior Day Women’s Soccer - Lyndhurst Field and 4 p.m.
22  San Damiano Lecture - Rev. Andre Cirino, a Franciscan Friar (of the Order of Friars Minor of Holy Name Province) and a contemporary Franciscan itinerant preacher; Lodi campus

NOVEMBER 2014
1   All Saints Day
1   Senior Day Volleyball-Gym-to be determined
2   All Souls Day
10  Priority Registration
10-25 Advising for Spring 2015 (Business Library)
25  Thanksgiving Prayer Service at 1 p.m.
27  Thanksgiving/College Closed
28  Thanksgiving/College Closed

DECEMBER 2014
8   Feast of the Immaculate Conception/Blessing of the Crib - Obal Hall Foyer, Lodi campus
9   Tree Lighting Ceremony, Obal Hall Lobby, Lodi Campus
9    Reading Day, No classes
10–16  Final Exams
18    Grades due in Datatel System
19    Grades released to students
24 – January 14, 2015
    Winter Recess/ No classes

JANUARY 2015
14    2015 Spring Semester Begins
19    Martin Luther King Day – College Closed
21    Campus-Wide Liturgy at 1 p.m.  
    Breslin Theater, Obal Hall – Lodi Campus. Opening of Spring Semester
21    Green Out Basketball: Women - 6 p.m. and Men - 8 p.m. Rutherford Campus Gym
26    Last day to add a course
26    Last Day for 100% Refund (Drop/Add Period)

FEBRUARY 2015
2    Last Day for 75% Refund
9    Last Day for 50% Refund
16    President’s Day – College Closed
17    Senior Day Men’s and Women’s Basketball: Women - 6 p.m. and Men - 8 p.m. Rutherford Campus Gym
17    Last Day for 25% Refund
17    Withdrawal after February 17, 2015 is 0% Refund
18    Ash Wednesday/All Campus Liturgy; Breslin Theatre, Obal Hall, Lodi Campus - 1:00 p.m.

MARCH 2015
1–7   Spring Break
5    Ash Wednesday
12    Campus-Wide Liturgy at
    1 p.m. at Breslin Theater, Obal Hall – Lodi Campus
19    Scholarship Recipient and Family Dinner- TBD
16-20  Mid-Terms
23    Grades Due

APRIL 2015
2    Holy Thursday – College Closed
3    Good Friday – College Closed
5    Easter Sunday
6    Priority Registration
6-24  Advising for Summer & Fall 2015
17    Senior Day Softball - Lyndhurst field 7 p.m.
22    Earth Day (Convent observance for all campuses - Peace Site, Lodi Campus -12:15 p.m. - 12:45 p.m. 
    Grand Opening of the Nursing Facility in the Education Commons Building/School of Nursing’s 50th 
    Anniversary

MAY 2015
2    TED Candlelight
5    Reading Day, No classes
5    Sigma Beta Delta Induction Dinner
6    Athletic Senior Banquet, The Fiesta, 6:30 p.m.
6–12  Final Exams
Nursing Recognition Ceremony
Grades Due In Datatel System
Commencement Breakfast
Grades Released to Students
Commencement Mass
Commencement
Annual Faculty/Staff Retreat - 8 a.m. - 3 p.m.
First Graduating Class of the Doctorate of Nursing Practice program

26 - June 27
Summer I
26
Last day for 100% refund
28
Last day for 75% refund
28
Withdrawal after May 28, 2015 0% refund

JUNE 2015

June 30 - August 1
Summer II
30
Last day 100% refund

JULY 2015

2
Last day for 75% refund
2
Withdrawal after July 2, 2015 0% refund

DIRECTORY OF ADMINISTRATIVE STAFF

SENIOR ADMINISTRATIVE OFFICERS

Dr. Anne Prisco
President
Fran Andrea
Vice President of Administration, Enrollment & Planning

Dr. Howard Burrell
Special Assistant to the President

Michael Fescoe
Vice President for Finance

Dr. Edward H. Ogle
Vice President for Academic Affairs

Sister Juanita Arnister, C.S.S.F
Vice President for Mission Integration

Dr. James Fitzpatrick
Vice President for Student Affairs

ACADEMIC AFFAIRS

Dr. Edward H. Ogle
Vice President for Academic Affairs

Dr. Muriel M. Shore
Dean of the School of Nursing
Dr. Beth Castiglia  
Dean of the School of Business

Dr. Rose Rudnitski  
Dean of the School of Education

Dr. Dolores Henchy  
Dean of the School of Arts and Sciences and Assessment and Instructional Technology

Dr. Maria Vecchio  
Director of the Honors Program

STUDENT AFFAIRS

Dr. James Fitzpatrick  
Vice President for Student Affairs

Michele LaJeunesse  
Assistant to the Vice President for Student Affairs

Patrick Dezort  
Director of Student Development and Engagement

Kamal Tawadros  
Director of Transportation

Laura Barry  
Director of Residence Life

Jason Smith  
Assistant Director of Residence Life

TBD  
Assistant Director of Residence Life for International Students

Father Richard Kelly  
Director, Campus Ministry

TBD  
Director of Career Development

Audra Pianelli  
Internship Coordinator

Carolyn A. Lewis  
Director of Center for Health

Boris Shabovta  
Administrative Assistant/Center for Health

Mary E. Reilly  
Director of Counseling Center

Ben Silverman  
Counselor; Alcohol and Other Drug Education Coordinator

ATHLETICS

Ben DiNallo Jr.  
Athletic Director; Head Coach Golf

Lori Kwiatkowski  
Assistant Athletic Director/Compliance Officer/Senior Woman’s Administrator
Mark Mentone  
*Sports Information Director*

Dr. Alfredo Castro  
*Faculty Athletics Representative*

Dr. Anthony Scardino  
*Athletic Academic Advisor*

Dave DeFerrari  
*Game day Operations; Recreation Coordinator; Head Coach/Men’s Basketball*

Steve Fagan  
*Internal Operations Coordinator /Head Coach/Women’s Basketball*

Roger Stephens  
*Head Coach/Men’s Soccer*

Chris Langan  
*Facility Manager; Head Coach/Men’s Baseball*

John Brennan  
*Head Coach/Men’s & Women’s Cross, Country/Women’s Outdoor Track and Field*

Andrew Toriello  
*Women’s Bowling*

Angelica Gero  
*Women’s La Crosse*

John Chang  
*Head Coach/Women’s Volleyball*

Tom Notte  
*Head Coach/Women’s Soccer*

Brian Vogler  
*Head Athletic Trainer*

Mick Sudol  
*Assistant Athletic Trainer, School of Nursing*

**SECURITY**

APG SECURITY  
SECURITY/LODI AND RUTHERFORD

**STUDENT GOVERNMENT**

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

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

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

The staff is available 24 hours a day, seven days a week, 365 days a year. Felician College’s Residence Life staff is second to none and dedicated to “Creating Home.”

Professional Staff
The Office of Residence Life is located on the Rutherford Campus. This office houses all members of the professional staff. The staff is made up of two Assistant Directors and a Director.

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

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

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

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

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

For more information about the Office of Residence Life refer to the Office of Residence Life Guidebook for all Rules and Regulations for within the Residence Halls. The guidebook is available in the Office of Residence Life, as well as, the Felician College Web site.

The guidebook outlines the Office of Residence Life Judicial Policy and is followed for all judicial matters that occur within the residence halls. Also, check the Student Handbook pages for additional College Policies.

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

The following policies are subject to the Student Code of Conduct:

Excessive Lockouts - Upon your 3rd lockout there will be a charged assessed to the student. If the behavior continues this would result in a hearing.

Health and Safety Violation – If you fail room inspection, and the violation does not pose an immediate threat, you will be warned and your room will be re-inspected within one day. If the bathroom does not meet the standards of cleanliness a cleaning charge will be assessed.

The possession of any of the following items is prohibited in the residence halls:
- Exposed Heating Elements
- Extension Cords
- Broilers, toaster ovens, toasters
- Electrical lights (i.e. Christmas lights, rope lights, etc.)
- Hot pots or hot plates
- Coffee Makers (with the exception of those with internal heaters and automatic shut off)
- Blenders 23
- Live cut Christmas trees
- Candles, incense, oil lamps, open flames
- Popcorn poppers
- Space heaters
- Amplifiers, large speakers, base boxes
- Air conditioners
- Electric Blankets
- Halogen Lamps
- Large non-college issued furniture (couches, futons, etc.)
- Firecrackers
- Lava lamps

Misuse of Windows – Throwing objects out the window, entering or exiting through a window and/or suspending objects outside of a window is prohibited.

Blocking of Exits, Entrances – The reckless blocking of entry and exit points within a residence hall.

Failure to Evacuate or a Delayed Evacuation – Failure to vacate the building during a fire alarm or exceeding three minutes to evacuate the building.

Smoking in/near the Residence Halls – The smoking or lighting of cigarettes, cigars, black and mild’s, hookah etc. in the Residence Halls or in the areas closely surrounding the residence halls. The distance one must be to smoke on campus is 50 feet from any building.

Campus Noise Violation – Causing sound to be heard from outside of a residence hall room during quiet hours. Quiet hours are as follows:
- Sunday – Thursday 10:00 p.m. – 8:00 a.m.
- Friday – Saturday 12:00 a.m. – 8:00 a.m.

Courtesy hours (a mutual respect for your neighbors) are in effect 24 hours a day. All noise must be kept to a level that is respectful to other residents in the building and the surrounding areas of the building.

If you are found in violation of the noise policy, you will receive a written warning. If it becomes a repeat offense, sanctioning will occur. Please remember that during exam periods, 24-hour quiet hours are in effect the entire span of exams. Signs will be posted to alert you to the dates and times when 24-hour quiet hour times commence.
Possession of a Pet – The possession of any unauthorized pet that is residing in a residence hall room. All pets are prohibited from all buildings and events on campus with the exception of those approved by the Office of Services for Students with Disabilities. Please refer to the Service and Support Animal Policy in the Office of Services for student with Disabilities for guidelines. In the event that a live animal is found in possession of a resident(s), the resident(s) will be given 24 hours to remove the animal from the premises, and a sanction will be imposed as deemed appropriate. Should the same or any other, live animal be found in the possession of the resident(s) on a second occasion, the minimum sanction will be jeopardy of eviction.

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

Guest visitation hours are as follows:
• SUNDAY - THURSDAY: 8:00 A.M. - 1:00 A.M.
• FRIDAY - SATURDAY: 8:00 A.M. - 2:00 A.M.

Overnight Guest Policy
If you wish to have a same sex guest stay overnight in the residence halls, you must fill out an overnight guest form no later than 24 hours prior to your guest’s arrival. If your guest is arriving over the weekend the form must be completed prior to noon on Friday. These forms are located in The Office of Residence Life and online. You must have your roommate and suitemates sign the form before approval is granted. A Residence Life Administrator must then sign the form, granting approval. Guest visitation hours are as follows:
• There will be no guests allowed over break periods or exam periods. A break period is anytime the school is closed for 2 or more consecutive school days (ex. Friday & Monday or Thursday and Friday).
• Overnight guests must be at least 18 years of age, unless prior permission from the Director of Residence Life has been given.
• You may have only 1 overnight guest at a time per resident.
• Guests must be with their hosts at all times.
• The maximum amount of time a guest is allowed to stay in the halls is three (3) consecutive night within a 7 day period, not to exceed having guests for more than 6 days per month.
• An individual may not stay more than 6 nights during a 1-month period. In the case of an extenuating circumstance this policy can be petitioned to the Director of Residence Life.
• The guest and host must leave a valid form of current identification with security and sign in upon arrival.

Your guest MUST carry your overnight guest-pass form AT ALL TIMES.
Remember, you are responsible for your guest while he/she is staying. If a guest is found in the residence halls without their host they will be escorted from campus and not permitted to return. The hosts’ guest privileges will be revoked at the discretion of an administrator.

Inter-visitation Policy
If you reside on campus you are permitted to sign into Milton or Elliot without restriction. Please stop at the security desk and sign yourself into the building leaving your ID. You have access to this building until 2 am. If you fail to leave by 2 a.m. your ID will be confiscated and you will face judicial consequences. No student is permitted to spend the night in another student’s room without written permission from the Office of Residence Life. After 2 a.m. on all nights you are not permitted to be in another resident’s room.
**CAMPUS MINISTRY**

Father Richard Kelly, Director of Campus Ministry
Lodi Campus - ext. 6021

Rutherford Campus - ext. 3510

Rev. John O’Neill, I. V. Dei,
Associate Campus Minister, ext. 6156

Sister Teresa Soltys
Associate Campus Minister, ext. 6122 or 201-559-3337

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

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

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

Felician College wants to create a Franciscan Spirit within the Catholic Christian college community that:

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

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

You can call any campus minister at their extension number or just visit the Campus Ministry Office located on the ground floor, Obal Hall near Harmony Hall. The Campus Ministry Center on the Rutherford Campus is located in the Student Center Building.

Campus Ministry enlists faculty and students to serve as leaders in the Campus Ministry Club. Notices are posted concerning the time and place for our weekly discussions, Liturgical Celebrations, and other significant events.
The Office for Mission Integration works with the college community, board members and management to ensure that the Mission, Felician Core Values and Franciscan spirit permeate all aspects of life and learning at Felician College. Sister Mary Juanita Arnister Is the Vice President for Mission Integration.

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

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

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

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

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

DIRECTIONS TO THE RUTHERFORD CAMPUS
One Felician Way (For GSP use: 223 Montross Avenue) Rutherford, NJ 07070

From North or South:
Garden State Parkway to Route 3 East (North Exit 153A) (South Exit 153B exit left). Exit Route 3 at Rutherford/Lyndhurst. At light, make left onto Park Avenue. Travel along Park Avenue to West Passaic Avenue (monument at intersection). Make left onto West Passaic Avenue. Campus is four blocks ahead on the right. Due to ongoing road construction in the areas of Route 3 and the Garden State Parkway, you may have to use a modified route to exit these roadways.

From Route 17 South:
Exit at Union Avenue, Rutherford. Turn right at end of the exit; make first left onto Hackensack Street. Turn right under trestle and follow to traffic circle. Turn left onto Park Avenue. Follow Park Avenue approximately ¼ mile and make right onto West Passaic Avenue (monument at intersection). Campus is four blocks ahead on right.

From East (Manhattan):
Route 3 West to Park Avenue/Riverside Avenue exit. Cross intersection and proceed to next traffic light at Park Avenue. Turn right onto Park Avenue. Follow Park Avenue to West Passaic Avenue (monument at intersection) and turn left. Campus is four blocks ahead on the right. Due to ongoing road construction in the areas of Route 3 and the Garden State Parkway, you may have to use a modified route to exit these roadways.
DRIVING DIRECTIONS TO THE LODI CAMPUS
262 South Main Street, Lodi, NJ 07644

From Route 46 East:
Exit Main Street, Lodi. Turn left at traffic light at end of exit. Turn left at third traffic light and turn right at the next light onto South Main Street. The College entrance is less than one mile on the right.

From Garden State Parkway North:
Exit 157 to Route 46 East. Proceed as in Route 46 East.

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

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

From New Jersey Turnpike North and South:
Exit at Route 3 West. Take Route 3 West to Route 17 North. Proceed as in Route 17 North.

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

From Garden State Parkway South:
Exit 157. Look for U-turn to Route 46 East. Proceed as in Route 46 East.

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

From Route 80 West:
Exit 63 Lodi/Rochelle Park. Turn right at the end of the exit, and left at the traffic light. Turn left at the next light onto North Main Street. Turn left at the fifth traffic light and make an immediate right on South Main Street. The College entrance is about one mile on the right.

From Route 3 East and West:
Exit at Route 17 North. Proceed as in Route 17 North.

IF YOU WANT TO ................................................. YOU SHOULD CONTACT:
Change a course ................................................................. Your advisor or the Registrar
Obtain permission to take excess credit hours (over 17) ................................................................. Your advisor or Vice President for Academic Affairs
Change your schedule ...................................................... Your advisor or the Registrar
Obtain a transcript of your grades ........................................ Registrar
Register your car/pay parking fines ........................................... Security Office
Register a change of address or name ........................................ Registrar
Obtain information about co-curricular transcripts ........................................ Career Development Center
Study Abroad ............................................................... Director of Study Abroad
Plan social activities .................................................. Director of Student Development & Engagement
Recommend changes ..................................................... Vice President for Student Affairs
Authorize any publicity .................................................. Director of Student Development & Engagement
Make announcements .................................................... Director of Student Development & Engagement
Obtain use of the Dining Hall for an activity .................... Director of Student Development & Engagement
Organize a club ............................................................ Student Government
Attend a retreat .......................................................... Director of Campus Ministry or
Vice President for Mission Integration
Learn about volunteer service ........................................ Director of Campus Ministry or
Vice President for Mission Integration
Become involved in Franciscan Activities ......................... Vice President for Mission Integration
Seek help in any problem .............................................. Any member/Student Affairs Staff
Inquire about alumni activities ....................................... Director of Alumni Relations
Contribute money ........................................................ Director of Institutional Advancement
Settle your accounts .................................................... Director of Student Accounts
Receive financial aid ..................................................... Director of Financial Aid
Receive information about graduate school and about Standardized Test Services School Deans or
Office of Academic Support Services
Obtain and use multi-media equipment .......................... Audio Visual Center
Join a club or organization .......................................... Director of Student Development & Engagement
or Student Government
Access print or computerized information ....................... Felician College Library
Participate in the celebration of Mass, meditate and pray Chapel, 2nd floor, Obal Hall, Lodi Campus
Chapel In Castle, Rutherford Campus
Buy books and supplies .............................................. The Bookstore
Reclaim a lost article .................................................. Student Affairs Office, Security or Residence Life
Receive health care, to be released from Health Hold, to obtain information on student health insurance, and to obtain student health forms Center for Health
Inquire about counseling services Mental wellness counselors in the Student Union, Rutherford campus
Be aware of social and campus activities and to keep informed Director of Student Development & Engagement
Director Residence Life, campus bulletin boards, semester calendar
Obtain Residence Hall room assignment ......................... Residence Life Office
Inquire about Career Counseling Services .......................... Career Development Center
for both students and alumni ........................................
Obtain assistance securing internships .......................... Career Development Center, School Deans,
Department Chairs/Coordinators or your advisor
Receive information about CLE ........................................ Office of the Registrar
Be aware of Felician College ........................................... Campus bulletin boards, Focus on Felician, or Felician College Web site
Relax and chat ................................................................. Student lounges
Snack ......................................................................... Dining Halls: Lodi and Rutherford Falcon’s Nest
and Café in Castle (lower level)
Obtain assistance in academic work ............................... Center for Learning or faculty
Register for an Honors course ......................................... Director of Honors Program
Register for sport activities ............................................. Director of Athletics
To use the physical fitness center .................................... Director of Athletics

**EMERGENCY PROCEDURES**

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

The local RESCUE SQUAD for Lodi and Rutherford, 911 should be called for anyone experiencing:

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

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

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

In the event of an emotional crisis when college services are unavailable, mobile outreach services are available 24 hours a day, 365 days a year through Care Plus, 201.262.HELP (4357).

