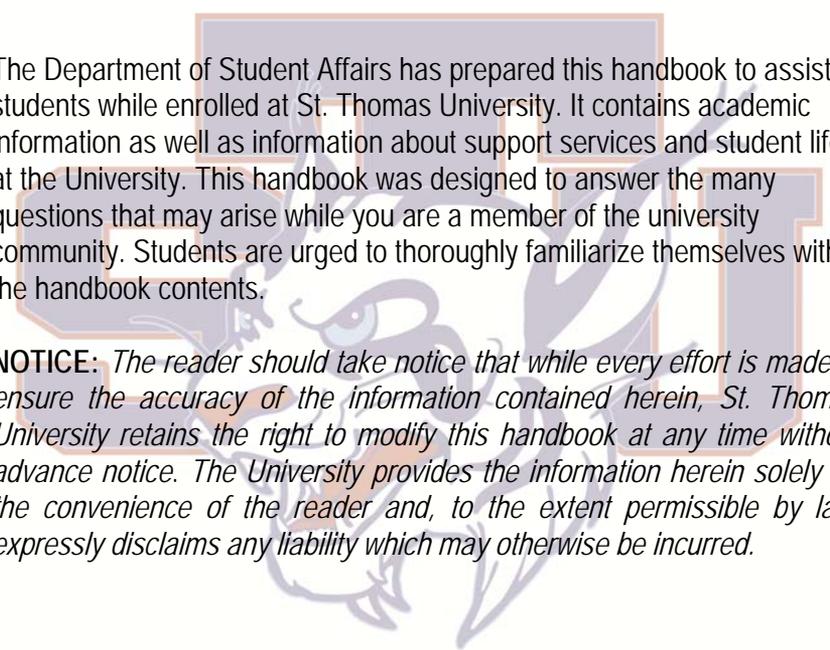




**ST. THOMAS UNIVERSITY**  
**STUDENT HANDBOOK 2012-2013**

The logo of St. Thomas University is a large, faint watermark in the background. It features a stylized figure, possibly a saint or scholar, holding a book and a staff, with a halo or light around the head. The figure is set against a shield-like shape with a cross. The entire logo is rendered in a light purple or blue color.

The Department of Student Affairs has prepared this handbook to assist students while enrolled at St. Thomas University. It contains academic information as well as information about support services and student life at the University. This handbook was designed to answer the many questions that may arise while you are a member of the university community. Students are urged to thoroughly familiarize themselves with the handbook contents.

**NOTICE:** *The reader should take notice that while every effort is made to ensure the accuracy of the information contained herein, St. Thomas University retains the right to modify this handbook at any time without advance notice. The University provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.*

Dear St. Thomas University Student:

If you're reading this, congratulations!

You want to know it all, take it all in and get it right. Great...you're just the type of student we want at St. Thomas University. We hope that while at St. Thomas you'll get involved and engage with our university and local community. Evolving to leadership means making a commitment to yourself and to those around you; it means making your best, honest effort in all you do. To paraphrase Aristotle, leadership, like excellence, is not an action, but a habit. A leader is first and foremost a model of integrity, diligence, and steadfastness. We'll provide you with many opportunities to build your leadership skills and prove your commitment. Please accept these invitations. Develop your potential; become the best possible version of yourself and take us along for the ride. We will be proud to call you alum of St. Thomas University; we will know that you've become a leader for life.

Sincerely,

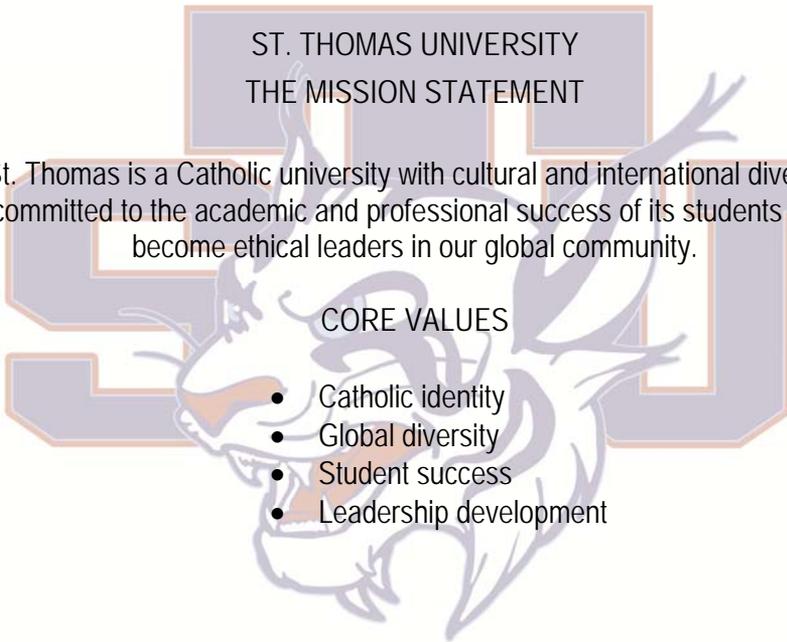
Beatriz Gonzalez Robinson, Ph.D.  
Vice President, Planning and Enrollment

P.S. New Undergrads, if you graduate in four years; I'll buy you lunch.

