Information and Technology

Library resources

Students may request appointments with Librarians, who can provide targeted assistance at all stages of course projects, including exploring a topic, using Temple's academic research tools, and citing sources. Gretchen Sneff is the primary subject librarian for ECE. Easy access to program-specific resources may be found in Library research guides at http://guides.temple.edu.

University-provided technology and software

All students and other users of Temple University's computer network, computers, and associated equipment and software must adhere to the University's policy on *Technology and Software Usage* (https://secretary.temple.edu/sites/secretary/files/policies/04.71.11.pdf). This comprehensive policy supersedes several other separate policies on network access, computer usage, security, etc.

COE laptop requirement

As of Fall 2019, all COE Juniors and Seniors must regularly bring to engineering classes a laptop PC that complies with current COE specifications.

Sophomores will be subject to this policy starting in Fall 2020, and Freshmen in Fall 2021.

Tutoring and Academic Accommodations

Student Success Center (SSC)

The Student Success Center is Temple's comprehensive academic support center for undergraduate and graduate students. The following SSC programs and services are available to undergraduates:

- **Academic Coaching** is a service that supports students in developing a broad range of skills that are important to achieving success, including time-management, organization, studying, and self-advocacy. It is a long-term strategy, and it is most effective when students work with a coach consistently, over time.
- **STEM Learning Lab services** primarily target students taking classes in the College of Science and Technology and the College of Engineering. Services are broadly shaped by the belief that developing knowledge in STEM disciplines requires regular, interactive engagement with STEM concepts and processes *(Engineering-related course offerings: Biology, Chemistry, Computer Science, Circuits, Digital Circuit Design, Engineering Statics, Engineering Dynamics, Mechanics of Solids, Technical Communication,*

Mechanics of Fluids, Thermodynamics, Math – College Algebra through Differential Equations, Physics).

- **Peer Assisted Study Sessions (the PASS Program**) offers weekly study meetings that provide students in select challenging courses an opportunity to learn and explore course content in an interactive, small-group setting.
- **The Writing Center** provides a gathering place where student writers work with other student writers in a supportive, teaching-driven environment.
- **Language Lounge** "conversation partners" and staff members work with students who are developing their knowledge of English — as well as with students who are studying languages taught at Temple (Spanish, Arabic, Japanese, and others).

Disability accommodations

Any student who has a need for accommodations based on the impact of a documented disability or medical condition should contact Disability Resources and Services (DRS) in 100 Ritter Annex. Phone 215-204-1280 or 215-204-1786 (TTY). For a guide to DRS services, see http://www.temple.edu/studentaffairs/disability/.

Arrange for DRS accommodations at the earliest possible date, since they are not retroactive. Instructors are notified of accommodation letters via email and respond to them via the DRS web site. Instructors then work with you and DRS as necessary to coordinate reasonable accommodations.

Registration with DRS lets the instructor provide approved accommodations (such as extra time for exams and quizzes) that might otherwise be perceived as giving you an unfair advantage. Note, however, that accommodation means *adapting* course requirements – not lowering them.

Discussions related to a disability are treated as confidential, with the following exception: faculty are "mandated reporters" with respect to certain incidents (e.g., sexual assaults), which they legally must report to Campus Safety Services or Title IX administrators.

Accessibility of Information and Technology

Temple University is committed to making instructional equipment, software, web sites, and course materials accessible to students with relevant disabilities, in keeping with the Americans with Disabilities Act and other legal requirements. The University's policy on this is at https://secretary.temple.edu/sites/secretary/files/policies/04.71.13.pdf.

Recording of class sessions or guest speakers

Due to the potentially sensitive nature of the material discussed in class, recording of lectures and guest speakers is not permitted without express permission of the faculty member. Recording of lectures as a disability accommodation is permitted, but individual students should speak with the course instructor in advance so that it can be done appropriately and respectfully of those participating in class discussion. Students may not reproduce, sell or otherwise distribute any recorded materials for purposes other than educational reasons.

Academic Rights, Responsibilities, and Integrity

Academic rights & responsibilities

Freedom to teach and freedom to learn are inseparable facets of academic freedom. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. The university and the faculty have a responsibility to provide students with opportunities and protections that promote the learning process in all its aspects. Students similarly should exercise their freedom with responsibility.

The University's policy on Student and Faculty Academic Rights and Responsibilities is at https://secretary.temple.edu/sites/secretary/files/policies/03.70.02.pdf .

Academic honesty and violations

According to the University Student Code of Conduct, students must not commit, attempt to commit, aid, encourage, facilitate, or solicit the commission of academic dishonesty and impropriety including plagiarism, academic cheating, and selling lecture notes or other information provided by an instructor without the instructor's authorization. According to the Student Conduct Code:

> A. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials.

> B. Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus, assignment, or class discussion; (5) or otherwise engaging in behavior that gives the Student an unfair academic advantage including, but not limited to, fabrication of data or sources, resubmitting work already submitted for another academic requirement without prior authorization, or other similar behavior.