When calling for emergency services to campus, please alert the Rutherford Security Office or the Lodi Switchboard to assist with the location of the emergency.

- Rutherford Security: 201.559.3561
- Lodi Switchboard: 201.559.6000

**NON-EMERGENCY HEALTH NEEDS**

The Center for Health is located on the Rutherford Campus and is available to all students, Monday – Friday, 8:30 a.m. – 4:30 p.m. The last scheduled appointment is at 4 p.m. For summer hours or school break, please call 201.559.3559.
**Clifton Immedicenter** is conveniently located near both campuses and is open from 8 a.m. – 9 p.m., Monday through Friday, 8:00 a.m. to 5 p.m. on weekends. Please call for availability during major holidays and inclement weather.

Clifton Immedicenter has agreed not to charge Felician College students at the time of service but will submit the medical claims directly to the insurance company. Students will be billed for any services not covered. Students covered by HMO will need to seek treatment from their primary care provider or Dr. Michael P. Basista, the designated FCP prior to visit or pay at the time of visit. Directions can be obtained by contacting Immedicenter at 973. 778.5566.

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

**On the Lodi Campus**
Dial 3559 to be connected to Student Wellness Center.

**CRITICAL EMERGENCY PROCEDURES**

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

**When College is Not in Session**
Have the operator call the Lodi Police (911) or 973.473.7600 or the Rutherford Police 201.939.6000. Be sure to specify the nature of the call. Give all of the information, exact location, type of injury, etc. Have someone stay with the injured person.

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

**Emergency Numbers:**
911

973.473.7600 – Lodi Police Dept.
973.473.6237 – Lodi Fire Dept
201.939.6000 – Rutherford Police Dept
201.939.6000 – Rutherford Fire Dept
201.288.0800 – South Bergen Hospital
201.996.2000 – Hackensack University Medical Center

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

TRANSFER CREDIT UPON ADMISSION

Official transcripts of post-secondary course work and official reports of CLEP must be submitted to the Office of Admission at the time of application. Felician College will not grant transfer credit for previous college work undisclosed at the time of admission.

Transfer credits to be awarded by the transfer evaluator are accepted on the following basis:

• Entire Associate in Arts or Sciences degree earned elsewhere, assuming credits are compatible with the Felician College curriculum.
• Credit for grades below a C will be applied toward general education or elective requirements only, and will not be applied toward requirements within the student’s major.
• Up to 90 credits earned elsewhere, assuming credits are compatible with the Felician College curriculum, to be applied toward a bachelor’s degree.
• No credit for grades below a C is awarded if you have not achieved an Associate of Arts, Associate of Science or bachelor’s degree.
• 30-credit residency is required for Associate and Bachelor Degree.
• No more than half of the credits required for the major (acceptance of transfer credit in a major is entirely at the discretion of the Department Chairperson).
• Evaluation by the transfer evaluator and approval of the Dean and Department Chairperson.
• The last 30 credits of any degree program must be earned at Felician College.
• Individual programs may have more rigorous transfer credit policies.
• Transfer credits can account for no more than half of the required credits within a student’s major.
• Transfer credits are not calculated in a student’s GPA at Felician College.

CLEP

A maximum of 15 CLEP credits will be accepted toward an associate degree and a maximum of 30 CLEP credits will be accepted toward a bachelor’s degree.

A list of CLEP examinations and course and credit equivalencies accepted by Felician College is available in the Office of the Registrar and online at felician.edu.

Consult with your advisor(s) and program requirements before taking a CLEP examination.

ACADEMIC AMNESTY

The College’s Academic Amnesty program allows a former Felician College student – having left, reapplied, and been readmitted to the College – to apply for forgiveness of his/her prior cumulative average. The intent of this policy is to encourage a formerly weak student to demonstrate a new commitment to succeed, but is in no way a supersession of the requirements and standards established at the collegial, programmatic, or departmental levels.

Eligibility and Guidelines

Any Felician student reapplying for admission following a minimum two-year absence is eligible for Academic amnesty (forgiveness of prior cumulative average). The student should receive a copy of the Amnesty Policy and form at the time of reapplication.

Following the completion of a minimum of 12 new college-level credits with a minimum 2.75 new cumulative average, you may apply for Academic Amnesty, forgiving the prior Felician College cumulative average. The Amnesty Form should be filled out and presented to the Office of the Registrar.

When Amnesty is granted, the cumulative average prior to readmission will be forgiven, but you will keep all passing credits as credits earned. The transcript will remain the same – no grades will be removed. The granting of Amnesty will be posted and dated on the student’s transcript.
CLASSIFICATION OF UNDERGRADUATE STUDENTS
A matriculated student is defined as any student, full time or part time, who has formally applied to Felician College and has been accepted through the Office of Admission. Classification is determined by the number of credits accumulated and/or the number of courses successfully completed toward the degree sought.

Classification by Credit Hours:
Freshman: 0-29
Sophomore: 30-61
Junior: 62-93
Senior: 94 credits or more

A non-matriculated student is defined as any student who has not formally been accepted through the Office of Admission into an academic school.

A student may not attempt more than 12 credits as a non-matriculated student. (This does not pertain to a student who is enrolled in a certificate program).

Courses taken by non-matriculated students do not lead to the completion of a formal degree. However, the non-matriculated student may apply these credits toward a degree upon matriculation and may also complete requirements for certificates in Religious Studies or Teacher Education.

HONOR CODE
The policies and procedures of the Honor Code apply to all members of the college community. This includes all students whether undergraduate or graduate (full time or part time), regularly enrolled, non-matriculated, or cross-registered from a neighbor institution, as well as faculty, staff, and administrators (full time or part time).

The community presumes that the personal integrity of all its members is sufficient assurance that students do their own work without unauthorized help from any other source and that faculty, staff, and administrators evaluate the student’s work in a fair and impartial manner.

The Honor Code presumes that all work submitted as part of academic requirements is the product of the student submitting it unless credit is given with proper footnoting and bibliographic techniques as prescribed by the course instructor.

All members of the college community are required to acquaint themselves with the provisions of the Honor Code through the information on the college’s Web page, the Student Handbook, and the college catalog. Students are responsible for obtaining from their professors an explanation of the freedom they may exercise in collaboration with other students or in use of outside sources, including the student’s own work prepared and submitted for another course. Students may collaborate with each other within the parameters established by their professor. In any given course a student may submit work prepared for credit in another course as long as he/she received written permission from any professors involved.

Cheating, plagiarizing, or otherwise falsifying results of study is prohibited. The Code applies to all material submitted in fulfillment of course requirements, including but not limited to examinations, papers (research and otherwise), workbook exercises and calculations, art, tapes, photographs, films, and computer programs, unless alternative arrangements have been made with the instructor.

In the event that a student does not obtain a clear definition of the application of the Honor Code from a professor in any class, the student must assume that the Honor Council will follow the strictest interpretation of the Honor Code with respect to that class.
When a student makes use of concepts or words from an outside source, whether in the form of a direct quotation or of paraphrase, credit must be given to the original source for each idea by footnote or other technique acceptable to the instructor. Failure to make such an acknowledgment through intent to deceive or through ignorance of proper citation format constitutes plagiarism.

### Violations of the Honor Code

Violations of the code include, but are not limited to, the following:

1. **Cheating** on an exercise, test, problem, or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to, using unauthorized aids such as:
   - Crib sheets
   - Discarded computer programs
   - The aid of another person on a take-home exam
   - The unauthorized use of electronic or technological devices
   - Copying from another student’s work
   - Soliciting, giving, and/or receiving unauthorized aid orally or in writing
   - Asking for or giving information pertaining to any portion of an examination before or after a student has taken it, in such a way as to gain or give an advantage over other students
   - Engaging in similar action contrary to the principles of academic honesty.

   **Cheating is not:**
   - Receiving help from the Learning Center
   - Receiving tutorial help
   - Studying with another student
   - Asking the instructor for help
   - Using study guides such as Cliff’s Notes and so forth
   - Using papers, tests, or other instructor-approved material.

2. **Any action designed to deceive** a member of the faculty or a fellow student regarding principles contained in the Honor Code, such as securing an answer to a problem for one course from a faculty member in another course when such assistance has not been authorized.

3. **Plagiarism**, i.e., the representation of another’s work as one’s own.
   - Use of texts of papers prepared by commercial or noncommercial agents and submitted as a student’s own work.
   - Submission of work downloaded from the Internet. This includes entire essays or partial downloads if the source is not cited properly.
   - Submission of work prepared for another course without specific prior authorization of the instructors in both courses. Use of a student’s own work, whether prepared in the relevant class or in another, is governed by all the rules of scholarship mentioned in the above section on plagiarism. A student may use citations, sources, and whole sections of a paper so long as proper acknowledgement is made and the written permission of any instructors involved has been secured.

4. **Falsification of results** of study and research.

### HONOR CODE VIOLATION REPORTING

**Procedure**

1. **All faculty and adjuncts will document in the course syllabus** how honor code violations will be sanctioned at the course level. In addition, the syllabus will contain links to the graduate catalogue’s Honor Code policies and procedures section.

2. **When a faculty member or adjunct determines that a student has violated the Honor Code**, the faculty member or adjunct informs the student that an Honor Code violation has occurred and reviews with the student how the violation will be addressed in the final course grade.
3. At the same time, the faculty member or adjunct reports the Honor Code violation to the Honor Council by completing the submitting the Honor Code violation forms to the Honor Council Faculty Advocate.

4. Students have a right to appeal any report of an Honor Code violation to the Honor Council.

Notification of Violation
The faculty member will notify and discuss the violation with the student within 10 business days of discover of the violation. If the matter is not satisfactorily resolved, the faculty member will immediately refer the violation to the Honor Council Faculty Advisor.

Course Sanctions for Violation of the Honor Code
The course sanction for a violation of the Honor Code is determined by the course instructor. Neither the Honor Council nor the Faculty Advocate enters into any consideration of grading. The Council’s sole function is to determine if a code violation has occurred once an appeal is brought before it by a student.

Sanctions Imposed by the College for Violations of the Honor Code
Students reported to have violated the Honor Code receive an advisory letter for each infraction. The first time a student receives a letter, he or she is required to meet with the Faculty Advocate for a seminar on academic integrity. A second Honor Council violation will result in suspension for one semester. A third letter shall result in dismissal from the College.

Responsibility of the Individual
Without the support and cooperation of the entire Felician College community, the Honor Code will not work. All members of the community must insist on both their own absolute integrity and on the integrity of all other members of the community.

If a person suspects that a breach of the Honor Code has been committed, he or she must inform the instructor in the course of the suspicions and identify, if possible, the person(s) suspected.

The Honor Council
The Honor Council is a panel of students, advised by faculty and administration, which seeks to preserve the integrity of the Honor Code at Felician College. The Council aims to secure justice for any student under suspicion of dishonesty, to vindicate his or her name if innocent, and, if guilty, to protect the honor and standing of the student body by affirming that the Honor Code was violated.

Two students represent the undergraduate student body from each division. These students are named by the deans of each division in consultation with the division’s department chairs. The student members of the council serve one-year terms and can be re-appointed for as long as they are enrolled as full-time students, maintain at least a 2.0 GPA, and are in academic good standing.

The presence of three student members of the Council is required for an Honor Council hearing. The sitting members for any hearing are selected by the Faculty Advocate based entirely on the compatibility of their schedules with those of the faculty member(s) reporting the code violation and the student(s) requesting the hearing.

The faculty is represented by the Faculty Advocate. The Faculty Advocate facilitates the operation of the Council by receiving notices of Code violations, providing all concerned individuals with access to any documentation provided by the parties involved, scheduling and chairing the hearings, and providing the Vice President for Academic Affairs with a written report on each violation hearing and an annual report on the activities of the council and plans for the following year.

The administration is represented by the Vice President for Academic Affairs. The Vice President for Academic Affairs provides, with the Faculty Advocate, clarification of college policy during the hearings. Hearing accommodations such as, but not limited to, teleconferencing can be made to accommodate out of state students enrolled in an online program.
All suspected infractions of the Honor Code are forwarded to the Honor Council Faculty Advocate. The Faculty Advocate also convenes Honor Council hearings.

**The Honor Pledge**

The pledge to be signed on all tests, quizzes, and similar work is: “I pledge my honor that I have neither given nor received inappropriate aid on this examination.”

The written pledge signifies that the work submitted is the student’s own and that it has been completed in accordance with the requirements of the course as specified by the instructor. In addition, each student and faculty member is expected to establish a clear understanding of the requirements in each course.

Any student uncertain about the application of the Code in a particular course requirement should consult the instructor. The Honor Code pledge should be included in all written work completed by the student and submitted for a grade. Any work handed in for credit, however, will be considered pledged unless exempted by the instructor.

*We wish to acknowledge our debt to Vanderbilt University and thank them for permission to use the language and concepts of their Honor Code freely.*

**Hold Policy**

Students who have been placed on hold for any reason must resolve the problem within the first 1/5th of the semester. Holds on fully on-line courses must be resolved prior to the beginning of the course. Should they fail to do this, they must wait until the next semester to resume their studies. Any exceptions to this policy must be cleared through the Dean of the School for which the student is registering and the office of the Vice President for Academic Affairs.

**Institutional Review Board**

The Felician College Institutional Review Board for the Protection of Human Subjects (IRB) reviews all research protocols involving human subjects. This includes human subject research to be carried out by any students, faculty, or staff member of Felician College.

This also extends to any human subject research originating from an external institution or organization that is to be carried out on Felician College property or with Felician classes, teams, or cohorts officially meeting at off-campus locations (e.g., Felician courses being taught at community colleges). Members of the Felician College community should contact the Felician College IRB Chairperson if they are asked to participate in a research project but are unsure of that project’s approval status.

The primary responsibility of the IRB is to safeguard the rights and welfare of research subjects. In addition, the IRB is charged with protecting the researcher and the College by ensuring that all human subject research conforms to the requirements of the Code of Federal Regulations, Title 45, part 46 (45 CFR 46), together with any other applicable federal, state, or local codes and revisions.

The IRB holds periodic workshops or special class sessions to provide information to the campus community regarding IRB application procedures, informed consent, the IRB review and approval process, and follow-up requirements. The IRB application form, instructions, and various other forms and consent and permission letter templates, etc. are on reserve at the library.

These materials may also be obtained directly from the Felician IRB Chairperson, and are available to faculty on SharePoint pages. Any questions or concerns about human subject research should be directed to the IRB Chairperson. (Dr. Richard Burnor, Kirby Hall 412, 201.559.6143.)
Computer Mediated Instruction/eLearning Program

Computer Mediated Instruction or electronic learning (eLearning) is a planned teaching/learning experience that is Internet/computer based where instruction in part or in whole takes place online. All students enrolled in an e-course or courses using the eCollege platform will abide by all rules and regulations published by the College, and agree that he/she is subject to the jurisdiction of all disciplinary panels and procedures established by the College to address violations of rules or the Honor Code. Students must abide by the information contained in the Student Guide to Online Courses, which can be obtained online.

- Students cannot be added to a fully online course after the course start date.
- Students cannot be added to a hybrid or eCompanion after the drop/add period.
- Proctored exams are required for all fully online undergraduate courses.
- A student who does not participate for a week in a fully online course without contacting the professor can be dropped from the course.
- All holds (tuition, health, etc.) must be cleared in order to access eCompanions, hybrids or fully online courses. Check your Web Advisor account to view courses for which you are officially registered. Contact the Registrar’s Office or Office of Student Accounts if you do not see a course or which you are registered.

Cohort students contact your Program Coordinator for registration issues.
- Check your Felician email account for logon instructions to eCollege.
- Save all of your online assignments to a Word file. Once the course ends you will not have access to your assignments.
- All correspondence will be through your Felician College email account.

As a Catholic College in the Franciscan tradition, Felician College values scholarship and truth as integral parts of its academic identity. All students are governed by the regulations and provisions printed in this Student Handbook, the College catalog, and Honor Code. Cheating, plagiarizing, or otherwise falsifying study results are prohibited. Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, and rude or in any way offensive and will result in a student being denied further access to the course. The Core Rules of Netiquette must be followed.

The following are forms of academic dishonesty and will result in disciplinary action:

- **Plagiarism:** Plagiarism consists of using another author’s words without proper identification and documentation of that author. Plagiarism takes the form of direct quotations without the use of quotation marks and/or documentation, or paraphrasing without proper identification and documentation. The fabrication of sources, or the act, deliberately or unconsciously, of passing another author’s work off as one’s own are also considered to be plagiarism.
- **Falsification:** Falsification consists of deliberately changing results, statistics, or any other kind of factual information to make it suit personal needs. It also consists of deliberately changing a source’s intent by misquoting or taking something out of context.
- **Multiple submissions:** If you wish to turn in the same work or use the same research, in whole or in part, for more than one course, you must obtain permission to do so from all professors involved. Failure to obtain this permission constitutes academic dishonesty.
- **Collaboration with others on exams or projects,** unless directed by the professor, is prohibited.
- **Duplicity:** It is a violation of the Honor Code to have someone else do your assignments or log on as you.

Copyright

Courses offered online comprise and contain copyrighted materials. All course material is the exclusive property of Felician College. The course delivery system is the property of eCollege.com Inc. The eCollege Web site is provided solely for the use of students and prospective students of Felician College. No one may distribute, publish, or use the materials, audio files, images or design, or any part of the materials, audio files, images, or design of the Web site whatsoever. Users are only authorized to view, copy, and print documents contained within the Web site, subject to the agreement that:

- Use is for the performance of course-work as required by the professor teaching the course you have officially registered for;
- User will display all copyrighted notices and retain any other copyright and other proprietary notices on all copies made;
User will not reuse any material contained on the Web site, including but not limited to the 'look and feel' of the course delivery system and the functionality of the course delivery system; and user will not copy the course delivery system used in the Web site for any commercial or noncommercial purpose;

User will not copy any codes or graphics contained in this site, except those graphics used in courses, subject to the above terms;

User will not share any information about the functionality of the courses in this Web site with any party outside the College system;

User has not gained access to the Web site for copying the contents of the courses or the course delivery system for the personal, commercial or non-commercial use, or a company's commercial or non-commercial use;

User understands he/she is subject to the Copyright laws of the United States of America, and will not violate those laws.