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ST. THOMAS UNIVERSITY  
THE MISSION STATEMENT

St. Thomas is a Catholic university with cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

CORE VALUES

- Catholic identity
- Global diversity
- Student success
- Leadership development



## DEPARTMENT OF STUDENT AFFAIRS

### Vision

Student Affairs will become a model of excellence as a private, urban, Catholic department that enhances the educational experience of students by integrating student learning, servant leadership, community engagement and social justice within a safe, innovative student-centered and environmentally responsible community.

### Mission

Student Affairs enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services and activities that promote personal integrity, ethical leadership, civic responsibility, environmental awareness and social consciousness.

Involve. Engage. Evolve...Lead!

### Values

Student Affairs believes in the transformative power of education. Toward that end, Student Affairs acts as a catalyst for positive change in our society and offers services and programs that focus on:

- **Student Learning** - enhancing personal development through purposeful activities, student support services and co-curricular programs
- **Inclusive Community** - promoting an open and civil campus community respectful of diverse ideals, histories and experiences
- **Servant Leadership** – supporting students' learning by participating in service opportunities that promote leadership development
- **Collaboration** - partnering with the university citizenry and community members, to increase student learning and promote student success
- **Sustainability** – acting consciously to nurture the individual, institutional and societal relationship with the environment

The Department of Student Affairs oversees all aspects of residence life, campus activities, and judicial affairs.

Office hours are Monday through Friday from 9:00 A.M. to 5:00 P.M. Professional staff members are also on call for emergencies 24 hours a day, 7 days a week; and can be reached by contacting the Public Safety at 305-628-6500.

Campus Activities include a rich and varied program of events, on and off campus, to supplement the classroom educational experience. With student input, an exciting calendar of educational, social, recreational, and cultural events are planned throughout the academic year. All events are advertised throughout campus and are open to all members of the St. Thomas University community.

## **DEPARTMENT OF ATHLETICS**

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men's teams compete in baseball, basketball, golf, soccer, tennis and cross-country; while women's teams compete in basketball, softball, volleyball, soccer, tennis and cross-country. The University has also added Cheer and Dance to its varsity roster of sports. Students who wish to participate in athletics at a NAIA member institution will need to be certified by the NAIA Eligibility Center in order to qualify academically and be cleared as an eligible student-athlete for competition. For more information and to register, log onto the NAIA Eligibility Center website – [www.PlayNAIA.org](http://www.PlayNAIA.org).

### **Mission Statement**

Intercollegiate athletics at St. Thomas University provides student-athletes with a competitive and diverse environment where they can challenge themselves athletically and academically. The Department of Athletics places a priority on the mental, social, physical, emotional, moral and spiritual well-being of the student-athletes, a practice that allows the student-athletes to flourish and reach their full potential. Participation in athletics prepares student-athletes for future endeavors by developing leadership and encouraging teamwork, values that enhance good citizenship. Consistent with the University's Catholic tradition, rooted in diversity and service, the Department of Athletics emphasizes community engagement in the region. Whether on the field, in the classroom, or in

the community, the student-athletes and staff respect the rights, dignity, and worth of every human being, maintain the highest standards of ethical behavior, and conduct themselves in a manner which brings credit to the University.

### Department of Athletics Philosophy Statement

The President of St. Thomas University and the Department of Athletics firmly believe in supporting the academic progress of student-athletes and encouraging the values of respect for others, quality sportsmanship, and ethical conduct in amateur intercollegiate athletics. These are the key values in achieving our mission of developing leaders for life. The President of St. Thomas University in cooperation with the Department of Athletics ensures that all student-athletes, athletic staff, and institutional personnel understand and practice the highest ethical conduct on and off the field or court and comply fully with all the rules of our Division. These values are the standards for all our fans, alumni, boosters, and the members of our immediate collegiate community at all events throughout the athletics program.

The Department of Athletics places a high priority on the health, safety, well-being and academic success of its student-athletes, and encourages the growth of well-balanced student-athletes in the student centered environment established by the University mission and its Catholic tradition. Participation in athletics facilitates the learning of values which improve the mental, social, physical, emotional, moral and spiritual development of student-athletes. These lifelong values teach teamwork, sportsmanship, and leadership. The Department of Athletics fully supports student-athletes and their efforts to meet their educational objectives and to maintain good academic progress toward their degrees.

In addition, the athletic programs afford student-athletes high-level, amateur athletic competition where they can challenge themselves on the field or court through equitable participation. Excellence in competition is always approached within the framework created by our Division's constitution, bylaws, policies, and principles of sportsmanship. The Department of Athletics schedules the majority of its competitions with other members in its Division, within the University's regional and geographical location. An equal opportunity to participate in intercollegiate athletics is provided for all students regardless of gender, race, ethnicity, religion, national origin and sexual orientation. Furthermore, the Catholic tradition and mission of the University ensures that all students have opportunities for volunteer service and community engagement in order to develop leaders who contribute in the region in which they reside.