Academic violations may result in failing the assignment or the entire course, and/or other sanctions listed in the University Code of Conduct, which can be accessed at http://studentconduct.temple.edu/policies.

Be aware that the Student Conduct Committee tracks academic violations both within and across programs and colleges. Even for a single violation, the Student Conduct Committee will likely place a student on academic probation, which limits participation in student activities. Repeated violations can result in more severe penalties, including expulsion from the University.

Grades, Adjustments, and Course Repetition

Grade below minimum for a prerequisite course

If your grade in a prerequisite course does not meet the required minimum, you will need to re-enroll in that course in order to take the course for which it is a prerequisite. If the prerequisite is not one that can ordinarily be taken concurrently with the new course, seek guidance from Advising as to whether a waiver might be obtainable to retake the course concurrently.

If you register for a course before the final grade is posted for a prerequisite of that course, the Banner system will later check to see if the grade is meets the minimum for that prerequisite. If it doesn't, Banner will automatically de-enroll you from the new course. This may then result in your being closed out of the course due to other students enrolling. It could also result in your enrollment status dropping below the minimum number of credits to qualify for financial aid or requirements of your student visa. Therefore, you should seek guidance immediately from an academic advisor if de-enrollment occurs.

Regular and excused withdrawal from a course

If a student wishes to withdraw from a course after the drop deadline, it is the student's responsibility to meet the deadline for the last day to withdraw within the current semester. The University's academic calendars are posted at www.temple.edu/registrar/documents/calendars/.

The University's policy on regular course withdrawals (W) and "excused" (WE) course withdrawals is at https://secretary.temple.edu/sites/secretary/files/policies/03.70.02.pdf. This policy should be studied carefully because its provisions control:

- Whether the course counts toward the repetition limit for required courses
- Whether the student is financially responsible for the course
- Whether an excused withdrawal entails withdrawing from all courses
- Whether withdrawal is permitted when a student has been accused of an academic honesty violation
- Gaining permission to register after a medically excused withdrawal.

Incomplete-coursework grade

A student will be eligible for a grade of "Incomplete" only if s/he: 1) has completed a majority of the course work at a passing level; 2) is unable to complete the work for a serious reason beyond his or her control; and 3) files a signed agreement with the instructor outlining the work to be completed and a due date by which that work will be completed. The student is responsible for initiating this process, and the Incomplete contract must be sent to the Assistant Dean of Undergraduate Affairs prior to the start of study days in that semester. The University's policy on Incomplete-coursework grades is at https://secretary.temple.edu/sites/secretary/files/policies/02.10.13.pdf.

Seeking a grade correction or adjustment after course grades are final

After course grades are submitted, an instructors can file a Change of Grade Request, which must then be approved by the Assistant Dean for Undergraduate Affairs. Instructors typically do this when they discover a relevant error in record keeping, exam-assignment grading, or grade calculation. Instructors may review grading of student work on request or at their own initiative (e.g., because they realize that an assignment instruction or test item was misleading).

Grade changes should *not* be sought by a student or requested by an instructor:

- Without justification, i.e., simply because a student wants or needs a higher course grade or GPA. (That would undermine the integrity of the grading system.)

- On the basis of any work submitted after the course is over, except when an Incomplete grade was originally approved. (The University strictly forbids this.)

- After graduation. (Transcripts become final at that point.)

Well-Being and Safety

Counseling services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, or lack of motivation. These concerns or stressful events may lead to diminished academic performance and ability to participate in daily activities.

Counseling services are available to assist you. Information on the Tuttleman Counseling Center is at https://www.temple.edu/temple-students/health-and-wellness/health-and-counseling

(More details TBS, e.g., on CARE Team.)

Assistance with economic and other life problems

Temple also sponsors various program to help students challenged by housing insecurity, food insecurity, and other serious problems. (Details TBS)

Sexual misconduct

Temple University is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct. Sexual harassment in any form or context is contrary to this commitment and will not be tolerated. The University's policy on sexual harassment is at http://policies.temple.edu/PDF/366.pdf. Additional resources related to sexual harassment and ways in which to report an incident can be found at: http://sexualmisconduct.temple.edu/.

Laboratory and workshop safety <mark>(TBS)</mark>

Alerts and procedures for emergencies and weather-related closures

TU students, faculty, and staff are expected to:

- Register for the TUAlert System to be made aware of University closures due to weather or other emergency situations. To register for TUAlerts on your cell phone, go to **TUPortal.temple.edu**; select **Self Service Banner** from the application menu on the left side. Select **Personal Information**, then **Addresses and Phones**. Enter your cell phone number.

- Attend to emergency evacuation or shelter-in-place instructions in TUAlerts. Follow directions from local COE safety monitors. If evacuating the building, and assemble in designated safety areas away from the building.

- Promptly report observed safety threats to the main campus police office at 215-204-1234.

Familiarize yourself with other aspects of campus safety at https://safety.temple.edu.