CONFERRING OF DEGREES

Graduation

Degrees are conferred by the president of the College at the annual commencement exercises in May and are also awarded in January and August.

Each student approaching the completion of all requirements for the degree is responsible for completing a Declaration of Candidacy for graduation. This intent form must be filed online or in person with the Office of the Registrar no later than three months prior to graduation. At this time, degree-granting procedures are initiated and the eligibility of the candidate for graduation is determined.

Graduation with Honors

Students who have completed all degree requirements, have a minimum of 60 credits completed at Felician College for a four-year program (30 credits for a two-year program), have no grade below a “C”, and no grade below a “C+” in the major, and do not have any Honor Code violations, will qualify to graduate with Honors. The degree is conferred with honors based on the following GPA:

- **Cum Laude** - GPA 3.50 to 3.69
- **Magna Cum Laude** - GPA 3.70 to 3.89
- **Summa Cum Laude** - GPA 3.90 to 4.00

Valedictorian and Salutatorian

The Valedictorian and Salutatorian are selected from among those students who have met the following criteria:

- Completion of all degree requirements before Commencement.
- GPA that is one of the three highest GPAs in the graduating class.
- No grade below “C” and no grade below “C+” in the major.
- Minimum of 80 credits completed at Felician College.
- Completion of a baccalaureate degree program.
- Service to the College and community.
- Recommendation by the Academic Standing and Degrees Committee.
- Recommendation by the respective school.

Final Selection and Approval of the Valedictorian and Salutatorian

The name of the candidates selected for the Valedictorian and Salutatorian is submitted by the Provost and Vice President for Academic Affairs to the President for approval.
GRADES AND GRADING POLICY

Grading System

Felician College operates on the 4.0 grading system and determines the academic standing of students according to the following scale:

<table>
<thead>
<tr>
<th>GRADE/NUMERICAL SCALE/QUALITY POINTS (per credit hours)</th>
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<tbody>
<tr>
<td>A</td>
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The “D” grade is not an acceptable passing grade in:
• Courses in the major or in the related requirements for a major
• Courses in the minor or in the related requirements for a minor
• CORE courses;
• Developmental courses
• ENG 101, ENG 102

Other symbols used in official recording of grades are:
• INC Incomplete. Signifies a temporary grade due to failure to complete, at most, one-third of course requirements. Two-thirds of course work must be completed to qualify for an Incomplete, and appropriate permission must be obtained on the prescribed form, with the required documentation.

An Incomplete grade may be granted in the following cases:
• hospitalization
• serious illness
• death within the immediate family,
• circumstances beyond the control of the student such as a car accident.

An Incomplete must be resolved by the following dates for a traditional semester:
• Fall: February 1
• Spring: June 15
• Summer I: August 1
• Summer II: September 15

Programs with non-traditional schedules will specify corresponding deadlines.
• INP At the time the grade report was generated the course was still in progress.
• AU Audit. Carries no credit and no grade on the permanent records of students; students must indicate at the time of registration the wish to audit the course. One may not change from credit to audit, nor audit to credit once the course is in progress.

Auditors may not participate in mid-term and final examinations. There is a fee for auditing courses.
• WD Withdrawal. Students can withdraw from a course after the last day of the Drop/Add period and before three weeks after mid-term. Specific dates are posted each semester.
• FA This grade represents a failing grade due to the following: student stopped attending class without officially withdrawing.
• P Indicates satisfactory academic performance and a general understanding of all course material without a specifically assigned grade.
• A Indicates distinction based upon superior mastery and application of content of the course. The student must manifest originality and independence of thought as well as critical analysis and a superior degree of intellectual initiative. It is equated to a grade of 95-100.
• A- Evidences mastery of course content and somewhat manifests originality. The degree of accomplishment is below the level of grading of 95-100 and is equated to a grade of 90-94.
• B+ Indicates excellent academic performance through clear comprehension of the foundations of the discipline as well as exploration of scholarly issues. The student must show deep interest, enthusiasm, and integration of theoretical and practical application of the course with personal growth and development. It is equated to a grade of 87-89.
• B Indicates above average or very good academic performance through the integration of scholarly and practical application of the foundations of the discipline. It is equated to a grade of 83-86.
The minimum GPA for graduation from the School of Arts and Sciences is 2.75. A GPA of 2.75 is required for graduation from Teacher Education Programs.

For students in the Bachelor of Science in Nursing (BSN), a GPA of 2.75 is required for graduation. For students in the Accelerated Baccalaureate Degree in Nursing (ABSN), a GPA of 3.0 is required for graduation. For students in the Master of Science in Nursing (MSN) and the MBA Program, a GPA of 3.0 is required for graduation.

Credit Load

One semester-hour of credit represents 15 class meetings of 50 minutes each for traditional semester length courses (15 weeks). In science laboratory courses, one credit is awarded for two and one half hours of laboratory per week.

For undergraduate students, status is defined by course loads as follows:

- **Full-time student**: 12 or more credits per semester
- **Half-time student**: 6-11 credits per semester
- **Part-time student**: 1-5 credits per semester

The only exception to this regulation will be those students in the final semester before graduation who need fewer than 12 credits to graduate and who normally have carried 12 or more credits per semester while attending Felician College. These students will be considered full-time for their final semester.

Students with outstanding academic records who wish to register for more than 18 credits in a given semester may do so only with the permission of both the Dean of their academic school and that of the Provost and Vice President for Academic Affairs.
For Adult Undergraduate Student Credit Load

Felician College offers many non-traditional programs, primarily for adult students, which are on schedules other than a semester schedule, such as 7-, 8-, or 10-week terms. The policy dictating full-time or part-time status for these programs with special term structures will be prorated based on the semester policy.

The semester policy for undergraduate students basically states that the student must be enrolled for 24 credits during the academic year, and this must be divided equally between the semesters.

The same policy will be applied for programs with a special term structure; students in these programs must be enrolled for a minimum of 24 credits during the course of the academic year that (for programs with special terms structures) is generally August 15 to August 15 of each calendar year.

The disbursement of these 24 credits must be spread across the term structures equally in order to remain in full-time status. For example, for programs that follow a 10-week structure, there are four 10-week terms in the academic year, students must be enrolled for at least 6 credits in each 10-week term (24/4).

For programs that are structured in 7- or 8-week term structures that generally have five or six terms per academic year, the student must be enrolled in at least 4 credits per term to maintain full-time status (26/6).

To determine half-time part-time status, the same logic would be applied, basically using the number of credits from the traditional semester enrollment as a base and dividing it between the number of terms offered for that program structure during the academic year.

Graduate Student Credit Load

For graduate students, full-time status is defined by course leads as follows:

**SEMMER**

<table>
<thead>
<tr>
<th>Terms/academic year (a)</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td>Number of credits required to remain fulltime (b)</td>
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</tr>
<tr>
<td>Require to remain fulltime (axb)</td>
<td>18</td>
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</tbody>
</table>

**TRIMESTER**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Number of credits required to remain fulltime (b)</td>
<td>6</td>
</tr>
<tr>
<td>Require to remain fulltime (axb)</td>
<td>18</td>
</tr>
</tbody>
</table>

8-WEEK MODULES

<table>
<thead>
<tr>
<th>Terms/academic year (a)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of credits required to remain fulltime (b)</td>
<td>3</td>
</tr>
<tr>
<td>Require to remain fulltime (axb)</td>
<td>18</td>
</tr>
</tbody>
</table>

Note: Summer is an optional term for semester and trimester programs.

Mid-Term Grades

After mid-term examinations, instructors submit to the Office of the Registrar a progress report for all courses. The Registrar’s Office formulates a report of all students who receive grades of “D”, “F”. All students who earn a grade below a “C” will receive a mid-term warning letter from the Vice President for Academic Affairs. A copy of this letter is also sent to the respective School Dean.

Students who receive mid-term warning letters should confer, without delay, with the course instructor(s). The Dean of the School may refer other students in academic jeopardy to the Coordinator of Academic Student Services for academic counseling.

Final Examinations and Grades

All final examinations are held on the dates and in the places designated on the Examination Schedule issued by the Office of the Registrar. No student is excused from these examinations. Illness or other substantive reasons may lead to a deferral of an examination. The instructor must be notified and supporting documentation must be submitted. (See “Incomplete” grade.)

The final grade in any course is based upon performance throughout the entire semester and includes reports, recitations, laboratory or clinical experience, quizzes, tests, term papers, other major assignments and examinations.

Pass/Fail Policy

A matriculated student in good academic standing, who has earned at least 30 college level credits, may, at any time before graduation, select a maximum of four courses from free electives to be taken on a Pass/Fail basis.

Academic credit is granted only for courses where the earned grade is “P”. This grade of “P” will follow the College’s grading policy on Pass for free electives, but will not be included in the cumulative grade point average. A grade of “F” will represent failure and will affect the cumulative grade point average.
A student must declare the Pass/Fail option at the Registrar’s Office during the first 10 days of the fall/spring semesters or the first week of Summer Session classes. Once declared, this option cannot be rescinded.

**Attendance**

Each student at Felician College assumes the responsibility and obligation of regular and punctual attendance at classes, laboratory sessions and clinical experiences. Attendance is recorded as of the first scheduled class session of each semester.

Unexcused absence or failure to withdraw officially will result in an “FA” grade. Students who process registrations, never attend class, and never officially withdraw will receive a grade of “FA” and are not eligible for tuition refunds.

Verification of a student’s attendance at Felician College will be released only upon written authorization of the student. Authorization forms are available in the Office of the Registrar.

**Prolonged Absences**

Students who must be absent for more than one class because of illness or other circumstances, must observe the following procedure:

- Resident Students should notify the Office of Residence Life (201.559.3505) who will notify the Registrar.
- Commuter Students should notify the Registrar’s Office 201.559.6038) directly.

In both cases the Registrar’s Office will notify student’s instructors.

**Developmental Course Work Policy**

Students required to complete any developmental course work must do so by the time they complete 30 college-level credits (i.e. before beginning their sophomore year). Students who transfer in more than 30 credits and who are in need of remedial work must complete developmental course work within one year.

Students who do not fulfill this requirement cannot register for college-level courses. Students must achieve a minimum grade of “C” in order to complete the requirement. Developmental course grades do not count in calculating Dean’s List eligibility.

**Academic Probation, Dismissal, and Suspension**

Failure to maintain established standards of academic performance will result in probation, dismissal or suspension from Felician College. Academic probation carries with it a possible reduction in course load, the repetition of required courses, and more frequent conferences with department chairs, advisors, and an academic counselor.

No student may be on Academic Probation for more than two consecutive semesters. If a student must be placed on Academic Probation a third time, he or she will be dismissed from the College. Individual divisions may have more stringent policies.

Felician College reserves the right, at any time, to suspend or dismiss a student who does not meet academic and/or ethical standards.

No student dismissed for lack of academic progress may re-apply for admission until a one-year has elapsed or until he or she submits an official transcript demonstrating satisfactory academic progress at another institution of higher education. (Please refer to transfer policy).

The student must:

- Be interviewed by the dean of the school for which the student wishes to enroll to ascertain that he/she meets the admission standards for that program;
- Complete the application for re-admission with a non-refundable $30 application fee.

The Dean of the School to which the student is applying makes readmission decisions. The Admissions Office will be informed of the decision. Students will be notified by letter from the Admissions Office.

A student who has been dismissed from Felician College for lack of academic progress may not take courses as a non-matriculated student.

Any exception to these regulations must be approved by the Dean of the School from which the student was dismissed, or by the Vice President for Academic Affairs.

**Readmission Following Dismissal**

No student dismissed for lack of academic progress may reapply for admission until one year has elapsed or until he or she submits an official transcript demonstrating satisfactory academic progress at another institution of higher education (Please refer to transfer policy).

**Disciplinary Dismissal**

Felician College reserves the right to dismiss, at any time, a student who does not observe the social regulations or standards of conduct at the College.
and/or Felician’s off-campus site. The final decision concerning all matters of disciplinary dismissal rests with the Vice President for Academic Affairs, in consultation with the appropriate department chair and school dean and Vice President for Student Affairs.

Dean’s List Recognition
Matriculated students obtaining a minimum GPA of 3.50 are eligible for placement on the Dean’s List. A matriculated student with a grade below a “C”, or a grade below “C+” in the major, will be ineligible for the Dean’s List.

The Dean’s List is calculated once a semester for full-time matriculated students (12 or more college-level credits), and once each academic year (9/1 to 8/31) for part-time matriculated students who have accumulated a minimum of 12 college-level credits.

Developmental courses are not included in calculating eligibility for the Dean’s List.

Students who have not resolved INC by a published date will not be eligible for the Dean’s List.

Undergraduate Student Grade Appeals Procedure and Academic Standing
The Appeals Procedure is designed as a mechanism of appeal for an undergraduate student who believes a grade has been unjustly rendered. A student who wishes to contest a grade should discuss the grade with the professor.

If the student is not satisfied, and wishes to appeal a failing grade, a grade which would require repeating the course, or a grade that has resulted in dismissal either from a program or the College, the appeal procedure below is followed:

Section A. Notice of intent.
- Notice of intent, a petition, to initiate an appeals process must be submitted in writing to the Provost and Vice President for Academic Affairs no later than 10 working days after the grade is posted on Web Advisor.
- Students working in a clinical rotation or field experience must initiate the petition by the 10th working day after the grade is posted.
- “Grade posted” means the date the Registrar releases grades on WebAdvisor.

Section B. Written Statements from Petitioner and Professor

- Petitioner must prepare a written statement indicating why the grade or professional judgment received is not acceptable to him/her. Petitioner may include some or all of the following academic factors in the written statement:
  - Attendance
  - Class participation
  - Written and oral assignments
  - Quiz, test or exam grades
  - Clinical, professional laboratory experience, studio performance or field work
  - Professional performance
  - Grading explanations found in the College Catalog
- The written statement is submitted to the Provost and Vice President for Academic Affairs.
- The Provost’s office will then forward copies of the petition and all supporting material (see below) to the Dean and Associate Dean/Department Chair of the respective School, the professor, and the chair of the Academic Standing and Degrees Committee.
- Barring unforeseen and extreme circumstances, failure of the petitioner to meet the deadline will result in a dismissal of the petition.

The Professor
- After notification, the professor has a reciprocal responsibility to compile a written statement regarding how students are graded and why the student received the grade in question.
- The professor’s statement or that of the professor’s designee and all supporting material must be submitted to the Provost and Vice President for Academic Affairs no later than 10 working days after the student’s petition is received by the Provost.
- The Provost’s office will send copies of the professor’s documents or those of the professor’s designee to the Dean, the Associate Dean/ Department Chair of the respective school, the student petitioner, and the Chair of the Academic Standing and Degrees Committee.
- Barring unforeseen and extreme circumstances, failure of the professor or the professor’s designee to meet the deadline will result in the petition being reviewed directly by the Academic Standing and Degrees Committee.

Section C. Grade Appeal Hearing
- Upon receiving the petition and relevant documents and exhibits of the Petitioner and Professor, the Chair
of the Academic Standing and Degrees Committee, who will serve as Chair of the Appeals Committee, convenes a meeting of the Appeals Committee.

- Barring unforeseen and extreme circumstances, the Appeals Committee will meet within five working days of the Provost’s receipt of the professor’s documentation.
- Prior to the Appeals Committee meeting, the committee members shall examine written statements of both parties.
- All involved parties will be given written notice of the time and place of the meeting.
- The meeting will be open only to the student, faculty member, and committee members.

**Section D. Grade Appeals Committee Composition.**

The Grade Appeals Committee includes:
- Deans of academic schools (Arts and Sciences, Nursing, Business, and Education) who are serving ex-officio on the committee, or their designates. Elected faculty members of the Academic Standing and Degrees Committee.

**Section E. The Hearing Procedure requires that a quorum of the Appeals Committee be present. The procedure will occur in the following order:**
- The faculty member and the student shall be present from the start of the hearing until the beginning of the committee’s deliberations.
- The student will present his/her case.
- Committee members may ask relevant questions regarding the student’s case.
- The faculty member will present his/her case.
- Committee members may ask relevant questions regarding the professor’s case.
- The committee will deliberate in private, after non-members are asked to leave.
- The Chair of the committee will take a secret ballot vote
- The Committee will make a recommendation to the Provost, whose decision is final.

**Section F. The decision of the Provost and Vice President for Academic Affairs is sent, in writing to the faculty member, respective Division Deans, and Associate Dean/Department Chair in which the course resides, the Chairperson of the Academic Standing and Degrees Committee, and the student. The Registrar is informed, in writing, if a grade is changed.**

During the Grade Appeals process, if there is any indication of student ethical misconduct, the Grade Appeals Committee may make recommendations to the Honor Council.

**Graduate Students Grade Appeals Procedure**

This process is designed as a mechanism of appeal for a student who believes that a grade has been unjustly rendered, such as a failing grade, a grade that results in being dismissed from a program, or a grade that requires retaking of a course. Student grade appeals must follow all procedures.

The student must first meet with the professor for the course. If a satisfactory resolution does not occur, the student may next meet with the department chair in which the course resides. If there is no satisfaction at this level, then the student may meet with the school dean in which the course resides.

If the student believes that he/she has received no satisfaction at this point, the following steps may be taken.

**Section A.** Notice of a desire to initiate an appeals process (hereafter referred to as a petition) must be submitted in writing to the Vice President for Academic Affairs, School Dean affected by the appeal, Department Chair in which the course resides, and the professor for the course in question, no later than the end of the second week immediately following the course end in which the appealed grade was posted. Students working in a clinical rotation or field experience must initiate the petition by the tenth working day after notification of the failing grade.

**Section B.** The petitioner must prepare a written statement indicating why the grade or professional judgment received is not acceptable to him/her. The petitioner may include some or all of the following academic factors in the written statement:
- Attendance
- Class participation
- Written and oral assignments
- Quiz, test and/or exam grade
- Clinical, professional laboratory experience, studio performance, or Fieldwork in the teaching environment
- Professional performance
- Grading explanations found in the Felician College Student Handbook and the Felician College Catalog

This written statement is to be submitted to the Vice President for Academic Affairs, the School Dean of the affected school, the Department Chair/Program Director in which the course resides, and the professor.
After receiving notification of the grade appeal, the professor has the responsibility to prepare a written statement regarding how his/her students are graded, and why the student in question received the grade at issue.