## Eligibility

Student-athletes will follow all eligibility guidelines that are set forth by the National Association of Intercollegiate Athletics (NAIA) and the Sun Conference (TSC), whichever is most stringent, in addition to the University's admissions requirements. **Graduate students that are interested in participating in athletics at St. Thomas University must have completed and received an undergraduate degree from St. Thomas University and be enrolled full-time in a graduate program according to the graduate admissions standards.**

In order to participate in athletics, student-athletes must maintain a minimum 2.0 overall GPA and pass at least 24 credit hours within the last 2 full-time terms of attendance. For specific NAIA rules, student-athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at:

<http://www.playnaia.org/>

To remain eligible to participate in intercollegiate athletics, the following must be met:

### \*Entering Freshman

An entering freshman student must be a graduate of an accredited high school or be fully accepted as a regular student in good academic standing as defined by St. Thomas University. An entering freshman is defined as a student who upon becoming identified with an institution has not been previously identified with an institution(s) of higher learning for two semesters or three quarters (or equivalent). An entering freshman must meet two of the three entry level requirements to participate in athletics at St. Thomas University:

- a. Achieve a minimum of 18 on the Enhanced ACT or 880 on the SAT. The ACT/SAT test must be taken on a national or international testing date and certified to the institution prior to the beginning of each term in which the student initially participates (residual tests are not acceptable). The SAT score of 880 or higher must be achieved on the Critical Reading and Math sections of the SAT. The SAT score of 880 or higher must be achieved on the **CRITICAL READING** and **MATH** sections of the SAT. Scores must be achieved on a single test, and the test score must be sent directly from the testing center to the institution.
- b. Achieve a minimum overall high school grade point average of 2.5 on a 4.0 scale (the NAIA requires a 2.0 GPA)

- c. Graduate in the top half of your high school graduating class

**PLEASE NOTE: ST. THOMAS UNIVERSITY ADMISSION STANDARDS MUST BE MET IN ORDER FOR STUDENT-ATHLETES TO BE ELIGIBLE FOR PARTICIPATION.**

#### **\*Four –Year Completion**

Student-athletes have 10 semesters (or terms of attendance) in which to complete four (4) athletic seasons in a sport, whichever comes first. Student-athletes will be charged a term of attendance upon enrollment in 12 or more institutional credit hours. Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling. Student-athletes' eligibility begins when a student first registers for 12 or more credits or when a student athlete first competes (practices, scrimmages or contests) at any two or four year collegiate institution. These years are continuous. A student-athlete may be granted an extra year of competition if they are ill or injured and meet the criteria of the NAIA medical hardship, only if the student-athlete has the eligible semesters and/or seasons remaining.

#### **\*Twelve Credit Rule**

The NAIA and St. Thomas University require that a student-athlete must be a full-time student in order to participate. It must also be verified that the student-athlete is registered and fees are paid for at least 12 credits. Under University policy a student-athlete is ineligible to practice or compete during any time if:

1. He/she is registered for less than 12 credit classes
2. Registration or admission is canceled; or
3. Change in enrollment occurs

Changes in enrollment (e.g., petitions to add/drop courses, late enrollment, instructor drops, etc.) should be submitted prior to the published deadlines to ensure that records are accurate and complete. If a student-athlete drops a course, it costs credits toward graduation. **A student-athlete is not permitted to drop a class without a signature from the Director of Athletics or Faculty Athletics Representative.** This policy is designed to prevent a student-athlete from making changes in their academic schedule that may jeopardize their academic and/or eligibility status.

### **Progress Reports and Mandatory Study Halls:**

To ensure that student-athletes are making normal progress towards graduation, the Department of Athletics administers progress reports for all student-athletes at the mid-point of each semester. Upon return of the progress reports, coaches meet with student-athletes to review them individually. Reports are also generated throughout the semester via professors who deem students at risk. From these various reports coaches will mandate study hall.

### **Financial Aid/Grants/Scholarships:**

Athletic teams are provided with a specific number of one-year renewable grants-in-aid (athletic scholarships) in accordance with budgetary restrictions and regulations. Athletic grants are awarded by the Office of Financial Aid upon the recommendation of the Head Coach and the approval of the Director of Athletics. Grant-in-aids are not reimbursements for services performed, but to help student-athletes with their educational expenses. An athletic and/or academic grant is restricted to covering educational expenses such as tuition, room/board and fees. All grants cover only a portion of the current academic year and do not include summer or mini-mester term classes. All grants have a minimum GPA and full-time status requirement to receive such grants. For more information, see the B.A.S.I.C. office. Athletic grants require certification of eligibility. If deemed ineligible, student athletes may lose their athletic grant (scholarship).

### **Academic Dishonesty:**

Academic dishonesty is considered to be the representation of another's work as one's own, either directly or through complicity in falsification; cheating; plagiarism; facilitating academic dishonesty; or infringing on the academic rights of others.

All forms of dishonesty such as cheating, plagiarism, stealing or deceiving will be referred to your Coaches and Athletic Director. If found guilty, according to the Academic Conduct Code, the Dean of the School in which the violation occurred will submit a report to the Provost. Upon recommendation, the Dean of the School and/or Provost will inform the Vice President of Planning and Enrollment of the outcome. It is at this point that the student-athlete will be immediately removed from his/her sport and will no longer be eligible to compete in intercollegiate athletics.

Use the following as a guideline to make sure you are practicing proper conduct.

1. Prepare thoroughly all assignments.
2. Prepare thoroughly for all tests.
3. Do not let other students copy from your work or tests.
4. Discourage dishonesty among other students.
5. Refuse to assist dishonest students who cheat or plagiarize or are dishonest in other ways.
6. Know what academic dishonesty is and avoid any occurrence of it.

### **Department of Athletics Missed Class Policy**

Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competition or practice outside of the championship segment **(the off season)**.

A schedule of games/competitions from the Faculty Athletics Representative will be emailed to all faculty for the fall, winter and spring sports indicating when student-athletes should be excused from class for games/competitions. **It is still the responsibility of the student-athlete to communicate with each faculty member, in advance, regarding missed class time and the class work that should be completed.**

### **INTRAMURALS AND RECREATION**

Through the Department of Athletics and the Fernandez Family Center for Leadership and Wellness, St. Thomas University offers a variety of activities featuring team and individual/dual competition. These year around activities include flag football, softball, and basketball, volleyball, street hockey, billiards, and more. The Athletics Department also offers many special event opportunities on and off campus designed to meet the needs of the students, faculty and staff.