The professor’s statement is to be submitted to the Vice President for Academic Affairs, the School Dean of the affected school, and the Department Chair/Program Director in which the course resides, and the petitioner.

Section C. The Vice President for Academic Affairs, after receiving the petition, as well as any relevant documents and exhibits, notifies the Chair of the Graduate Studies Committee. Within a timely manner of the receipt of the petition, but no more than a month of when the petition is received, the Chair of the Graduate Studies Committee will convene a meeting of the sub-committee to hear the appeal. (The sub-committee is defined as a quorum of the Graduate Studies Committee.)

Before said meeting, all those on the sub-committee shall examine written statements of the student’s and professor’s positions, along with any relevant documents and exhibits in support of both. All involved parties will be given written notice of the time and place of the meeting. The meeting will be open only to student, professor, and the sub-committee members.

Section D. The following procedure will be used by the sub-committee.

• The student will first present his/her case.
• The sub-committee members may ask relevant questions concerning the student’s case.
• The faculty member will present his/her case.
• The sub-committee members may ask relevant questions concerning the professor’s case.
• The sub-committee will deliberate in private. (All parties not on the sub-committee will be asked to leave.)
• The Chair of the sub-committee will take a vote by secret ballot.
• The Chair of the sub-committee makes a recommendation to the Vice President for Academic Affairs, whose decision shall be final.

Section E. The majority of the sub-committee vote shall rule. The student and the professor will be informed by the Vice President for Academic Affairs immediately following the meeting. The formal decision of the committee will be announced by letter from the Vice President of Academic Affairs to the student, the professor, the affected School Dean, the affected Department Chair/Program Director, the School Dean in which the student is matriculated, and the Registrar (if the permanent record is involved.)

Section F. If during the appeals process there is indication of ethical misconduct on the part of the student, the sub-committee may make recommendations to the Honor Council to impose sanctions beyond the grade decision.

REGISTRATION POLICIES AND PROCEDURES

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

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

Advising

Matriculated students (those enrolled in a specific program) must see their advisor(s) during the Advising Period specified in the brochure of course offerings.

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

Students are responsible for the selection of such courses that will satisfy graduation requirements. It is also the students’ responsibility to repeat required courses that they have dropped, failed, or in the case of transfer students, which were incomplete at the time of transfer. Current students who do not register during the specified Advising period will be charged a $35 late fee.

Non-matriculated students must consult with the Dean of the School of Arts and Sciences.

All registration materials are completed during the Advising Period and are forwarded by the student to the Office of the Registrar for processing. Processing will occur only if the student has met all of his or her obligations (health compliance, monetary, financial aid, and admissions) to the College. Only upon completion of these procedures is the student registered. Class-admit slips can be obtained in the Office of Student Accounts.

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

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

Change of Registration

After registration is complete, a student may make changes in the academic program (dropping or adding a course, changing a section) on the dates scheduled for that action. This process carries a fee and must be approved by the Advisor.

Forms for this purpose may be secured from the Office of the Registrar where the change is recorded and the written authorization is filed.

Change of Status

Students who have completed Associate Degree programs at Felician College may apply to a Bachelor’s Degree program by applying through the Admission Office.

Course Attempt

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

Course Repeat Policy

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

Declaration of Major

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

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

Drop/Add

Drop/Add forms are available in the Office of the Registrar. The student will complete the form in its entirety, with signatures by the advisor and Instructor, and return it to the Registrar’s Office along with a $5 fee. The instructor and other offices will be notified of this action.

- A student may withdraw from a course up to the final day of the Drop/Add period. All courses will appear on the transcript after this date. A grade of “WD” will be assigned to students who drop a course before the last date to withdraw without academic penalty.
- The last day to withdraw officially, take a Leave of Absence, or drop a course without academic penalty is three weeks after Mid-Term exams for semester-long courses. Specific dates will be posted each semester.
- Students who do not withdraw officially, take a Leave of Absence, or drop a course, but cease to attend class after this date, will have the grade calculated into the semester index.
- Dates for withdrawing from a mini-course, from courses in Summer Sessions I and II will be posted each semester.

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

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

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

In-House Credits

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

Matriculated students who wish to change degree programs must complete the Change of Major Form available in the Office of the Registrar. This declaration must be completed in its entirety and returned to the Registrar’s office. This procedure is followed only if the student has already been accepted into a degree program through the Office of Admission.

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

Leave-of-Absence

The College grants a Leave-of-Absence for up to one year to a matriculated student in good standing. An application may be obtained in the Office of the Registrar and must be completed and signed during the mandatory exit interview with the School Dean or Department Chair.

The student must return the signed application to the Office of the Registrar for processing and distribution. The signature of the Vice President for Academic Affairs indicates approval of the Leave-of-Absence. The Leave-of-Absence is effective as of the date the student signs the form.

A $10 (non-refundable) fee is payable in the Office of the Registrar at the time the form is returned for processing.

A Leave-of-Absence is included in the total time the student has to complete the degree program. The re-entry date will be indicated on the application form. A Leave-of-Absence becomes an unofficial withdrawal if the student does not officially withdraw or apply for an extension on or before the above dates, or if the leave is denied and the student does not continue studies.

College credits earned at any institution during a Leave-of-Absence will not be accepted for transfer at Felician College.

The Registrar will distribute copies of the application after approval.

A Leave-of-Absence will be granted only before the Official Withdrawal date of the semester in which the student is registered.

Students apply for a Leave-of-Absence or Official Withdrawal and are indebted to the College (have an outstanding balance with the Treasurer, owe a book or library fine, or have parking fees) must clear the debt within two weeks from the date of application. Students cannot return to Felician College until all debts have been cleared.

Leave-of-Absence Extension

Leave-of-Absence Extension applications may be obtained in the Office of the Registrar. The signature of the Vice President for Academic Affairs indicates approval of the Leave-of-Absence. A $10 fee is payable in the Office of the Registrar at the time the form is returned for processing.

The Office of the Registrar will distribute copies of the application upon approval.

Any student denied a Leave-of-Absence extension must return on the original re-entry date or officially withdraw. Failure to do so results in an Unofficial Withdrawal.

Official Withdrawal

An Official Withdrawal is granted to a matriculated student in good standing. An application is available (for a non-refundable $10 fee) in the Office of the Registrar.

The application must be completed and signed by the student during the mandatory exit interview with the School Dean or Department Chair, who then forwards it, for approval, to the Vice President for Academic Affairs.

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

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

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

Unofficial Withdrawal

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

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

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

Cohort Withdrawal Policy

Comprehensive fees and course/lab fees will only be refundable during the 100% withdrawal period. It is
NOTE:
The student is strongly encouraged to consult with the Business Office and the Financial Aid Office to identify and understand the monetary implications of processing a withdrawal.

Credits Earned at Other Institutions while Attending Felician College

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

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

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

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

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

Family Educational Rights and Privacy Act of 1974 (FERPA)

Students who desire access to their official college files may request them from the persons responsible for the
office in which the records are maintained. Access will be granted as soon as mutually satisfactory arrangements can be made, but in no case is the time between request and access to exceed 45 days.

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

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

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

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

**Residency Requirements**

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

**Transcript of Records**

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

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

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

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

**Transfer Credit after Matriculation**

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

Before registering at another institution, a matriculated student must obtain permission from the appropriate Advisor, Department Dean, and the Vice President for Academic Affairs. Within two weeks of completion of the course, the student must forward official transcripts for these grades to the Office of the Registrar.

Students are responsible for satisfying academic policies regarding Transfer Credit and major requirements as stated in the Felician College Catalog. A student must earn the last 30 credits of any degree program at Felician College. This does not apply to Study Abroad credits.

**STUDY ABROAD POLICIES AND PROCEDURES**

**Eligibility**

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

All students are required to have a minimum cumulative GPA of 2.75 at the time of application. Students should be aware, however, that many programs require a cumulative GPA of 3.0 or higher. Students are also required to be in good standing at the College (have no disciplinary or Honor Code violations).

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

**Requirements**

Students wishing to study abroad are required to meet with their academic advisor and the Director of Study Abroad to discuss their plans prior to enrolling in a program.

Students studying on a semester-long program through a third-party provider or exchange program must maintain Felician College’s full-time student requirement and must take the equivalent of a least 12 semester credits while abroad.

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

**Transfer Credit**

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

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

**Student Financial Aid Eligibility**

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

**Felician College scholarships are not available for study abroad**; however, grants for semester study, in the amount of $1000 - $2,000 may be available from the Study Abroad Office. Students should speak with the Director of Study Abroad for details.

Eligibility for aid from the state of New Jersey is considered on a case-by-case basis based on regulations established by the NJ Higher Education Assistance Authority. Students should speak with both the Director of Study Abroad and the Financial Aid Office for additional information.

Students participating in a summer program are encouraged to apply for outside scholarships since financial aid is often not available in the summer. The Director of Study Abroad can provide information on additional financial aid resources.

**Billing Procedures**

Students will be required to pay any initial deposits to the study abroad program directly. All subsequent bills should be sent to Felician College for payment. Felician will bill the student for the cost of the program plus an administrative fee of $100. The fee covers the services provided to students by the various offices at Felician College including, but not limited to, the Study Abroad Office, Registrar’s Office, Bursar’s Office, and Financial Aid Office.

**Health Insurance**

Students are required to ensure that they have adequate medical insurance while on a study abroad program. In some instances the program will provide and even require insurance.

If that is not the case it will be the student’s responsibility to obtain the necessary insurance. The Director of Study Abroad can provide resources on insurance carriers for students.

**Step-By-Step Process**

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

**OFFICE OF STUDENT ACCOUNTS: POLICIES AND PROCEDURES**

The Office Of Student Accounts manages the following functions:

- **Cashiering** – posting payments, providing payment options, account inquiries, administer student refund checks, and maintaining monthly payment plans
- **Billing** – produce and send billing statements, follow-up notifications, and third-party invoices
- **Collections** – delinquent student accounts, and manage outside collection agencies
- **1098-T Tax Forms** – produce and provide students with Tax Benefits for Education information according to federal guidelines.
Contacts
Traditional Programs: 201.559.6045
Non-Traditional Programs: 201.559.6028
Collections: 201.559.6069
Office of Student Accounts e-mail inquiries are sent to: StudentAccounts@felician.edu.

Office Hours
The Office of Student Accounts is open:
Monday: 8 a.m. to 7 p.m.
Tuesday–Friday: 8 a.m. to 4:30 p.m.
Please contact the office for summer hours.

Payment Information
Tuition, fees, room and board and any required deposits are due in full by the posted semester deadlines, unless the Office of Student Accounts has granted an authorized deferred payment prior to the posted deadline. If you do not pay in full or have an authorized deferred payment by the posted deadline, you are subject to a $200 late payment fee.

Payments can be made using the following methods:
Personal Check, Money Order, Check-by-Phone, Bank Check or Cash

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

Check or money order payments can be mailed to:
(Do NOT mail cash):
Felician College
262 South Main Street
Lodi, NJ 07644
ATT: Office of Student Accounts
Checks and money orders should be made payable to Felician College.

• Please include your name and student ID number on the front of the check for proper posting to your student account.
• Checks returned for insufficient funds will be re-deposited, and your student account will be assessed a $50 returned check charge. If the check is returned for insufficient funds a second time, students must pay with a certified check, money order, cash or credit card upon notification of the check being returned for insufficient funds.
• Payment by check can also be made over the phone, at a cost of $3 per transaction. Students will need the checking account number and routing number to complete the transaction. There is a $15 charge for a returned check-by-phone payment.

Credit Card
• Credit card payments can be made in person, by phone or online through WebAdvisor. Felician College accepts Visa, MasterCard, American Express and Discover. Please be ready to provide the card number, expiration date and CIN number along with the card holder’s name, address, and zip code. This information is required to make a credit card payment. Payments by phone can be made during regular office hours by calling 201.559.6045 or 201.559.6028.

• Save time and pay online. Web payment instructions are mailed with your bill each semester and can also be obtained by contacting the Office of Student Accounts. Payments are posted to your student account in real-time and can potentially save valuable time during peak registration and payment periods. See below for additional Web payment details.

Wire Transfer
• Payment can be made via wire transfer to the college’s bank account. Please be aware that your financial institution may reduce your outgoing wire transfer by fees they charge. These fees are the responsibility of the student and should not reduce payment to the College.
• Please contact the Office of Student Accounts for account information. Students must provide all required information to complete the transfer. Incomplete information can lead to the delay of your payment being processed and posted to your student account.
• The student must include their name, student ID number, and contact the Office of Student Accounts to inform us when your wire transfer is transmitted to insure proper crediting of the student account.

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

- Payment can also be made by using an electronic check, at a cost of $3 per transaction. Students will need their checking account number and routing number to complete the transaction. It is imperative to enter the proper information and have available funds when making an Electronic Check transaction and have available funds when making an Electronic Check transaction, as there is a $15 charge for returned electronic checks.

**Authorized Deferred Payment**

Students must pay in full by the posted semester deadline or have established an authorized deferred payment prior to the posted deadline. In order to provide an authorized deferred payment, Felician College has partnered with Tuition Management Systems (TMS) to provide interest-free monthly payments.

This monthly payment plan can be used to pay all or part of the student’s outstanding balance due. The payment plan can be used to supplement financial aid.

**The terms of the monthly payment plan are as follows:**

- Only students in traditional undergraduate or graduate programs are allowed to participate. Students enrolled in non-traditional programs are not eligible to participate.
- TMS offers three plan options, a 10-month fall/spring, 5-month fall only and 5-month spring-only plans. 10-months plans require a $90 non-refundable enrollment fee. 5-month plans require a $60 non-refundable enrollment fee. First payments for the fall/spring and fall-only plans are due by July 1. First payment for the spring-only plan is due by December 1. Late enrollment past these dates may require students to make larger first payments to make up for missed monthly installments.
- Students are required to provide an accurate balance due to TMS at the time of enrollment. TMS will not provide you with a budget amount. Improper budgeting can lead to a balance due to the College and a hold flag being placed on the student account, preventing future registration and transcript/diploma release.
- Past due balances may not be included as part of the payment plan. These balances must be paid in full to the College prior to enrolling in a plan.

**Students are required to re-enroll each year/semester.**

Enrolling in a payment plan does not mean you are enrolled for the following academic year. It is important that students check their new balance due for the new academic year at the time of enrollment to insure proper payment.

- A late fee of $45 will be assessed for each late payment made. If two consecutive payments are missed and your account is not made current with your next payment, your payment plan will be cancelled by TMS. Payment in full is required directly to Felician College at the time of cancellation. Cancellation from the payment plan will render the student ineligible to use TMS in the future.
- Payments made to TMS on the first of the month will not be reflected on the Felician College student account until approximately the 28th of the month.
- Students are encouraged to periodically check their Felician College balance and compare it to their budgeted payment plan amount. Any adjustments to the plan can be requested directly with TMS, which will then require approval from the College.
- Questions can be directed to TMS at 1.800.722.4867 or to the Office of Student Accounts at 201.559.6028. Brochures are available at the Office of Student Accounts upon request.

**Employer Sponsored Tuition Assistance Programs**

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

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

**Student Refund Policy**

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

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

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

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

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

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

New Jersey Unclaimed Property
The New Jersey Unclaimed Property Statue requires the College to remit any unclaimed accounts receivable credit balances or un-cashed student refund checks for New Jersey resident to the Department of the Treasury within three years.

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

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

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

1098-T TAX FORMS
The Taxpayer Relief Act of 1997 requires that all educational institutions provide U.S. citizens or permanent residents with a tax form detailing qualifying tuition and related expenses for the calendar year.

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

Form 1098-T will be available in the Financial Information section on WebAdvisor no later than January 31 of each year. Students can save time waiting for their hard copy 1098T by opting into the 1098T electronic only version. Consent forms will be available on-line in WebAdvisor on January 1, 2015. If a student does not select this option their 1098T form will be mailed to their most current address on file. It is imperative that the student keeps important information such as address and social security number up-to-date with the Registrar's office as this information is submitted to the IRS and insures proper mailing of the form.

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

**Box 2** – Total amount billed for qualified tuition and related expenses less any reductions in charges. This amount includes tuition, comprehensive fees, and course fees. Non-qualifying expenses are medical insurance fees, fines and miscellaneous charges, and room/board charges.

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

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

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

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

**FORM 1042-S**  
Form 1042-S reports calendar-year income earned by non-resident aliens. For U.S. tax purposes, all College non-tuition scholarships that are subject to withholding will be reported, even if no amount is deducted or withheld due to an income tax treaty at the time of filing.

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

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

**POLICIES**  
**Payment Policies**  
Students who do not make payment in full or have an authorized deferred payment arrangement by the College’s posted payment deadlines will have a hold flag placed on their account, preventing registration, possible check into College housing and receipt of an official transcript and/or diploma.

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

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

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

Tuition and fee rates, payment policies, tuition refund policies, payment due dates and tuition hold policies are determined by the Office of Student Accounts, and may differ depending on the individual traditional or non-traditional program. Information obtained from any other area of the College regarding these issues is not binding.

Please contact the Office of Student Accounts for policy information and tuition and fee rates for your specific program. If students are unable to, or choose not to attend Felician College, they must officially withdraw from their course(s). It is imperative that the student follows the posted withdrawal refund deadlines. Withdrawals after the Drop/Add period (last day for 100% refund) will result in the student being liable for all or part of their charges. Please see the Registration Policies and Procedures portion of the Undergraduate/Graduate Catalogs for procedures on withdrawals.

Room and board must be paid along with tuition and fees by the posted payment deadlines in order for students to be eligible to check-in to the College’s dormitories. Board may not be waived for any student. If the student chooses to withdraw from housing, they must contact the Residence Life Department and fill out the necessary forms for the withdrawal to be valid. If a student withdraws from housing or is terminated, and has used their meal card, they will be held responsible for any meal monies used.

Room and board refunds will be calculated according to the date the withdrawal form is received by the Residence Life Department, not by the last date of residency. Refund percentages will be calculated using the same formula/dates as tuition and fees. If students have a delinquent account balance, they will be notified by the Office of Student Accounts’ Collection Department. Upon receipt of this notification their payment must be made immediately. Students will first have the opportunity to make payment directly to the College.

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

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

Withdrawal Refund Policy
Students withdrawing from a course(s) are required to complete a Drop/Add form provided by the Office of the Registrar. Drop/Add forms must be completed and forwarded to the Office of the Registrar in a timely fashion. Withdrawal refunds will be calculated on the date these forms are received by the Office of the Registrar, not by the last date of attendance. Student withdrawal refund percentages and dates are calculated according to specific program formulas and calendars. These programs include trimester, and 8-week programs. Further information can be obtained from the Office of Student Accounts. The withdrawal policy is as follows:

All fees are non-refundable after the 100% withdrawal period.
• Cancelled Courses = 100% tuition refund
• Withdrawal before the start of the second week of class = 100% tuition refund
• Withdrawal before the start of the third week of class = 50% tuition refund
• Withdrawal after the start of the third week of class = 0% tuition refund

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

Fall 2014
• September 8, 2014
  Last day for 100% refund (Drop/Add Period)
• September 15, 2014
  Last day for 75% refund
• September 22, 2014
  Last day for 50% refund
• September 29, 2014
  Last day for 25% refund
Withdrawal after September 29, 2014
  0% Refund

Spring – 2015
• January 26, 2015

Last day for 100% refund (Drop/Add Period)
• February 2, 2015
  Last day for 75% refund
• February 9, 2015
  Last day for 50% refund
• February 17, 2015
  Last day for 25% refund
Withdrawal after February 17, 2015
  0% Refund

Summer I – 2015
• May 26, 2015
  Last day for 100% Refund
• May 28, 2015
  Last Day for 75% Refund
Withdrawal after May 28, 2015
  0% Refund

Summer II – 2015
• June 30, 2015
  Last day for 100% Refund
• July 2, 2015
  Last Day for 75% Refund
Withdrawal after July 2, 2015
  0% Refund

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

Medical Insurance
All full-time traditional students are billed for student medical insurance through United Healthcare. Coverage runs August 1, 2014 through July 31, 2015.

Students who have their own outside medical coverage have the option of waiving the College’s policy by completing a Health Insurance Waiver Form online www.firststudent.com by the posted deadline. Student should select Felician College from the drop down box, and select “Waive” school’s Health Insurance and then follow the instructions.

You will be required to supply the name of the policy holder, name and address of the insurance company and the policy number. Retain your confirmation page for proof that you have completed the waiver online. Without this confirmation you are not guaranteed that your account will be credited.

Policy information is available at both the Office of Student Accounts and the Center for Health and can also be viewed on the College’s Web site.
Health Insurance Waiver Availability and Deadlines:

**Fall 2014**
- Available on www.firststudent.com July 1, 2014
- Deadline to complete waiver is September 23, 2014

**Spring 2015**
- Available on www.firststudent.com December 1, 2014
- Deadline to complete waiver is February 10, 2015

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

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

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

Tuition Discounts

**Family Discount**
Felician College offers a 10% discount to family members of a full-time student under the following criteria:
- The family member must be a spouse, sibling or dependent child.
- Both family members must reside at the same address.
- Both family members must be full-time traditional undergraduate students in matriculated programs.
- The discount is applied to only one student, regardless of the number of students in each household.
- The discount is based on tuition only. Fees are not discounted.
- The discount cannot be combined with any other Felician College discount. If the family member is eligible for any other discount, the individual will receive the highest percentage discount.
- The discount received by the family member will be deducted from the cost of attendance, and will be calculated into the individual’s financial aid package.
- In the case a student drops/withdraws from a course, the discount will be prorated based on the percentages and dates defined in the College’s Withdrawal Refund Policy.

**Teachers at a Catholic School Discount**
Felician College offers a 50% discount to those who are teachers at a Catholic elementary or secondary school under the following criteria:
- The discount is based on tuition only. Fees are not discounted.
- The student must be accepted and matriculated in a Teacher Certification, Masters of Religious Education or Masters of Education program.
- A letter must be provided every academic year by the student’s employer verifying employment.
- The discount cannot be combined with any other Felician College discount. If the student is eligible for any other discount, they will receive the highest percentage discount.
- The discount received by the student will be deducted from the cost of attendance, and will be calculated into the individual’s financial aid package.
- In the case a student drops/withdraws from a course, the discount will be prorated based on the percentages and dates defined in the College’s Withdrawal Refund Policy.

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

## Tuition and Fees – 2014/2015 Academic Year

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

### Tuition

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Part Time</td>
<td>(less than 12 credits per semester)</td>
<td>$955.00/Credit *</td>
</tr>
<tr>
<td>Undergraduate Full Time</td>
<td>(12 to 18 credits)</td>
<td>$14,475.00/Semester</td>
</tr>
<tr>
<td>Undergraduate Certificate Programs</td>
<td></td>
<td>$955.00/Credit **</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>$945.00/Credit</td>
</tr>
<tr>
<td>Graduate Certificate Programs</td>
<td></td>
<td>$945.00/Credit **</td>
</tr>
<tr>
<td>Doctorate</td>
<td></td>
<td>$945.00/Credit</td>
</tr>
<tr>
<td>Graduate Counseling Psychology</td>
<td></td>
<td>$800.00/Credit</td>
</tr>
<tr>
<td>Graduate Education Programs</td>
<td></td>
<td>$745.00/Credit</td>
</tr>
<tr>
<td>Select Graduate Programs for Adult Learners</td>
<td></td>
<td>$690.00/Credit</td>
</tr>
</tbody>
</table>

### Associate and Select Bachelor's Completion Programs

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Adult Learners</td>
<td></td>
<td>$655.00/Credit</td>
</tr>
</tbody>
</table>

### Audit Tuition:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td>1/3 of the course tuition</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>½ of the course tuition</td>
</tr>
</tbody>
</table>

### Student Medical Insurance

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td>$1183.00/Year ***</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
<td>$645.00/Spring ****</td>
</tr>
</tbody>
</table>

### Comprehensive Fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Student</td>
<td></td>
<td>$827.50/Semester</td>
</tr>
<tr>
<td>Part-Time/Graduate Student</td>
<td></td>
<td>$275.00/Semester</td>
</tr>
</tbody>
</table>

### Technology Fee

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$50.00/Semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$25.00/Traditional Summer &amp; 8-Week Sessions</td>
</tr>
</tbody>
</table>

### Room and Board:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Double Room</td>
<td></td>
<td>$4,150.00/Semester</td>
</tr>
<tr>
<td>Triple Room</td>
<td></td>
<td>$3,525.00/Semester</td>
</tr>
<tr>
<td>Residential Meal Plan</td>
<td></td>
<td>$1,675.00</td>
</tr>
</tbody>
</table>

(Meal plan is mandatory for all housing students)

### Course Fees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Studio Fee</td>
<td></td>
<td>$155</td>
</tr>
<tr>
<td>Art Special Fee (ART 237)</td>
<td></td>
<td>$290</td>
</tr>
<tr>
<td>Business Fee (FYE 100 R2,R3)</td>
<td></td>
<td>$105</td>
</tr>
</tbody>
</table>
• Graphic Arts Lab Fee $285
• MBA Fee (MBA 001-002) $250
• MSHA Fee (HCA 001-002) $250
• Music Course Fee $300
• Music Lesson Fee $250
• Computer Science Lab Fee $285
• ED 200-302-304-400 $105
• ED 404-604 $300
• All Lab Science Course Fees $325
• Nursing Clinical Fees: NURS 306,326,346,356,416, 436,460,486 $940

Other Fees:
• Challenge Examinations(Per Credit Testing Fee) $25
• Challenge Examinations (Credits) 1/3 of the course tuition
• Late Registration Fee $35
• Transcript Fee (Normal Processing) $5
• Transcript Fee (Immediate Processing) $10
• Transcript Fee (Online Processing) $10
• Drop/Add Fee $5
• Non-Refundable Application Fee $30
• Change of Enrollment Status Fee $10
• Late Tuition Payment Fee $200
• Schedule Reinstatement Fee (Per Course Charge) $150.00

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

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

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

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

A one-time, non-refundable tuition deposit of $150 is required at the point of admission to reserve the student’s place on the College roster. This deposit will be credited to the student’s account for tuition only.

A non-refundable $200 room placement deposit is required each academic year to reserve a residential room in the College’s dormitories. This deposit will be credited to the student account for room and board only. Please contact the Residence Life Office for more information concerning housing requirements.

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

In addition to the general tuition and fees described above, students should anticipate the following estimate of annual expenses associated with attending the College during the 2014-2015 Academic Year:

Commuter Student
Books $1,250
Transportation $1,700
Personal Expenses $2,225
FINANCIAL AID PROGRAMS – GENERAL INFORMATION

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

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

Federal Funds

Federal PELL Grants:
Federal grants are awarded to needy undergraduate students. Eligibility is based on the Expected Family Contribution (EFC) calculated by filing the FAFSA. Individual award amounts are based on federal appropriations and enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG):
This grant program is awarded to needy students with the lowest EFC levels as determined by the federal needs analysis. Individual award amounts may range from $100 to $4000 based on federal appropriations, allocations to the College and a student’s enrollment status.

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

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

Federal Direct Loan Program:

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

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

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

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

Federal Direct PLUS Loans:

Parents of dependent students may borrow up to the cost of education minus any other aid per year for each son or daughter in an approved college. There is no interest subsidy and repayment begins within 60 days of disbursement.

Federal Teach Grant:

TEACH (Teacher Education Assistance for College and Higher Education) Grant (loan) is a merit-based Federal Title IV program designed to encourage highly qualified teachers to serve in low-income schools in high-need fields.

Federal Direct GradPLUS Loans: Federal loans are available to graduate students based on the borrower’s credit worthiness. A student may borrow up to their cost of attendance minus all other aid. Students must exhaust their annual Federal Direct Loan eligibility prior to borrowing funds from the GradPLUS Loan Program.
New Jersey State Funds

NJ Tuition Aids Grants (TAG):
Provides grants to New Jersey residents enrolled as full-time undergraduates with demonstrated financial need. Students must file the FAFSA to receive a TAG grant.

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

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

Felician College Funds

Felician College Admission Scholarship/Grant:
Students are awarded an Admission Scholarship/Grant as they enter the college as first time, full-time freshman or transfer student. Awards are renewable for up to four continuous years providing the student maintains full-time enrollment status and has a minimum 2.00 cumulative grade point average.

Admission Scholarships may be combined with other financial assistance, but the total grant/scholarship aid for all sources may not exceed the cost of tuition, comprehensive fees and room and board, if applicable. Financial need is not a criteria, but students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Felician College Grants/Awards: Students are awarded College Grants/Awards as they enter the college as a first time full-time freshman or transfer undergraduate student. Awards are renewable for up to four continuous years providing the student maintains full-time enrollment status and is making satisfactory academic progress. College Grants/Awards may be combined with other financial assistance, but the total grant/scholarship aid for all sources may not exceed the cost of tuition, comprehensive fees and room & board, if applicable.

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

Felician College Scholarships:
A limited number of non-renewable scholarships are awarded to students who have earned 24 or more credits at Felician College. Students must be attending at least half time (6 credits) and have a cumulative grade point average of 3.00 or better. Filing of the FAFSA is required. Applications are available in the Financial Aid Office during the spring semester of each academic year.

Athletic Scholarships:
Athletic Scholarships in both men’s and women’s sports are awarded by the Director of Financial Aid, based upon the recommendation of the Athletic Director. Students who have proven their athletic skill for participation in one or more sports should contact the athletic division for more information.

Athletic Scholarships may be combined with other financial assistance, but the total grant/scholarship aid for all sources may not exceed the cost of tuition, comprehensive fees and room and board, is applicable. Students are required to file the Free Application for Federal Student Aid (FAFSA) before funds are disbursed.

Restricted Scholarships Awarded by Felician College
Restricted scholarships are administered by the Financial Aid Office and are subject to the conditions specified by the donors. Upperclassmen (students who have successfully completed 24 credits or more at Felician College) may obtain a Felician College Scholarship Application from the Financial Aid Office during the spring semester of each academic year. The filing deadline for scholarship applications is usually June 1st.
By filing the Scholarship Application, the applicant will be considered for each of the scholarships for which they qualify. Scholarships are also available through Partnerships between the Independent College Fund of New Jersey (ICFNJ) and the donors who sponsor them and are available to students studying at Felician College. (For additional scholarship opportunities offered by the ICFNJ please go the ICFNJ Web site at icfnj@njcolleges.org)

**Veteran’s Educational Benefits**

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

**Montgomery GI Bill:**

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

**Post-9/11 GI Bill:**

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

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

**Yellow Ribbon Program:**

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

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

**Other Veterans’ Benefits:**

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

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

**Other Programs:**

**Vocational Rehabilitation Education Benefits:**

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

**Employee Tuition Reimbursement Program:**

Many employers will pay tuition for employees who complete course work at Felician College. Please check with the personnel office at your place of employment.

**Alternative Loan Programs:**

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

Students receiving financial aid must be making satisfactory academic progress according to the College’s policy.
FINANCIAL AID POLICIES

• Students who are United States citizens (including U.S. nationals) or permanent residents of the U.S. (possessing an alien registration, Form I-551) may be considered for financial aid.

• Other individuals who may be eligible for aid are those possessing a conditional permanent resident (I-551C) or an Arrival-Departure Record (I-94) from the Department of Homeland Security showing any one of the following designations: “Refugee,” or “Asylum Granted,” or “Parolee” (I-94 confirms paroled for a minimum of one year and status has not expired or “Cuban-Haitian Entrant.” Students on F1 or F2 student visa, or only a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations) are, by definition, in this country on a temporary basis and are not eligible to receive any assistance. Documentation of permanent residency status may be required prior to the awarding of financial aid.

• Students must not owe a refund to any federal (Pell, FSEOG, ACG, SMART) or state grant (NJ TAG, EOF and/or Distinguished/Urban Scholarship) to receive financial aid.

• Students will not be eligible to receive financial assistance from any source (federal, state and college) if they are in default on a student loan received through any federal program (Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS loans, Federal Stafford Loan and/or Federal PLUS Loan).

• Students awarded grants/scholarships from Felician College may not receive total grants/scholarships from all sources (institutional, federal, state and external aid) in excess of the total cost of tuition, comprehensive fees, and room and board, if applicable.

In no case can a student’s total aid package from all sources (grants/scholarship, loans, and/or Federal Work-Study) exceed the student’s cost of education.

Undergraduate students in their final semester needing fewer than 12 credits to complete their degree requirements will be considered full-time students.

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

Verification Policies

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

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

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

Study Abroad Student Financial Aid Eligibility

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

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

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

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

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

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

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

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

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

Standards of Academic Progress (SAP)

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

Students are notified of their progress after all spring semester/term grades have been submitted to the Registrar’s Office. See the Financial Aid Office, the College Catalog or the Felician College Web site for complete details on the Standards of Academic Progress Policy.

Students Rights and Responsibilities

You, the student, have the right to:

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

You, the student, have the responsibility to:

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

**Web sites with additional financial aid information:**

www.finaid.org  
www.fastweb.com  
www.mapping-your-future.org  
www.hesaa.org  
www.ifap.ed.gov

**Consumer Information**

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

**Felician College Consumer Information Web site link is:**

http://www.felician.edu/about/general-information/consumer-information

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

**POLICIES FOR:**

**Arts & Sciences Programs**

**Business Programs**

1. **For the Bachelor of Arts Degree**, the student must complete 120 semester hours with appropriate distribution.

2. **For the Bachelor of Science Degree in Business Administration**, the student must complete 120 semester hours with appropriate distribution.

3. **For the Associate of Arts Degree** the student must complete 64-66 semester hours with appropriate distribution.

4. Students in the Bachelor of Arts and Science Programs must achieve a C average in the major area.

5. Students in the Associate of Arts Program must achieve a C in their major courses.

6. For the Bachelor of Arts and Science degree 75 credits may be accepted in transfer.

7. For the Associate of Arts Degree 30 credits may be accepted in transfer.

8. Students must achieve a minimum Q.P.I. of 2.0 to graduate from the program.

9. Up to 15 CLEP credits may be accepted toward the Associate of Arts degree; 30 may be accepted toward the Bachelor of Arts and Science degree. These credits are considered as transfer credits.
10. The college health form is the only acceptable form to be used. Please refer to “Health Services Policy” in the Student Life and Services section of the Student Handbook, or contact the Center for Health at 201.559.3559

11. A student may be asked to withdraw from the College at any time for:
   • Failure to meet academic standards defined as follows:
     - 0 – 30 credits
       1.8 semester average ... 1.8 cumulative average
     - 30 – 75 credits
       2.0 semester average ... 1.8 cumulative average
     - 75 -120 credits
       2.0 semester average ... 2.0 cumulative average
     • Grade of D or less in courses in major field.
   Failure to meet these standards will result in a student being placed on Academic Probation or, in some cases, being dismissed from the college.

   Academic Probation is usually granted for one semester. It may be extended to a second semester if the student shows marked improvement. Failure to meet criteria for good academic standing at the end of two semesters of probation usually results in academic dismissal. Academic Probation requires that students carry no more than 12 credits and meet regularly with their advisor and any other faculty or staff indicated by the advisor, chair or dean.

   • Failure to observe the social regulations or standard of conduct of the college.

**ONLINE GRADUATE PROGRAMS IN RELIGIOUS EDUCATION**

General Policies and Procedures

Auditing
Auditing of online courses is not permitted.

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

Course Orientation
All NEW online students must take the E-College Student Online Orientation course prior to the start of the semester. In addition, and as part of the orientation process, students must complete the e-College student orientation quiz with a score of 10.

Incomplete Course Policy
All course work must be completed according to assigned due dates. An incomplete grade may be granted in the following cases:
• Two-thirds of the course work was successfully completed;
• Documentation for hospitalization, serious illness, death in the immediate family, or unusual circumstances beyond the control of the student was provided.
• Request for an incomplete was e-mailed before the final week of class.
Permission for an incomplete requires the approval of the Professor, Chair of the Graduate Program, and the Dean of Arts and Sciences. An incomplete must be resolved no later than four weeks after the last day of class.
**Participation and Attendance**

Attendance and participation are measured by meeting assignment deadlines, actively participating in class discussions with meaningful comments, questions, ideas, and collaboration with online colleagues in course projects.

A student who does not log on for a week without contacting the professor will be considered an unofficial withdrawal and will not be allowed to continue in the course. If illness, an emergency, or some other serious situation prevents a student from any of the stated activities, the professor must be notified immediately by voice mail or e-mail.

**Grading Policy**

A 3.0 Quality Point Index (QPI) is required each semester to continue in the program. A grade of B- or better is required in all courses to be eligible for graduation.

**Student Support**

Students requiring assistance with the mechanics of the online course such as technical requirements, navigation, e-mailing, file attachment, etc. should consult the help function on the e-College page and/or return to the e-College tutorial.