The department has several recreational facilities located on campus for use by faculty, staff, students and alumni including the new Fernandez Family Center for Leadership and Wellness. The new Fernandez Family Center includes a new state of the art fitness center, a café, full size gymnasium for volleyball and basketball, athletic department offices, media room, 3 classrooms for sports administration and a fitness studio. Additional recreational facilities include a swimming pool, outdoor

basketball courts and tennis courts. Use of all recreational facilities requires a valid STU ID. All guests must be accompanied by a St. Thomas University member of the community and must complete a liability waiver in the Fernandez Family Center before using any recreational facilities.

### Mission Statement

St. Thomas University is dedicated to placing an emphasis on providing students ongoing social, physical, intellectual, and cultural development. Students will have the ability to achieve these developmental needs through the participation in Intramurals and Recreational Sports activities. Intramurals and Recreational Sports affords students, faculty, and staff the opportunity to work together to strengthen personal development while enhancing academic productivity through the increase of physical fitness, psychological health, wellness, and exercise. All Intramurals and Recreational Sports programs highlight and reward values such as sportsmanship, leadership, teamwork, and lifelong leisure skills. The goal of Intramurals and Recreational Sports is to be as varied as possible to support its diverse population at St. Thomas University in addition to the participation among the local educational institutions around us.

For more information call (305) 628-6678 or log onto:

<http://stubobcats.com/>

### FERNANDEZ FAMILY CENTER FOR LEADERSHIP AND WELLNESS

The Fernandez Family Center for Leadership and Wellness is a teaching and learning center that offers students the opportunity to maintain a healthy lifestyle. The center is the home for Bobcat Athletic teams and a learning laboratory for the nationally ranked Sports Administration program. Facility hours are posted at the beginning of each semester on the web site.

For more information call (305) 628-6558 or follow us on - -

[www.facebook.com/FernandezFC](http://www.facebook.com/FernandezFC)

[www.twitter.com/FernandezFC](http://www.twitter.com/FernandezFC)

The facility includes the following:

- Basketball/volleyball courts
- Fitness/weight room

- Men's and women's locker rooms
- Concessions and lounge area
- Academic classrooms
- Fitness classroom
- Conference room
- Sports administration offices
- Athletic coaching offices

The Fernandez Family Center (FFC) is the home court for the Bobcat Women's Volleyball team and the Men's and Women's basketball teams. Additionally, the facility is used for intramural sports, university commencement and special events.

## STUDENT LIFE

### Mission Statement

The mission of Student Life is to provide educational challenges, resources, and support for students through an integrated co-curricular program. Student participation in the activities sponsored by Student Life will allow them to develop leadership and life skills, cultivate a personal standard of ethics and values, provide opportunities learn the value and impact of civic engagement, community service, and mentorship relationships both within the walls of St. Thomas University and in the Miami Gardens and Miami area.

1. Assist student leaders in recognizing and developing the leadership potential within themselves.
2. Assist student leaders in developing an understanding of the various styles, roles, and approaches used by leaders from a variety of ethnic, social, and cultural backgrounds.
3. Assist student leaders in recognizing and developing the leadership potential within members of their organizations.
4. Assist student leaders in establishing and maintaining effective, efficient, fiscally responsible, student organizations that are active in their educational, social, and civic engagement pursuits on campus and in the Miami Gardens and Greater Miami communities.
5. Assist all students in developing their leadership abilities and life skills by encouraging them to seek leadership opportunities. Whether they know it or not, studies show this is a major part of their educational experience.

6. Assist all students in cultivating their intellectual curiosity and their need to grow, evolve, and mature as persons, professionals, and students by encouraging them to attend and participate in our Leadership and Life Skill Lecture Series.
7. Assist all students in taking the major step in civil servitude towards mentorship, by joining our mentoring partnership with Amachi Mentoring and Big Brother Big Sister.

### Associate Director of Student Leadership and Service

The Associate Director of Student Leadership and Service is a full-time professional whose primary responsibility is to create leadership and life skill development opportunities to the whole student population, commuter and resident. The major focus within the “life skill area” is the promotion of civic engagement in our lives and educational experience. Its importance is paramount in life and in society, so it is highly encouraged and supported by the Student Life Team. The secondary responsibility of the Associate Director is the holistic supervision of all clubs and organizations, to provide guidance and mentorship to the Student Government Association (SGA), and finally to co-ordinate programs and actions that are civically engaged and educational in nature.

### **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is a representative governance body, comprised of current undergraduate students, acting as a coordinating committee pursuing initiatives for the betterment of St. Thomas University. It is responsible for maintaining communication between the students, faculty, staff and administration by providing the student body with a means to deal with the affairs of students and as a forum for the expression of student views concerning student life within the University. It will coordinate activities that may impact the entire community, and help create a learning environment inside and outside the classroom that increases the chances that students will succeed at St. Thomas University. All officers in the Student Government Association must maintain a Cumulative GPA of 3.0 and must be in good standing with the Academic and Student Code of Conduct.

SGA Officers are required to work 20 hours per week. These hours will include office hours and activity hours. Office hours must be posted and available to the entire undergraduate student body, club advisors, and the Student Affairs staff. Failure to fulfill the 20 hour requirement may lead to removal from office.