If you are unable to resolve your question through these means, contact the e-College Help Desk via e-mail or phone 303.873.0000. Students requiring assistance with course content should contact the professor either through the course conference or by e-mail.

**Tuition Refund Policy**

The professor must be notified via e-mail. The Registrar’s Office must be contacted for a withdrawal form. Withdrawal before the start of the second week of class = 100% tuition refund. Withdrawal before the start of the third week of class = 50% tuition refund. Withdrawal after the start of the third week of class = 0% tuition refund.

**Unacceptable Conduct**

As a Catholic College in the Franciscan tradition, Felician College values scholarship and truth as integral parts of its academic identity. All students are governed by the regulations and provisions printed in the College Catalog, Student Handbook, and the Honor Code.

Cheating, plagiarizing, or otherwise falsifying study results are prohibited. Unacceptable online conduct includes, but is not limited to postings that are racist, derogatory, inflammatory, condescending, rude or in any way offensive and will result in a student being denied further access to the course. Students are expected to follow the rules of etiquette.

**Withdrawal**

The professor must be notified via e-mail. Drop forms, withdrawal forms, and leave of absence forms must be obtained by calling the Registrar’s Office at 201.559.6038. If this procedure is not followed, the student will receive a grade of “F”.

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**THE HONORS PROGRAM AT FELICIAN COLLEGE**

Honors at Felician College is an open program in which students are encouraged to pursue a broad liberal arts education along with their specific academic goals. The program is open to students with strong academic records and SAT scores, regardless of major. It provides an enriched, fulfilling learning experience.

The program is administered by an Honors Director and Honors Advisory Board of administrators and faculty. Upon successful completion of the Honors Program and baccalaureate degree requirements, students are recognized as Honors Scholars at commencement.

After completing the requisite Honors courses and volunteer service requirements, seniors, who have maintained at least a 3.000 GPA, a minimum of a “B” in each Honors course, and are free from any violation of the College-Wide Honor Code, will graduate as Honors Scholars.

**Academic Standing in the Honors Program:**

*Revised guidelines approved by the Honors Advisory Board.*
• Students should register each semester for Honors courses to acquire the Honors credit hours required for graduation as Honors Scholars
  “Honors Scholars”:
  - EN 101-102 Honors
  - The 4 Core Courses
  - Three additional Honors courses
• Students graduate from the Honors Program upon successful completion of 27 Honors credits, which they must begin taking upon admission to the Honors Program, completion of ninety hours of volunteer service, and the degree requirements for their majors, and are free from any Honor Code violations. They will be designated as Honors Scholars, the words of which will appear on transcripts, diploma, and trophies.
• Honors credit for non-Honors courses is not offered. Students must register for Honors courses and Honors sections of other courses.
• All students in Honors are urged to attend the club meetings of the Honors Students Association.
• Students who receive a “C” or lower in one Honors course will be placed on probationary status in the program. Students who receive a grade of “C” or lower in a second Honors course will be dismissed from the program.
• If a student has been guilty of an infraction of the College’s Honor Code, they will be dismissed from the Honors Program.

Criteria for Current Students to be Accepted into the Honors Program:
For current students to be accepted into the Honors Program, applicants must have:
  • A 3.5 average after midterms
  • Three faculty letters of recommendation
  • A review of high school grades and SATs, be a first-semester freshmen enrolled in at least 12 college-level credits at Felician
  • Complete a one-semester Honors probationary period. A decision will be made by the Honors Director pending a review of the submitted material. Any appeal of the Director’s decision will go to the Honors Advisory Board.
  • Transfer students must meet the same criteria, except that, since they are first-semester freshmen, they must be able to complete a minimum of twenty-seven Honors credits and complete ninety hours of service prior to graduation. Any appeal of the Director’s decision will go to the Honors Advisory Board.

Please see (Academic Bulletin Link) for the current Felician College academic policies. These Felician College policies, as stated in the Undergraduate Catalog govern academic and curricular requirements for all undergraduate students entering Felician College during the 2014-15 academic year. The academic and curricular requirements for all active academic programs outlined therein, are applicable to new freshmen, new transfer students, and students who have been readmitted to Felician College. Please note the college reserves the right to amend any of its academic policies or programs, requirements for degrees, tuitions, fees, etc. at any time, in its sole discretion.

STUDENT RIGHTS WITHIN THE INSTRUCTIONAL CONTEXT

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

1. During the first two weeks of classes students should receive a course outline describing all required assignments and evaluation procedures and clearly spelling out attendance and make-up policies. If subsequent modification becomes necessary, changes should be made by the professor as soon as possible, but in no cases after the final date for withdrawal from a course without academic penalty.
2. Students may expect to receive throughout their attendance at the college appropriate instruction to achieve the objectives of their courses. This expectation may result in variations of time allocation and location for class periods, labs, studios, etc.

3. Books and other materials ordered by faculty for purchase by students should be available. Faculty should consider cost factors along with pedagogical ones and take into account the amount of material that can reasonably be covered in a single semester.

4. Students should receive instruction from an appropriate and qualified instructor on a regular basis.

5. Students may expect to have the opportunity to meet faculty members during their scheduled office hours. If the student’s class schedule prevents meeting during posted hours, the student can expect the faculty member to make every effort to meet the student at a mutually convenient time.

6. Students may expect that the substance and scope of all courses conform generally to the course descriptions in the college catalog or other written documents concerning curriculum content. This is urgent when the course is part of a sequence or required as part of a major.

7. Faculty are obliged to provide either a mid-term or alternative evaluative procedure graded and returned at least several days before the last date for official withdrawal without academic penalty.

8. Students may expect assessments, written and oral, to be evaluated in writing within a reasonable period time.

9. Final exams will be administered at the time and place specified in the calendar. Even if there is no final exam, the class is required to meet for a final evaluation.

10. Students have the right to expect just and unbiased evaluations of all assignments and exams and to be assigned a final grade by the administrative deadline as posted in the Academic Calendar.

11. Students have the right to be treated in the classroom and on campus in a dignified and respectful manner that is wholly free from discrimination based on race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age, marital status, handicap, or veteran status.

12. Students may feel free to bring to the attention of the appropriate college personnel (e.g., the faculty member involved, Chairperson, Department Heads, or Administrative Supervisors) situations in which it is believed there are violations any of these rights, following established college procedures.

13. Students are hereby notified that institutional officials, including faculty and staff, have the right to maintain order and respect for authority by eliminating or reducing student behavior that create unproductive and unsafe teaching/learning environments.
   If classroom behavior does not comply with this description, the following will occur:
   a. The student may be asked to leave the class. Should he or she refuse, the Security officer may be contacted;
   b. The incident will be documented in a memo to the department Chair with a copy sent to the School Dean;
   c. The student will be referred to the Chair of the department for a meeting (or directly to the Dean if the incident involves a department Chair).
   If a second incident occurs the student will be sent directly to the Dean of the School. A written record of this meeting with the student will be sent to the Vice President for Academic Affairs. If the student continues to disregard College policy, he or she will receive a dismissal-warning letter from the Vice President for Academic Affairs.
   Should this letter be ignored and behavior not improved, a disciplinary hearing will be held. This hearing can result in sanctions such as suspension or dismissal from Felician College.
14. Students can be assured that their civil rights will be respected and that they have recourse to the appropriate authority for substantial violation of those rights.

**STUDENT LIFE POLICIES**

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

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

**Summer Orientation**

New students are introduced to college life through an orientation program, which begins with a pre-admission interview and a testing series. An orientation committee plans a day of activities and presentations designed to help familiarize new students with the college and its community.

**STUDENT GOVERNMENT**

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

**Spiritual Life**

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

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

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

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

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

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

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

**LIBRARY SERVICES**

The Felician College Library occupies an International Style building on the Lodi campus and makes available to students, faculty, and staff over 115,000 books, 360 print periodicals, 20,000 online journals, 75,000 electronic books, and 80,000 microforms.
If you need material not owned by the Library, we will borrow it from another library for you—free of charge.

Two black-and-white photocopiers offer duplication at 10 cents per page.

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

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

If you need assistance with research of information for assignments, reference librarians are here to help. Visit us in the Library, call us at 201.559.6071, or send an e-mail message to library@felician.edu.

Find us on Facebook at “Felician College Library.” Instant Message (IM) FelicianLibrary on AIM, gtalk, Meebo, Yahoo! Monday – Friday, 9:30 a.m. to 4:30 p.m.

The Library sponsors a history month and cultural programs, such as Black/African-American History Month, Women’s History Month, Asian/Pacific American Heritage Month, and Poetry Month. All members of the Felician community are welcome to attend and participate.

**Felician students with a current ID card receive a barcode**, which enables them to borrow materials from the Library collection. Students are asked to sign an agreement when registering for borrower privileges and are responsible for all materials borrowed on their cards.

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

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

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

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

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

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

**Lodi campus library hours** (fall, spring, and summer semesters):
- **Monday – Thursday:** 8:45 a.m. – 8 p.m.
- **Friday:** 8:45 a.m. – 4:45 p.m. (closed Friday during summer semesters)
- **Saturday:** 10 a.m. – 4 p.m.
- **Sunday:** 12 noon – 5:00 p.m. (fall and spring semesters only)

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

**Library Computer Laboratories**

On the lower level of the library, two computer laboratories with a total of 48 work stations are available to students when no classes are scheduled in them, during the fall and spring semesters for research and document production with
a standard selection of application software. Printing is available at 5 cents per page, and a flatbed scanner offers opportunities for digitizing print and graphic materials. Food and beverages are not allowed in the computer laboratories, which are monitored.

**Computer laboratory hours** (fall and spring semesters):
- **Monday – Thursday:**
  - 9:00 a.m. – 7 p.m.
- **Friday:**
  - 9:00 a.m. – 4:30 p.m.

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

**Toron Curriculum Library**
The Toron Curriculum Library located in Sammartino Hall on the Rutherford campus, collects children’s literature, textbooks, curriculum guides, periodicals, and other instructional materials suitable for use in the classroom.

**Toron Curriculum Library hours** (fall and spring semesters):
- **Monday - Thursday:** 10 a.m.–12 Midnight
- **Sunday:** 5 p.m.–12 Midnight

Hours are subject to change.

**Business Library**
Located on the first floor of Blessed Mary Angela Hall on the Rutherford campus, the Business Library houses newspapers and journals pertaining to business and management, such as the Wall Street Journal and Barron’s. The Business Library also maintains a reference collection and important titles in the fields of management, accounting, economics, and marketing.

**Business Library hours** (fall, spring, and summer semesters):
- **Monday – Thursday:** 8:45 a.m.–8 p.m. (until 5 p.m. during summer semesters)
- **Friday:** 8:45–4:30 p.m. (closed Friday during summer semesters)

**Audio-Visual Center**
The Audio-Visual Center is located in Obal Hall Cafeteria. It contains thousands of instructional videos, slides, and filmstrips, as well as the equipment to utilize them. Hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

**Center for Learning**
The Center for Learning (CFL) is a collaborative and cooperative learning environment where students from all disciplines can discover the tools, strategies, and resources necessary to become life-long learners.

The CFL is staffed by professors, professional tutors, and trained per tutors who provide FREE consultations to students in areas such as English, writing, mathematics, science, and other selected academic disciplines. CFL students are encouraged to use the Tutoring Lab, located in Kirby Hall 225, which is equipped with computers as well as a laser printer.

**Location & Hours**
- **Lodi Campus**
  - Kirby Hall, 2nd Floor, Room 222
  - **Monday – Friday:** 8:30 a.m.- 4:30 p.m.

**To schedule an appointment contact:**
- Sister Elizabeth Morley
  - Kirby Hall, Room 222
  - 201.559.6023
  - morleye@felician.edu
- Dr. Karen Fasanella, Associate Dean for Academic Success
  - Kirby Hall, Room 212
  - 201.355.1146
  - fasanellak@felician.edu
Felician College maintains a strong commitment to facilitating equal access and to providing optional academic support and accommodations for eligible students with disabilities.

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

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

The “reasonable accommodations” most commonly afforded students with disabilities at Felician College are as follows:

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

Support services are also available to all students attending Felician College at the Center for Learning and located on the second floor of Kirby Hall, Room 225 and the Math Lab located in Kirby Hall, Lodi Campus.

Felician College does not provide a learning disabilities program.

CAREER DEVELOPMENT CENTER

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

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

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

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

The Career Development Center also offers assistance for students looking to obtain admission to graduate school. To ensure students and alumni formulate a successful career plan the following are essential services available at the Center:
• **COLLEGE CENTRAL NETWORK**  
The Career Development Center continues to develop several professional relationships from a variety of majors for all of our Felician students and alumni. All opportunities are easily accessible with College Central Network, our online posting and resume search system. This resource can be accessed free of charge by all students and alumni. The Web site received Best of the Best Rating for the 6th consecutive year from Career X Roads.

• **iSTRONG**  
For nearly 80 years, the Strong Interest Inventory® assessment has helped organizations attract and retain the brightest talent and has guided thousands of individuals in their search for a rich and fulfilling life of work and leisure. The most respected and widely used career planning instrument in the world, the Strong is more powerful than ever, with major updates and new content that reflect the way we work and learn today.

• **FOCUS 2**  
Discover the online career and education planning system that is the nation’s leading and most innovative career planning product. This guides students through a reliable career and education decision-making model to help students choose their majors at your college, explore occupations, plan career development activities and make informed decisions about their careers.

• **INTERVIEW STREAM**  
InterviewStream is an essential part of preparing to find a job or internship. This online interviewing practice tool will help students learn how to answer questions in an efficient, appropriate manner. By practicing, students get a true sense of what an interview will be like, thus building confidence for the actual experience.

• **MAJOR/DEGREE SHEETS**  
Whether you are exploring multiple majors or searching for information about your chosen field, this site will help you connect majors to careers. Learn about the typical career areas and the types of employers that hire people with each major, as well as strategies to make you a more marketable candidate. Continue your research on majors and careers through the Web sites provided.

• **SIMPLY HIRED- JOB SEARCH TIPS**  
Job search tips geared specifically towards new graduates.

• **PRINCETON REVIEW - PREPARING FOR GRADUATE SCHOOL**  
All the help you need for applying for graduate and professional school and assistance with GRE, LSAT, MCAT, and GMAT exams.

**HOURS/Career Development Center**  
**Semester Hours: Monday through Friday:**  
8:30 a.m. – 4:30 p.m. Please contact our office to make an appointment.

**Summer Hours: Monday through Thursday:**  
8:30 a.m. – 5 p.m. (College is closed on Fridays.)

**LOCATION**  
One Felician Way, Rutherford, NJ 07070  
201.559.3619  
careerdevelopmentcenter@felician.edu | www.felician.edu/careerdevelopmentcenter

**STAFF**  
Director to be Decided  
Audra Pianelli, Internship Coordinator
COMPUTER LABS
Any student possessing an updated ID can use the equipment at either of the college’s locations. There is a small fee (per page) for printing documents using the laser printer. Students are not permitted to either load or run their own software programs. Users are urged to continually back-up their work on diskettes. No student is permitted to save his or her work on the computer’s hard drive.

The laboratories close promptly at the posted hours. Do not begin a project a half-hour prior to closing.

Locations and Hours
Lodi Campus
Kirby Hall Room 227
Monday – Friday: 8:30 a.m.–8 p.m.
Saturday: Closed
Sunday: Closed

Rutherford Campus
Martin Hall, First Floor
Monday – Thursday: 8:30 a.m.–1 a.m.
Friday: 8:30 a.m. – 7 p.m.
Saturday - Sunday: 12 p.m.–7 p.m.
Student Union Lounge, Main floor near Falcon’s Nest

The use of these facilities is contingent upon the student:
• Presenting to the laboratory manager an updated ID card (a driver’s license or any other form of identification will not be accepted);
• Signing in upon arrival and signing out upon exiting, the laboratories;
• Reading and signing (thus acknowledging an understanding of the use policy statement form (necessary only once per academic year);
• Following all of the laboratories’ rules and regulations (some of which are indicated below).

Access to computer systems and networks owned or operated by Felician College imposes certain responsibilities and obligations, and is subject to college policies, and local, state, and federal laws. Appropriate use is always ethical, reflects academic honesty. Users demonstrate respect for intellectual property, ownership data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

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

In making appropriate use of resources you must NOT:
• Use another person’s files, system or data without permission.
• Use computer programs to decode passwords or access control information.
• Attempt to circumvent or subvert system security measures.
• Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or changing network settings.
• Using college systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates.
• Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
• Use mail or messaging services harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages, or sending unwanted mail.
• Waste computing resources, for example, by intentionally placing a program in an endless loop or by printing an excessive number of copies.
• Use the college's systems for personal gain, for example, by performing work for profit in a manner not authorized by the college.
• Engage in any other activity that does not comply with General Principles presented above.

The college considers any violation of Appropriate Use Principles or Guidelines to be a serious offense and reserves the right to copy and examine files or information resident on college systems allegedly related to inappropriate use.

Enforcement

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

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

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

Computer Wireless Connections

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

**Lodi Campus**
- Cafeteria
- Library
- Kirby Hall 3rd Floor Lounge
- Kirby Hall, Room 407
- SG Office, Obal Hall
- Lecture Hall, Obal Hall
- Room 204, Obal Hall
- Room 206, Obal Hall

**Rutherford Campus**
- Cafeteria
- Falcon’s Nest
- Student Lounges, Milton Court
- Student Lounges, Elliott Court
- Sammartino Hall – Room 25
- Sammartino Hall – Room 37
- First Floor, Blessed Mother Angela
- Second Floor, Blessed Mother Angela

If, for some reason the Internet connection is not working please contact the Felician College helpdesk at 201.559.6165 or e-mail helpdesk@felician.edu.

**Signing up for Felician Accounts**

Upon registration a letter will be mailed to your home address with instructions and login information to the electronic services offered by the college. (WebAdvisor, E-mail, Network, Library Databases, Emergency alert system)
WebAdvisor Account
Students WebAdvisor accounts will allow students to access Web-based services by clicking on the WebAdvisor link on the Felician College home page (www.felician.edu).
By using WebAdvisor students can pay their bill online, request a transcript or an enrollment verification online, view schedules or search for sections (classes) and, view mid-term and final grades online.
Felician College does not mail grades to students. If a student needs to submit grades to their employer for tuition remission, this web-based grade report should be sufficient. If it is not, please contact the registrar’s office at 201.559.6038 and they will send you an official paper copy.
Please note that the WebAdvisor user ID and password are unique to this system.

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

Felician Network Account
Felician’s student network account will allow students to access computer across campus, save information on their network drive, use computer labs and printers on campus, and access Felician’s Library Databases.
The Felician network and e-mail account shares the same common user ID and password so if a password is changed in one system it will be reflected in the other.