## STUDENT GOVERNMENT OFFICERS

President  
Executive Vice-President  
Secretary of Communications  
Treasurer  
Speaker of the Senate

## STUDENT SENATE

The Student Senate is a representative governance body comprised of current undergraduate students, acting as a coordinating committee pursuing initiatives for the betterment of St. Thomas University. It reports directly to the Student Government Association and the SGA Advisor and is responsible for maintaining communication between the students, faculty, staff, and administration by providing the student body with a means to deal with the affairs of students.

All Student Senators must maintain a Cumulative GPA of 3.0 and must be in good standing with the Academic and Student Code of Conduct.

Student Senate interviews and appointments are held in the Fall and Spring semesters, senate terms last one academic year. A senator appointed in the Fall term would hold office for the Fall and Spring semesters, a senator appointed in the Spring Term would hold office for the Spring and Fall.

Senators must attend all Senate meetings. Failure to attend 3 Senate meetings in one semester or mandatory SGA meetings may result in removal from the Senate.

A student officer or student organization shall not engage in conduct prohibited by the Student Code of Conduct. A student who, or student organization which engages in prohibited conduct violates the Student Conduct Code and is subject to sanctions as provided in the Student Handbook.

## CLUBS AND ORGANIZATIONS

St. Thomas University offers the students an opportunity to become involved in the many different clubs and organizations on campus. Clubs and organizations range in their goals from academic, business/professional, social, cultural, civically minded, and spiritual awareness. If you don't see the right club for you, think about starting a new club. Also, since new clubs are often created annually, they may not be listed here. Make sure that you check out our Student Involvement Fair (formally known as the Club Fair), club & organization recruitment

meetings, as well as their activities and events. Visit the Center for Student Involvement (CSI) to stay updated, and feel free to attend one of our "open" SGA Meetings per month.

It is no secret, being active is a lot better than being inactive. Objects that stay in motion will continue to grow, mature, strengthen, and cut off the "fat" in our lives, habits, bodies, motives, and social/cultural/spiritual/professional makeup. Those that stay stagnant MAY have the opposite result. Your life and education are at risk. Get moving!

## **ACADEMIC STUDENT ORGANIZATIONS**

### **DELTA EPSILON SIGMA HONORS SOCIETY**

Members with a minimum G.P.A. of 3.55 display outstanding academic accomplishment through any major, dedication to intellectual activities, and accepted responsibility of service to others.

### **FUTURE TEACHERS OF AMERICA (FTA)**

FTA enhances the appreciation of teaching in the 21st century in order to provide the greatest opportunities and challenges for students to take an active role in shaping the future. **\*\*INACTIVE\*\***

### **GLOBAL LEADERSHIP/PAX ROMANA**

The Global Leadership Pax Romana forms young professional leaders for the new global society, who will be equipped to assist with ecological, social and spiritual healing of the world. The society forms these young professional leaders by building community, sponsoring educational processes, and transformative action on behalf of ecology, justice, and peace.

### **CRIMINAL JUSTICE CLUB**

The Criminal Justice Club is a social and academic society whose goal is to provide a hands-on understanding of the Criminal Justice field. We promote awareness in social areas of our community such as Police Stigmatization, Domestic Violence, Law, Deviance and Juvenile Delinquency. Passionate about life and the opportunity to coexist in a social and academic setting, we are serious about increasing student involvement throughout campus.

## MATH & ASTRONOMY CLUB (MAC)

The MAC mission is to enhance the understanding of Mathematics and Astronomy through fun and engaging activities such as planetarium visits, field trips, observation events, and discussions. **\*\*INACTIVE\*\***

## THE EMPIRE

The Empire is an Organization that promotes an appreciation of and respect for the studies of History and Political Science. This club also molds students for careers in the historical and political science field.

**\*\*INACTIVE\*\***

## THE PSYCHOLOGY CLUB

The Psychology club provides majors and non majors in psychology an opportunity to learn about psychology outside the classroom and network with other students of similar interests.

## THE BUSINESS INVESTMENT CLUB

The Business Investment club is a group of (mostly) Business majors who have an interest in learning about the stock market, trading, real estate, and other investment strategies and opportunities. This group meets regularly to discuss the market, share contacts, and learn from each other's experiences in business, internships, and their professional lives.

## THE RESEARCH CLUB

Our mission is to promote student interest in scholarly research, provide an on-campus forum for students to present and discuss research, stimulate student – faculty research participation, and inform students about professional careers and support applications to graduate school.

## ST. THOMAS UNIVERSITY PRE DENTAL SOCIETY

Our mission is to encourage those students interested in dentistry to become soaked with knowledge that is closely related to their academic and career interest by participating in events, contests, games, trips and more.

## WRITER'S UNITED

Writers United is dedicated to advancing the St. Thomas University community's knowledge of and experiences with writing and rhetoric's.

## CULTURAL ORGANIZATIONS

### CARIBBEAN STUDENTS ASSOCIATION (C.S.A.)

The Caribbean Student Association promotes awareness and understanding of the Caribbean culture through community services events, community projects and social events.

### CHINESE STUDENTS & SCHOLARS ASSOCIATION (C.S.S.A.)

To help those Chinese students who come to the United States of America for further study to get used to campus life and a new style of study. To improve students' time on campus help them get involved in the environment of STU. To facilitate friendly relationships between Chinese students and the diverse student body of STU.

### KREYOL NATION

Kreyol Nation develops the STU students awareness and understanding of the Haitian culture through programming, social events, and community service.

## SPECIAL INTEREST GROUPS

### BREAK THRU

We will proclaim the Gospel of Christ and the beliefs of the evangelical faith, to maintain the worship of God, and to inspire in all persons a love for Christ, a passions for righteousness, and a consciousness of their duties to God and their fellow human beings.

### NATIONAL SOCIETY FOR LEADERSHIP & SUCCESS (N.S.L.S.)

#### **We Build Leaders Who Make a Better World.**

The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nations leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

### STUDENTS WORKING for EQUAL RIGHTS (S.W. E. R.)

The Vision of S.W.E. R. is to sustain a youth-led movement for equal educational opportunities in a world free of Fear and unjust criminalization. Created by undocumented immigrant youth, SWER works to create possibilities and raise awareness in our community about social justice and equal access to education, satisfying the needs of all individuals with a passion to further their knowledge.

## ULTIMATE LIFE CLUB

Our mission to establish a network of students committed to putting in action the *Seven Mindsets to Live Your Ultimate Life*. As students become scholars they will be equipped with the tools necessary to thrive in every environment, demonstrate a passionate interest in their future, a willingness to give their unique talents and gifts, and recognize their position as socially responsible global citizens. **\*\*INACTIVE\*\***

## STUDENT MEDIA

### THE SAINT THOMAS MONTHLY

"The MONTHLY" is a new student newspaper that has just celebrated its first year in publication. The goal and motive for The MONTHLY is that it become a ***central and all inclusive (campus wide) information*** source for students, faculty, and staff for each month. With an exception of two columns that *may* be authored by professionals (The Word from the Wise and the MONTHLY Book Review), it is completely written, designed, and laid out by our students. We hope that as we move forward, that each academic and co-curricular department on campus will have students reporting on notable student/faculty/staff research, internships/jobs that students are holding, service programs and events, academic lectures, mentoring projects, Capoeira class and trips, leadership or professional conferences, and social reporting on campus. The other, mutually critical element of The MONTHLY is the "Must See/Must Hear" calendar of events that departments and people campus wide are encouraged to advertise on for their upcoming events.

### STU TV

Sponsored by the Institute for Communication, Entertainment and Media, (ICEM), WSTU95 is a closed circuit television programming network run by St. Thomas University students. WSTU95 is committed to promoting the University's Catholic identity and to educating ethical professionals in communications for a global context. WSTU95 can now be viewed on the Web.

### DRIFTWOOD

The literary and visual arts magazine publishing poems, short stories, essays, screenplays, and photography submitted by students, faculty and staff. **\*\*INACTIVE\*\***

A student officer or student organization shall not engage in conduct prohibited by the Student Code of Conduct. A student who, or student

organization which engages in prohibited conduct violates the Student Conduct Code and is subject to sanctions as provided in the Student Handbook.

## STUDENT INVOLVEMENT

### I. GETTING STARTED

#### 1. GENERAL GUIDELINES

1. Student Organizations must register each Semester with SGA.
2. The privileges of registered Student Organizations include:
  - the use of campus facilities
  - eligibility to apply for funds for their activities
  - eligibility to promote the Student Organization and its activities on campus
  - eligibility to fund raise for scholarship funds, charitable organizations, and special events
3. Student Organizations must have a full-time faculty member, staff member or administrator as an advisor. Advisors are expected to attend organization meetings and all scheduled organization programs on and off campus.
4. No two Student Organizations may have the same name.
5. No two Student Organizations may have the same purpose/mission.
6. A Student must not be an officer of two Organizations or more.
7. All Student Organizations must have an active membership of a minimum of ten members, including the Executive Board.
8. All Organizations must be willing to accept any student wishing to be member.
9. Officers of a Student Organization must have a Cumulative GPA minimum of 3.0; must be taking a minimum of twelve school credits; must not be on probation, dismissal, or had their matriculation status rescinded; and must be in good University judicial standing as defined by the University.
10. Student Organizations are required to submit an updated Student Organization Registration Form (SORF) & Funding Request Packet (F.R.P) to the SGA office each time the information on the form changes and at the beginning of each semester.
11. Student Organizations may access and expend budget funds in accordance with the "Funding Guidelines" during the academic year. See the BUDGET ALLOCATIONS & FINANCES section for

more information. Inter-session and summer sessions are NOT considered part of the academic year.

12. Student Organizations must submit a signed copy of their Minutes and sign in sheet to the SGA no later than 48 hours after the meeting. These minutes will be reviewed by the SGA. Minutes should include: Officers present, members in attendance, time meeting called to order, topics discussed (please follow agenda) and time meeting is adjourned.
13. The Student Organization President (if the President is not able to attend, another e-board member must be in attendance) must attend Student Organization and Clubs (SOC) meetings and other SGA meetings as needed. If a student organization misses a meeting, a letter will be sent to the advisor from SGA requesting an update on the organization's activity status. **If the organization misses a second meeting, the organization's status will be frozen. If the organization misses a third meeting they will be termed as inactive for the remainder of the semester. Student Organizations must petition for reinstatement at an SGA meeting.**

## 2. TYPES OF STUDENT ORGANIZATIONS

Sponsored student organizations are organizations formed by any group of currently enrolled students sharing a common interest and /or goal seeking financial assistance from the SGA

Types of Sponsored Organizations now or in the past:

- General Interest (cultural, spiritual, service oriented)
- Educational
- Professional
- Sports/Activity Clubs

Recognized Student Organizations serve as a function of a University department or have obtained sponsorship from such a University department. Organizations that restrict its members, in any fashion, including, but not limited to GPA, political affiliation, religious practices, or gender, or disabilities will not be tolerated.