E2Campus – Universal Notification System
E2Campus is a patent pending universal notification system that allows designated administrators to send time-sensitive messages to the mobile phones, e-mail, and/or pagers of their subscribers (students, faculty, staff, radio stations, TV stations, and others).
In the event of an emergency, subscribers can get notified immediately of the situation, wherever they are geographically. Instructions will be mailed to students along with the logon information letter. Students are encouraged to sign up.

Student Use of the On-Campus Computer Labs
In order to have computer accessible in the Computer Labs on both campuses, you need to register under your own name with your password (not the generic one) to gain access.
After that, you will have an account on the Felician College network with space for saved files that are appropriately backed-up. All rules for use of the computers at the College will apply to the use of this service and that of student e-mail accounts.

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

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

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

Please be aware that all content and posts are bound by the Facebook Terms of Use, Code of Conduct and the Felician College Computer and Network Use Policy. In addition, Felician College reserves the right to block or remove the content of any post that violates campus policies, including but not limited to harassing, threatening, or profane language aimed at creating a hostile or intimidating environment.
Content may be removed at any time without prior notice for any reason deemed to be in the College’s best interest.

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

**NURSING RESOURCE AND SIMULATION CENTER (NRSC)**
The Nursing Resource Center and Simulation Center (NRSC) is available to all nursing students. The setting is conductive for students to practice new skills learned or for those students who wish to improve their present skills. Various workshops include test taking, nursing care plans, mathematics, and critical thinking are offered to enhance the students’ studies.

Computer assisted instructional programs for nursing are accessible to help students in their clinical and professional skills. These include CAI, NCLEX and interactive videos.

The Nursing Resource and Simulation Center offers flexible scheduling to meet the students’ needs. Tutoring is also available by the staff and can be scheduled by calling for an appointment 201.559.6035 or by stopping in to see us.

**Location and Hours**
Building next to Kirby Hall, 2nd Floor
**Time:** Monday – Saturday as posted.

**SOCIAL ACTIVITIES**
The Director of Student Development and Engagement coordinates all social events on campus, with the assistance of the SG Executive Committee as well as the Office of Residence Life.

Activities planned for the fall and spring semester include dances, film festivals, theater parties, celebrations, picnics, barbecues and other formal and informal affairs. Annual festivities include:
- Welcome Back Barbecue
- Halloween Party
- All-Campus Thanksgiving Celebration
- All-Campus Christmas Party
- Annual Ski-Trip
- St. Patrick’s Day Party
- Graduate Buffet Dinner/Dance

Check activities calendar for more events and Club Functions.
Cultural Opportunities
The cultural calendar at Felician College incorporates many types of events: classical recitals and popular concerts, professional drama and student productions, lectures and demonstrations, movies and exhibits.

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

PHYSICAL FITNESS
Locations and Hours

Lodi Campus:
Fitness Center
Lower Level of Kirby Hall
Monday-Friday from Noon–5:00 p.m.

Rutherford Campus:
Fitness Center
Main Level of the Student Union
Monday-Friday from Noon–12:00 midnight
Saturday from Noon-5:00 p.m.
Sunday from 4:00 p.m. to Midnight

Physical fitness services are available to all Felician College students, faculty, and staff members who wish to receive a positive experience, enhancing their physical and mental well being. Rules and regulations pertaining to the use of the fitness facilities need to be followed at all times. Felician College updated IDs will be required from all participants.

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

Open Gym:
Tuesday and Thursday:
9 p.m.–midnight
Intramural Hours:
Monday, Wednesday, and Friday
1 p.m.–2:15 p.m.

DEPARTMENT OF ATHLETICS
Member:
National Collegiate Athletic Association (NCAA II)
Central Athletic Collegiate Conference (CACC)

Intercollegiate Athletics
• Men’s Basketball
• Women’s Basketball
• Men’s Soccer
• Women’s Soccer
• Men’s Baseball
• Women’s Softball
• Men’s Cross-Country
• Women’s Cross-Country
• Women’s Volleyball
• Men’s Golf
• Women’s Bowling
• Women’s Lacrosse
• Women’s Track and Field

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

Department of Athletics Staff
Director of Athletics
Ben DiNallo Jr., 201.559.3507
Rutherford Campus

Faculty Athletic Representative
Dr. Alfredo Castro, 201.559.6136,
Lodi Campus

Athletic Academic Advisor
Anthony Scardino, 201.559.3583
Lodi Campus

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

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

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

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

Alcohol, Tobacco, Substance Abuse Education
All student-athletes and athletic staff members are required to attend Alcohol, Tobacco, Substance Abuse Seminars. Make-up sessions are available for participants who must miss the scheduled educational session for an approved reason by the Director of Athletics.
NCAA Drug-Testing Program Policy
Each year every student-athlete will receive, study, and sign all drug-testing consent forms demonstrating their understanding of the NCAA drug-testing program, as well as, the Felician College policy and their willingness to participate.

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

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

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

The selected types of drug testing are:
• Unannounced Random Testing – Zero Notification
• Reasonable Suspension Testing – at anytime
• NCAA Qualifier Screening Testing – Prior to championship competition
• Re-entry Testing – After counselor or specialist approval
• Follow-Up Testing – unannounced, determined by Director of Athletics

Notification Process:
Student-athletes will be notified by the Director of Athletics by a member of the Felician College Sports Medicine Department, the student-athlete’s coach, and/or a member of the Felician College athletic administration.
Upon notification, the student-athlete will be asked to read and sign a Felician College Drug Testing Notification Form, notifying him/her of the date, time and site of the testing, as well as any other special instructions pertinent to the test.
Student-Athlete shall provide picture identification when entering the drug-testing station. The Director of Athletics or his designee must remain at the collection station until all athletes have completed the collection process.

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

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

Appeal Process
Participant may request an appeal of the sanctions imposed by writing to the Director of Athletics within 72 hours of notification stating specific reasons for the appeal.
When granted, the participant and the Committee will meet according to set procedures.
Final decision will be made know to the participant in time by the Director of Athletics.

Confidentiality:
All members of the Felician College Department of Athletics are expected to respect a student-athlete’s right to privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved.
All Felician College Department of Athletics personnel are expected to adhere to the Confidentiality Policy at all times. Violation of this policy will incur disciplinary action at the discretion of the Director of Athletics. Contact Ben DiNallo Jr., Director of Athletics, 201.559.3507 for detailed policy regulations.
STUDENT ACTIVITIES

Organizing a Group or Club
Any group that wishes to organize on campus must submit its request for recognition in writing to the Vice President for Student Affairs.

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

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

Regulations for Student Organizations
Recognition of an organization implies neither the approval nor the disapproval of the aims, objectives and policies of the organization by the college.

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

• A constitution approved by the Vice President for Student Affairs and kept on file in the Student Government Office by the Director of Student Development and Enrichment.
• A current roster of officers and members (numbering at least five) on file with the Coordinator of Student Activities.
• All fund-raising and activities are approved in writing by the Vice President for Student Affairs and Director of Development and Enrichment. Upon approval, activities will be included on the calendar of student events kept by the Director of Development and Enrichment.
• All student organizations must have a faculty member as a moderator to serve in an advisement capacity.
• All student organizations which engage in activities prohibited by law or college regulation on or off campus may have sanctions imposed against it, including withdrawal of recognition for a period not exceeding one year.

Publications

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

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

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

Falcon’s Eye
Student-edited journal devoted to publishing the best essays, short stories, poetry, editorials and artwork. Membership on the editorial and production staff is open to any interested student.

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

Focus on Felician
Magazine published by the Office of Institutional Advancement and directed to donors, benefactors and friends of the college, as well as community leaders, alumni, and prospective students. Its purpose is to provide news about the college and its people.

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

Mathematics and Computing Science Newsletter
Published each semester, it contains articles of interest for department majors.
Newsletter for the Department of Natural Sciences
Published each semester and provides College community with departmental and science news.

The Newsletter of the Dean of the School of Nursing
Published five times a year and highlights program changes, faculty accomplishments and healthcare/professional updates.

The Newsletter of the Office of the Vice President for Academic Affairs
Published each semester and highlights the scholarly and professional achievements and activities of College faculty and staff.

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

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

HONOR SOCIETIES

Honor Society – Sigma Beta Delta (SBD)
*International Honor Society for Business, Management and Administration*

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

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

• Honor Society – Kappa Gamma Pi (KGP)

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

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

Membership

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

« By the end of seven semesters or equivalent, they shall have attained a point standing sufficient for graduation with honors from their respective colleges. Membership becomes effective upon graduation.

« They shall have shown outstanding leadership in extra-curricular activities, which is activities on campus, service to their church, and service to the community.

« They shall have been regularly matriculated students of the nominating college for at least two consecutive years, or will have been at the end of eight semesters.

« They shall have expressed a desire to be members of the Society, and willingly accept the responsibility of individual leadership in Church, civic, and/or Kappa sponsored activity, which membership implies.

A member of the administration of the college shall personally be responsible for informing each candidate as to the nature of Kappa Gamma Pi as a service-oriented graduate honor society.

Members shall be selected by the college faculty or by student-faculty vote or by chapter members in consultation with college faculty.

ALUMNI ASSOCIATION

The Felician College Alumni Association was formed in 1966 to provide an organization through which graduates could deepen and continue the friendships and associations developed during their student days.

In 1990, the association broadened its horizons to provide and coordinate programs and services that support Felician College and benefit its alumni. The
Director of Alumni Relations supervises and directs alumni activities.

Upon graduation, a student automatically becomes an alumna/alumnus of Felician College.

To become an active member of the Alumni Association, which coordinates and implements alumni events, student scholarships, mentoring, and recruitment, the alumni pay a one-time membership fee that entitles them to:

- Use of the computer laboratory
- Use of the fitness center located in Kirby Hall
- Discounted tickets to athletic events
- The ability to vote, attend annual meetings, and hold office in the Alumni Association
- Access to a broad range of online indexed journals and reference sources from within the library

Information on alumni services and other alumni news can be reached through the college’s Web site: http://www.felician.edu/alumni/.

The leadership of the association is represented by an enthusiastic Executive Board, which consists of alumni officers and committee chairpersons. The Director of Alumni Relations supervises and directs all alumni activities from the Office of Institutional Advancement and welcomes all alumni to contact the office with any questions or concerns.

**CENTER FOR HEALTH**

**Location:** Ground floor of Milton Hall

Rutherford Campus, 201.559.3559;

Fax: 201.559.3579

E-mail: Wellness@felician.edu

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

*Call for hours during winter break and over the summer.*

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

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

All records are maintained in accordance with the federal HIPAA law and Privacy Act and are not part of the academic record. Any information concerning a visit to the Student Wellness Center will not be released without written consent from the student.

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

- Physical examinations
- Evaluation and treatment of illness and injuries
- Immunizations
- Tuberculin skin testing
- Limited on-site laboratory testing at our New Jersey state licensed clinical laboratory
- Lab work drawn and processed for send-outs to outside clinical laboratories
- X-ray referral to a local facility
- Referral to specialists as needed
- Written prescriptions can be given by the advance practice nurse

**The Immedi Center should be used for all urgent medical problems. Location is Immedi Center, 1335 Broad Street, Clifton, NJ, 201.778.5566.**

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

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

**STUDENT HEALTH POLICIES**

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

- **The Enrollment Prerequisite Health Form** must be submitted. The form can be downloaded from the Felician Web site at http://felician.edu/studenthealthrequirements or obtained from the Student Wellness Center of the Rutherford Campus.

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

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

« **Parts II (history) and IV (physical examination) should be completed** by the healthcare provider. Both parts should encompass a complete and comprehensive history and physical of the enrolling student. It must be dated within one year of entry to Felician College and must be submitted prior to the start of classes.

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

This can be done with copies of records showing that vaccination has occurred or that the disease was experienced. Proper documentation as REQUIRED by the New Jersey State Department of Health includes official school immunization records and/or official records signed by a health care provider licensed to practice in the United States.

« **Rubeola (measles)** – two doses of the live vaccine with the first dose being on or before the first birthday and second dose must be after 1980.

« **Mumps** – one dose of the live vaccine on or after the first birthday.

« **Rubella (German measles)** – one dose of the live vaccine on or after the first birthday.

« **Varicella (chickenpox)** – two doses of the Varivax vaccine. Second dose must be done at least 30 days apart. (second dose no earlier than 30 days)

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

**Note:** As of January 2003, New Jersey State law requires all high school students to be vaccinated against Hepatitis B. Individuals who finished high school prior to the enactment of this law and who are now attending college, will have to received the Hepatitis B vaccine.

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

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

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

If no Hepatitis B vaccines – 9 months will be granted to complete the series.

If one documented dose of Hepatitis B vaccine – 6 months will be granted to complete the series

If two documented doses of Hepatitis B vaccine – 4 months will be granted to complete the series

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

- Copies of lab evidence (blood tests) showing documentation of positive titers to Rubeola (measles) (Rubeola Antibody IgG), Mumps (Mumps Antibody titer IgG), Rubella (German measles) (Rubella Antibody titer IgG), Varicella (chickenpox) (Varicella-Zoster Virus Antibody titer IgG) and Hepatitis B (Hepatitis B Surface Antibody titer IgG Quantitative) will be accepted as proof of immunity to these diseases.

- **Meningococcal Disease (Meningitis)** – The Meningococcal vaccine is REQUIRED for ALL new students who will be RESIDING in campus housing. Two doses of the Meningitis (MCV4) vaccine are recommended for adolescents 11 through 18 years of age. The first dose at 11 or 12 years of age, with a booster dose at age 16. If the first dose is given after the 16th birthday, a booster is not needed. It is **RECOMMENDED for students under age 25 and living off campus who want to reduce their risk of meningitis.**

- **Mantoux/TST Skin Test** – REQUIRED for ALL students within the 6-month period PRIOR to entering Felician College. This test MUST be completed regardless of BCG history unless the student has a known history of a positive TB test. All traditional nursing students, Fast Track RN/BSN cohort students, all students in the school nurse program, all students in
the nursing education program and all students in the Master of Science in Nursing Program and Doctorate of Nursing Practice must provide documentation of a two-step TB, which will then be followed by an annual TB. The acceptable two-step TB must be within a 30-day window. See Web site for forms which can be used. **TB documentation MUST include:**

- Date placed
- Date read (must be within 48-72 hours of placement)
- Results measured in millimeters (e.g. a negative reading = 0mm)
- Written signature of the licensed healthcare professional reading the results

- If the student has a positive TB test, documentation of the positive results in millimeters MUST be provided along with a copy of a recent (within 5 year) chest x-ray report. A note from the primary health care provider MUST also be attached stating if INH prophylaxis will be/was prescribed and if treatment was completed or declined.

All Nursing, Allied Health and Education students with a known positive TB will also be REQUIRED to complete and submit the TB Symptoms Assessment form each semester. This form can be obtained at [http://felician.edu/studenthealthrequirements](http://felician.edu/studenthealthrequirements).

- **Tetanus/Diphtheria/Pertussis (Tdap) booster is REQUIRED for all Nursing students.** All programs for all other students, a Tdap booster within the past 10 years is recommended

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

- Influenza viruses are always changing, so annual vaccination is recommended. Each year scientists try to match the viruses in the vaccine to those most likely to cause flu that year. Flu vaccine will not prevent disease from other viruses, including flu viruses not contained in the vaccine. It takes up to two weeks for the protection to develop after the shot or the nasal spray.

- There are two types of influenza:
  1. Inactivated (killed) vaccine, the “flu shot,” is given by injection with a needle.
  2. Live, attenuated (weakened) influenza vaccine is sprayed into the nostrils.

**This must be completed by November 5, 2014.**

- Immunization exemptions are allowed by the New Jersey Department of Health and may be granted for:
  - Medical reasons must be provided in a written documentation from healthcare provider of:
    - why vaccine is not to be given
    - a diagnosis of the condition for not giving the vaccine.
    - a date when the exemption will be over. Students with chronic medical conditions must provide this information on an annual basis.
  - Religious reasons must provide the specific tenet in their religion that prohibits vaccination.

Students with medical/religious exemptions for immunizations may be temporarily excluded from class or activities during a threatened or actual disease outbreak as determined by the Felician College Student Wellness Center.

**The College reserves the right:**

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

Any student who withdraws or takes a leave of absence for medical reasons is required to contact the Center for Health for re-admission requirements. In the event of a psychological leave of absence, the student is required to contact the Counseling Center for re-admission requirements.

The Center for Health can perform physical examinations and assist with ALL health requirements including vaccine administration and Mantoux/TB testing for a discounted fee. Costs will be added to the student’s account. Payment can be made at the Office of Student Accounts in one week.

**Student Accident and Sickness Insurance Plan 2014-2015**

Pursuant to New Jersey State regulations, all full-time students, enrolled in 12 or more credit hours, must be covered by a health insurance plan. All full-time undergraduate students will be enrolled in the Felician College Student Injury and Sickness Plan unless a signed waiver form is completed on the web site: [www.firststuden.com](http://www.firststuden.com). To complete the waiver process, select Felician College from the drop down box in the right hand corner. On the left side of the page click on “waive your school’s health insurance” button and follow
instructions. You will need a copy of your medical insurance ID card to input the information. Using your health insurance ID card, enter the following information:

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

Fall 2014 waivers will be available online July 1, 2014, and the deadline to complete the waiver is September 24, 2014.

For students entering the spring 2015 semester the waiver form will be online after December 1, 2014, and the deadline to complete the waiver is February 11, 2015. NO waivers will be accepted after this date except entry into the armed forces.

Part-time students taking a minimum of 6 credits and graduate students are eligible to purchase the Student Health Insurance for a fee. Spouse and dependent coverage is also available and may be requested by submitting a Spouse/Dependent Enrollment form directly to the insurance with the required fee. Please note spouse and dependent coverage is ONLY available if students are attending Felician College and if the student sponsor is enrolled. Annual/Fall enrollment deadline is 8/14/14. Spring/Summer enrollment is 1/27/15.

Contact the Center for Health for further information or access the webpage at http://felician.edu/studenthealthinsurance.

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

Counseling Center

Personal counseling services for students of Felician College are free. Appointments may be arranged by calling or visiting the Counseling Center which is located on the main floor of the Student Center building on the Rutherford Campus. The licensed counselors are:

Mary Reilly, EdS, LPC, Director 201-559-3587

Ben Silverman, MA, LAC, Alcohol and Other Drugs Education Coordinator: 201-559-3503

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

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

Some common issues that bring college students to counseling include: feeling stressed or overwhelmed, symptoms of depression and anxiety, test anxiety, feelings of panic, concerns about anger management, and dissatisfaction with relationships.