Types of Recognized Organizations:

- Honor Societies
- Greek Organizations
- Dance teams/troops/squads

## 3. STUDENT ORGANIZATION REGISTRATION PROCESS

Reactivation of an Existing Student Organization

Student Organizations wishing to reactivate for the new academic year must complete the Student Organization Registration Form and the Funding Request Packet (FRP).

## NEW STUDENT ORGANIZATIONS

SGA encourages the development and formation of new Student Organizations among students who share common interests. Students who are in the process of forming a Student Organization will be designated as an "interest group." Students wishing to form an interest group must meet with SGA. A student interest group must find a full-time faculty member, staff member or administrator to serve as advisor.

Application for approval of a new Student Organization includes:

- a. Student Organizations wishing to reactivate for the new academic year must complete the Student Organization Registration Form and return it to the SGA Office.
- b. The following paper work must be submitted:
  1. A signed standard constitution
  2. A list of minimum ten members
  3. A signed Funding Request Packet (FRP)

Please note you must follow activities guidelines for approval of programs. Once the interest group completes all procedures, their petition for acceptance as a new Student Organization will be presented to the SGA office for approval. A simple majority vote of the SGA e-board/Senate is required to approve an interest group as a new Student Organization.

## 4. STUDENT ORGANIZATION OFFICERS

The following are guidelines that you may want to share with your organization about officer responsibilities. You should review your constitution, which may have more specific details concerning roles and responsibilities of officers. All student organization officers must maintain a cumulative GPA of a 3.0 minimum and must be in good standing both with the Academic and Student Code of Conduct.

### President

The President presides over meetings, coordinates any committees of the organization, delegates tasks, and serves as the official organization representative. The President is responsible for signing all forms pertaining to the group.

### Vice President

The Vice President assumes duties of the President in his/her absence and will assist the President in all other duties.

## Secretary

The Secretary keeps records of meetings. The records should be kept as a log of all organizational functions. Additionally, the Secretary should prepare copies of the records of previous meetings for distribution to officers and members. The Secretary is also responsible for preparing and distributing agendas for meetings and recording minutes.

## Treasurer

The Treasurer keeps an accurate record of all organization spending, is responsible for returning cash and receipts to the SGA office, and is the organization's official representative for all money matters.

## 5. ADVISORS

Each Student Organization must have a full-time STU faculty or staff member or administrator to serve as advisor. Advisors are present to advise organizations and to be a resource. They also can help you make decisions, give the organization a historical perspective and approve organization events and expenditures. It is important to communicate regularly with your advisor, so that s/he is well informed and can be of assistance to you. The advisors are expected to stay abreast of the organization workings and must serve in a supervisory role when attending all organization events and meetings. The advisor must also serve as chaperone for all off campus events and all on campus social events i.e. community service events, social events, and meetings. Your advisor can also answer many of your questions about University policies and regulations that may affect your organization.

The Advisor is responsible for:

1. Overall organization operation;
2. Informing the organization of University policies, regulations, and SGA procedures, and for ensuring they are followed;
3. Approving all organization activities;
4. Authorizing spending in conjunction with the student officers according to Association guidelines;
5. Providing leadership training for organization members in conjunction with SGA;
6. Providing supervision for all meetings, events and activities;
7. Serving as a resource person;
8. Attending advisor workshops.
9. Making sure all program paperwork is completed in a timely manner;
10. Attending all organization events off and on campus.

## 6. RECRUITMENT

There are many established avenues for recruiting members to your organization:

### Student Involvement Fair

At the beginning of the Fall and Spring semesters, the SGA will host a Student Involvement Fair. This event is designed for clubs and organizations to showcase their group and recruit potential members. All clubs and organizations are required to participate in this event. Failure to participate will result in the clubs or organizations loss of funding.

### Club or Organization General Meetings

Officers and club members should utilize these meetings as a time to inform and recruit new members to their organization. Club or organization general meetings must be open to all STU students. Meetings should be held in the Center for Student Involvement and advertised to the entire undergraduate student body.

## 7. STUDENT ORGANIZATION REGISTRATION FORMS

In order to attain and maintain your status as a recognized or sponsored Student Organization at St. Thomas University, you must have on file in the SGA office a current copy of your Student Organization Registration Form. A new Student Organization Registration Form must be submitted to the SGA Office at the beginning of each semester and whenever the information on the form changes, such as in the event of the election of new officers or the appointment of a new advisor.

## 8. SGA CLUB AND ORGANIZATION GUEST POLICY

Students and student organizations are responsible for the conduct of their guests while they are on the St. Thomas University campus. Students and student organizations are expected to inform their guest of university policies, rules and regulations and may be subject to disciplinary action for guest violations. Approval must be obtained from the SGA Advisor for an organization to host an event to which outside guests would be invited.

## II. HOW TO LEAD A STUDENT ORGANIZATION

### 1. TIPS FOR ADVISORS AND PRESIDENTS

Leading a Student Organization is challenging but rewarding work. It is neither the role of the president nor of the advisor to run the organization alone, but rather to facilitate its growth and development. Student Organizations are most effective, productive, and enjoyable when everyone plays a part in their success.