The Counseling Center provides:

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

The clients’ rights to privacy and confidentiality are taken seriously in the Counseling Center. Communications between the counselor and client are privileged, confidential, and safeguarded. Counseling records do not become part of the educational record. Confidentiality is guaranteed within legal and ethical guidelines.

Dining Facilities

College dining facilities consist of a spacious cafeteria located on the lower level of Obal Hall, Lodi and below the gym on the Rutherford Campus.

Meals are served cafeteria style according to the following schedule:

Lodi Campus: Goya Dining Hall
Monday through Thursday
7 a.m. – 6 p.m.
Friday: 7 a.m. – 3 p.m.
Saturday and Sunday Closed
Rutherford Campus
Breakfast: 7 a.m. to 10:30 a.m.
Lunch: 11 a.m. to 2:30 p.m.
Sandwich Bar: all day
Dinner: 4:30 p.m. to 7:30 p.m.
Saturday and Sunday: 10 a.m. to 7:30 p.m.

Falcon’s Nest
Located in the Student Center
Monday thru Friday: 1 p.m. to 12 midnight
Saturday & Sunday: 7 p.m. to 12 midnight
All catering needs can be serviced through the college cafeteria. Call for information and arrangements at 201.559.3555 or 201.559.6242.

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

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

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

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

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

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

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

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

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

FOR FULL CREDIT:
- Sales Receipt Required (cash register, credit card, financial aid form/voucher)
- Unmarked, if New
- Within Specified Time:
  - Regular Term: Seven calendar days from first class / two days from purchase
  - Summer term/Weekend College: Seven calendar days from first class

Textbooks purchased after the specified time are not eligible for refunds. Textbooks that are written in, worn, or highlighted will be refunded at the buyback price only. Shrink-wrapped textbooks must be returned shrink-wrapped.

Contact the Bookstore at 201.559.6027 for information.

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

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

CAMPUS CONDUCT CODE
Felician College aims to uphold the highest standards of conduct and to create a sense of Christian authenticity. This implies that civil law and basic rights are to be honored and respected by every member of the college community.
For American citizens, these rights include freedom of speech, freedom of peaceful assembly, freedom of political beliefs, and freedom from personal force, violence, abuse or threats of the same.

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

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

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

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

• 2A:149A-1. Entry into Educational Premises to Commit Indictable Offense.
  Any person who enters any building, structure, or place used for any educational purpose with intent of committing therein any indictable offense shall be guilty of a high misdemeanor, punishable by imprisonment for not more than five years or a fine of not more than $10,000 or both.

• 2A:149A-2. Entry into Educational Premises to Disrupt Classes.
  Any person, other than a bona fide student therein or parent or legal guardian of such student or a teacher, administrator, or other school employee while in the performance of his/her duties, who enters any building, structure or place used for any educational purpose with the intent of disrupting classes or of otherwise interfering with the peace and good order of the place shall be guilty of a misdemeanor.

  Any person who obstructs, interferes with, assaults, or threatens bodily harm to any student, teacher, administrator, guardian of any student, or any other person lawfully seeking to enter a school building or any other building structure or place used for any educational purpose shall be guilty of a high misdemeanor, punishable by imprisonment for not more than 5 years or a fine of not more than $10,000 or both.

• 2A:151-41.1. Possession of a Firearm on School Premises.
  Any person other than those enumerated in section 2A:151-43 of the New Jersey Statutes, who carries, holds, or possesses on or about his/her clothes or person, or who keeps otherwise in his/her possession or control while on the premises of any public or private school, college, or university, any firearm as defined in section 2A:151-1 of the New Jersey Statutes is guilty of a high misdemeanor.

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

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

You also must understand and accept the necessity for various College regulations and comply with the directives of those authorized to enforce the regulations. If you conduct yourself in a manner contrary to the best interests of the College, you will be subject to such penalties as the circumstances justify, including suspension or expulsion.

All students are expected to read and follow the policies of the College as may appear in any College publication or administrative directive.

A student may be suspended or dismissed for improper conduct, failure to comply with College regulations, academic dishonesty, possession of, or being under the influence of alcoholic beverages except as permitted by state law and College policy or illegal drugs, or under other circumstances as determined by the appropriate member of the College Administration.

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

As an academic community, Felician College has a special interest in the prevention of certain modes of conduct that are in contrast to its inherent efforts to
In all cases, the determination of which sanction(s) to impose shall be made by the Student Conduct Board Advisor, or designee, and the Advisor is not limited to the sanctions recommended by the Student Conduct Board. Should a case involve a faculty/staff member, the Board will not discipline a faculty/staff member but will refer the matter to the president with or without their recommendations.

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

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

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

C. Appeals

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

An Appellate Council, no member of which will have served on the original hearing board, will consider the merits of the appeal.

Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record of the original hearing and all supporting documents.

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

1. To determine whether the original hearing was conducted fairly;

2. To determine whether the facts in the case were sufficient to establish that a violation of the Code of Conduct had occurred;

3. To determine whether the sanctions imposed were appropriate for the violation of the Code of Conduct that the student was found to have committed, or

4. To consider new evidence, sufficient to alter the decision or other relevant facts not brought out in the original hearing, because the person appealing did not know the evidence/facts at the time of the original hearing.
If the appeal is upheld, the Appellate Council may:
1. Reduce, but not increase, the sanctions imposed, or
2. Remand the case to the original Judicial Council.

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

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

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

II. Violations
The following acts are violations of College regulations: Violations for which the maximum sanction may be college expulsion.

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

12. Sexual Harassment
13. Failure to abide by College policy on vehicle usage or obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored functions
14. Misuse of the College computer system, including but not limited to:
   a. Unauthorized entry into a file, to use, read, or change the contents, or for any purpose
   b. Unauthorized transfer of a file
   c. Unauthorized use of another individual’s identification and password
   d. Use of computing facilities to interfere with work of another student, faculty member, or College official
   e. Use of computing facilities to send obscene or abusive message or other messages prohibited by the College’s policy on electronic mail
   f. Use of the computing facilities to interfere with normal operation of the College computing system
   g. Failure to comply with the College’s policies regarding the use of the Internet and e-mail system
15. Behavior that would constitute a violation of local, state, or federal law on College property or off campus when such behavior has a substantial...
adverse effect upon the College or upon individual members of the College community

16. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises

17. Public intoxication, use, possession or distribution of alcoholic beverages except as permitted by New Jersey law and College regulations

18. Failure to comply with the direction of a College official or law enforcement acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so

19. Misuse of, or tampering with the fire alarm systems, fire extinguishers, or other security equipment

20. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College

21. Unlawful entry into College-owned property or College-leased property

22. Consumption of alcoholic beverages on campus except as permitted by College policy and State law (1)

23. Failure to abide by the rules, regulations, policies and directions relating to on-campus housing

III. Sanctions

The following student sanctions are listed in order of severity:

A. Warning – A notice in writing to the student that the student has violated College regulations.

B. Probation – A written reprimand for a violation of a specified regulation. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any College regulation(s) during the probationary period.

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

D. Fines – Appropriate fine may be imposed.

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

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

G. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

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

I. College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

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

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

1. Interim suspension may be imposed only: a) to insure the safety and well-being of members of the College community or preservation of College property; b) to insure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with normal operations of the College.

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

The following sanctions may be imposed upon groups or organizations:

A. A through F

B. Deactivation – loss of privileges, including College recognition, for a specified period of time.

Note: More than one sanction may be imposed for any single violation. Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s confidential record.

Upon graduation, the student’s confidential record may be expunged of disciplinary action other than residence hall expulsion, College expulsion or suspension, upon
application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than residence hall expulsion, College suspension or expulsion shall be expunged from the student’s confidential record within five years after the final disposition of the case.

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

The Student Conduct Board Advisor (judicial body), or designee, may conduct an investigation to determine if the charges have merit or if they can be disposed of by mutual consent of the parties involved, on a basis acceptable to the Student Conduct Board.

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

All charges shall be presented to the student in written form. A time and location will be set for the hearing. Hearings are conducted in private. Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or the Student Conduct Board Advisor, or designee.

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

The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complaint and/or accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a Student Conduct Board or at an Administrative Hearing.

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

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

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

After the hearing, the Student Conduct Board shall, by majority vote, determine whether the student has violated each section of the Student Conduct code with which he or she has been charged.

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

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Conduct Board. The record shall be the property of the College.

Except in the case of a student charged with failing to obey the summons of a judicial body no student may be found to have violated the Student Conduct Code solely because the student failed to appear.

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

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

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

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

**Academic Honesty**
Rules of academic honesty apply to examinations, essays, research papers and reports. Plagiarism* is academically dishonest as is the giving or accepting of assistance on examinations and tests. Students who violate these rules of academic honesty are subject to course failure and/or suspension from the college.

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

**Merchandising on Campus**
Students are forbidden to engage in any merchandising on campus without approval by the Vice President for Student Affairs.

**Smoking**
Felician College is a smoke-free environment. There is no smoking in any building including the Residence Halls. Smoking is permitted in the designated areas. **Those areas must be 50 feet from all educational buildings.** The smoker is responsible for ensuring that their cigarette has been completely put out and for disposing of the remains properly.

**Dress Code**
Felician College believes in maintaining a professional atmosphere and in enhancing each student’s professional growth. A dress code is, therefore, traditionally upheld. Dignity and good taste are encouraged.

**ATTIRE MUST BE ACCEPTABLE FOR AN ACADEMIC SETTING.**

**Respect for Property**
Felician College is proud of its campus and facilities. In the past, students have always displayed a special respect for the beauty and order of the institution.
It is expected that new students continue to share this same respect. Violators will be reported to the Office of the Vice President for Student Affairs for monetary reimbursement or community service.

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

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

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

This procedure is being implemented so that the college may maintain normal security and protect ourselves and students. Visiting children should not be permitted to enter the kitchen, laboratory areas or classroom. Felician College does not run an on-campus baby-sitting service. All baby-sitting arrangements must be made elsewhere. No visitor is permitted to attend a class without clearing such visitation with the instructor.

**All Lodi and Rutherford Campus visitors must register with security or at information desk.**
Felician College Student Substance Abuse Policy

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

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

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

The Substance Abuse Policy has the following purposes:

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

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

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

STATEMENT OF POLICY

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

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

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

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

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

Harassment, Intimidation, Bullying or Cyber-bullying

Harassment, intimidation or bullying means any gesture or written, verbal or physical act that takes place on college property, at any college-sponsored function.

Cyber-bullying involves the use of information and communication technologies (i.e. cell phones, email) to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm or harass. The IT System of Felician College imposes certain responsibilities and obligations, and is subject to College policies, and local, state, and federal laws.

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

a. is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
b. by any other distinguishing characteristic; and

c. a reasonable person should know, under circumstances, that the act(s) will have the effect of harming a person, damaging the person's property, or placing the person in reasonable fear of harm to his person or damage to his property; or

d. has the effect of insulting or demeaning any person or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the college.

If the Vice-President of Student Affairs is made aware that harassment, intimidation, bullying is taking place, such actions will result in but not limited to appropriate judicial sanctions. The disciplinary actions taken by Felician College does not shield from any criminal charges that may be taken against the harasser.
**Policy on Sexual Harassment**

Felician College is committed to the belief that “with respect to the fundamental rights of the person, every type of discrimination, whether social or cultural, whether based on sex, race, color, social condition, language, or religion, is to be overcome and eradicated as contrary to God’s intent.” (Vatican Council II, Gaudium et Spes, No. 29).

Accordingly, it is the policy of Felician College to comply with provisions of Federal and local laws and regulations where applicable on the basis of criteria specified in those laws and regulations.

**Definition:**

Sexual harassment may be defined as unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee.

**Sexual harassment includes, but it is not limited to:**

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature;
- Coercion to submit to sexual conduct, either explicit or implicit, as a term or condition of an individual’s employment or academic advancement; or
- Behavior that has the purpose or effect of interfering with work or academic performance or creating an intimidating, hostile, demeaning or offensive working or learning environment.

**Procedure**

Individuals who believe they have been sexually harassed may obtain redress by direct response or filing a complaint with the Vice President for Student Affairs or other college facilitators. Every effort shall be made to assume the privacy of the complaint and the respondent.

The college provides two ways of responding to sexual harassment: A direct response or a formal response. When appropriate, the college encourages informal resolution of sexual harassment situations by the individuals involved at the level appropriate for the situation.

**Direct Response**

If appropriate, the complainant should make his/her objections directly known to the harasser. The complainant should include the following points in communicating with the accused whether verbally or in writing:

- The date, time and place the incident of harassment occurred;
- The specific behavior of the accused from whom the complainant found offense;
- The effect the behavior had on the complainant, such as embarrassment, humiliation, discomfort, poor test performance, sleeplessness, anxiety, etc.;
- The specific action the complainant expects. Usually, this involves only a statement that the behavior must cease and avoid being repeated.

**College Facilitator Mediator**

In this step the complainant should contact anyone of the trained college facilitators listed below:

Dr. Ann Guillory, ext. 6154  
Human Resources Coordinator, ext. 6186  
Dr. James Smith, ext. 6223  
Mary Reilly, ext. 3587

The college facilitator discusses the circumstances surrounding the allegations with the complainant and witnesses. At this point the college will be obligated to conduct a formal investigation and cannot guarantee confidentiality for either party.

The College facilitator will make contact with the accused and attempt to achieve some resolution of this grievance. If the complainant accepts this resolution, the matter may be closed at this point.
However, the facilitator will compile a record of the complaint including its resolution and submit it to the Human Resources Coordinator if an employee is involved. Student complaints should be filed with the Vice President for Student Affairs.

**Formal Response**

If direct or informal resolution of the harassment complaint is inappropriate or unsuccessful, a formal complaint may be initiated. The facilitator submits the completed “Harassment Investigation Form” along with accounts of his/her resolution attempts to the college administration.

Further investigation may include oral or written statements from the complainant, the accused, and witnesses. The accused should also have the opportunity to respond to the formal allegations.

After examining the allegations and relevant facts, the appropriate college administrator, the facilitator and a legal advisor must make a determination of the validity of the complaint and take appropriate disciplinary or legal action.

The investigation should be finalized in 15 working days from the date of the formal submission of the formal complaint. This process must be expedited in the interests of fairness to all.

Complainants whose claims are found to be fabricated will be subjected to disciplinary action.

Remediation of substantiated charges may include, but is not limited to, warning, counseling, formal reprimanding, expelling or terminating. The matter might be referred for legal action (either civil or criminal) by either the complainant or the college.

Appeals of remediation involving expulsion or termination may be taken to the President of the College who will render a final decision on behalf of the college.

The closed case will be submitted to the Director of Personnel to be filed. In the case of students it will be filed with the Vice President for Student Affairs.

**Vehicle Registration**

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

**General Policy**

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

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

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

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

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

Regulations stated herein are enforced at all times.

- All traffic on campus is one way.
- Entrance to the campus is near the School for Exceptional Children. Exit is near the tennis court by the high school. Speed limit on campus is 15 mph. Speed bumps are located throughout the parking lot to assure that the speed limit is obeyed.
- Felician College assumes no liability for damage to or theft of a vehicle or its contents, for personal property, or for injury or death of persons in vehicle accidents while on college property.
- No parking on South Main Street at anytime. No parking also on Richmond, Mary and Henry Streets (adjacent to South Main).
- Pedestrians are to be given the right-of-way at all times.
- All traffic and parking signs (including yellow painted curbs and grass sections) MUST be obeyed. This includes the visitor section in front of the college.
- Any vehicle parked in violation of college regulations, or abandoned on campus, is subject to removal and impounding at the owner’s or operator’s expense.
- Parking in front of the college (fire lane), and especially the reserved sections is forbidden. No student or faculty may park near the cyclone fence adjacent to the Infirmary. This area is reserved for Felician College Exceptional School, Infirmary personnel, and the faculty of the Felician College School for Exceptional Children.
- Parking is limited on the Lodi Campus. **Non-residential students are encouraged, when possible, to make use of the shuttle bus running between Lodi and Rutherford.** Residential students are required to leave their vehicles in Rutherford and use the shuttle bus to get to Lodi.

**Rutherford Campus**

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

**Regulations**

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

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

**Violations**

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

- Violations with a parking permit: $50
- Violations without a parking permit: $50
- Handicapped campus ticket: $100
- Handicapped municipal ticket: $100

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

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

Disregarding the rules and regulations set forth by the college will deem sufficient cause for removal of parking privileges on campus.

Processing Violations
Fines are to be paid in the Office for Student Affairs. Mail remittances must include the ticket. Unpaid fines will be billed to the violator’s account. Grades will not be released until violations fees are paid.

Violations Appeals
Violators must appeal any ticket that they feel was issued in error within five days. The Office for Student Affairs will not accept ticket appeals received more than five days after the date the ticket was issued.

Parking appeal forms are available in the Office for Student Affairs. These forms may be picked up in person or on-line.

All evidence must be submitted with the appeal. Appeals are heard by the Chief Security Officer. Those filing appeals will be notified of the decision by mail. All decisions are final.

CRISIS MANAGEMENT PLAN

Felician College’s Crisis Management Plan is listed on the College’s Web site. A hard copy of the plan was distributed to all faculty and employees. The plan can be acquired from the Office of the Senior Executive Vice-President or the Student Government Office.

An initial response and follow-up procedure to a campus-wide crisis, emergency, or life-threatening incident will be communicated to all students and employees. Needed immediate actions are spelled out in each type of incident, such as floods, violence, suspicious package, bomb threat, or civil disturbances.

Campus safety can be improved by reporting any suspicious or unusual behavior, such as unauthorized people in restricted areas and abandoned parcels, bags, vehicles or other items, to the Security Department by dialing 0 on a College phone, or 201.559.6000 on an outside line. Calls between the hours of 8:30 p.m. and 8:30 a.m. should be directed to the Security Office in Rutherford, ext. 3561 or 201.460.5839.

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

In the event of an actual emergency, we ask community members to do the following:
• Remain calm and be patient
• Follow the direction of College officials
• If the situation requires an evacuation, go to the designated meeting place as specified
• Check the College Web site or call the main number for news and instructions
• Call your family contact – then stay off the telephone to keep the lines clear

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

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

**Campus Ministry** – ext. 6021

**Counseling Services** – ext. 3587 or 3503

**Residence Life** – ext. 3505 or 3506

**Center for Health** – ext. 3559

**Student Government Office** – ext. 6086 or 6029