1. *Delegating* — An organized leader keeps track of tasks that need to be done and delegates those tasks to as many people as possible.
2. *Committees* — Breakdown the various tasks of the organization into committees and have a different person chair each committee. Ideas for committees include Publicity, Recruitment, and Special Events.
3. *Training* — The University offers many opportunities for leaders to improve their skills. Encourage members of your organization to attend such workshops.
4. *Ask & Listen* — One of the most common mistakes made by leaders is in failing to ask the organization members for its opinions, desires and to listen to what they say. The quickest way to alienate yourself from your members is to act in a vacuum.
5. *Admit Mistakes* — Everyone makes mistakes and you'll make your fair share. When that happens, admit it, apologize, learn from it, and move on. Be just as willing to forgive the mistakes of others.

## 2. WORKING WITH YOUR ADVISOR

The very first thing you should do as a leader is get to know your advisor. This person serves as a resource and mentor. It is important to establish a working relationship with your advisor. Discuss your mutual expectations, goals, and what direction you would like the organization to take. Here are some other things you might consider going over:

1. The rules and regulations that may affect your Student Organization;
2. Your organization's history;
3. Previous events (both successful and unsuccessful);
4. How involved your advisor would like to be, especially regarding specific details of meetings / events;
5. What does your advisor expect from you, and what do you expect from him/ her;
6. Your roles in regards to working with the group;
7. How much of a role will the advisor play in helping recruit new members?

*Topics to discuss with your advisor:*

1. Short-term and long-term goals;
2. Budget, potential uses for this money, and needs for obtaining additional funds for larger programs;
3. Agendas for upcoming meetings;

4. Set date, time, and place for the meetings;
5. Fill out an Organization Event Registration Form (OERF) and return to the SGA office.

### 3. MEETINGS

When running meetings, a clearly defined agenda will help you move smoothly and expediently through your business items, while at the same time letting everyone in the meeting know what will be discussed.

Have your agenda completed and reviewed.

1. Think about how much time to spend on each topic;
2. Supply a sign-in sheet asking for name, phone, address, and e-mail;
3. Have an icebreaker to get to know each other's names;
4. Tell members when the meeting will end;
5. Talk about some goals or ideas for activities, and get feedback;
6. Have a brainstorming session, and write all ideas down;

Before ending a meeting, summarize what's been covered and repeat back to the group their assignments and schedule or talk about the next meeting.

### 4. AGENDAS

Agendas should include information, topics to be covered, and built-in time to discuss pertinent issues. A sample outline is below:

**Student Organization Name**  
**Meeting Date and Time**  
**Location**

Sharing (how is everyone?)  
Announcements  
Business items (topics to discuss)  
Closing (final thoughts, questions...)

1. Call to order  
This is a formal call to begin the business part of your meeting. This will prepare your membership to focus on your group.
2. Executive Board Reports  
Executive board member reports on his/her activities and assignments since the last meeting.  
*President*  
*Vice President*  
*Secretary*  
*Treasurer*

*Other*

3. Committee Reports  
The committee chair will report on the activities of the committee since the last meeting.
4. Unfinished Business  
Any uncompleted projects which need to be discussed, and were not addressed under reports.
5. New Business  
Any new concerns or changes to the constitution/charter or daily operations of the group may be discussed.
6. Announcements  
Any information contained in your mailbox for general dissemination and including special events scheduled on campus for the up-coming week. This is also a good time to open up the floor to announcements by the general membership.

### **III. IMPORTANT POLICIES & PROCEDURES**

#### **1. ALCOHOL POLICY**

1. It is unlawful for any student under the age of 21 to have in his/her possession any alcoholic beverage either on or off campus.
2. There is no alcohol permitted at any SGA event on or off campus

#### **2. HAZING**

St. Thomas University believes that true community is nurtured in an atmosphere of social and moral responsibility, respect for individuals and loyalty to the principles of higher education. This basic philosophy coupled with the University's adherence to state, local, and federal guidelines is the basis for the adoption of this formal hazing policy.

Hazing is defined as:

1. Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or in affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by St. Thomas University.
2. Such actions and situations include, but are not limited to: paddling in any form; creation of excessive fatigue; physical or psychological stress; wearing, publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities;

forcing consumption of alcohol or drugs; and any other activity which is not consistent with regulations or policies of St. Thomas University.

Hazing is dangerous and unnecessary and contrary to the educational goals of St. Thomas University. If a Student Organization is involved in a hazing incident, appropriate disciplinary action will be taken.

### 3. PUBLICITY

There are many ways to publicize your events on campus. The following are some avenues in which you may choose to have your events publicized to the University community. Please feel free to come to the SGA office to discuss other ideas you may have.

#### Press Releases

These are intended for off-campus publicity and "Campus Briefs" which both have to be submitted to the Associate Director of Student Life for approval. Please submit requests for Press Releases at least one month in advance. Please do not contact the local media directly. No organization may release any information to the media without approval from the Marketing Office.

#### Signs/Flyers

Under no circumstances should you post or distribute publicity materials around campus without your event being approved and stamped by the SGA Secretary of Communications. Flyers must be submitted no later than two (2) weeks prior to an event. At no time may you post flyers or signage of any type on walls, windows or doors. Failure to comply with policy may result in the loss of your privileges as a Student Organization. You may also want to contact the director of STU TV95 for additional publicity, with approval by SGA.

## Electronic Board

The Electronic Board located at the front gate is available for advertising. Requests must be submitted to the SGA Advisor at least two weeks prior to an event. The electronic board is maintained by the Marketing Office, and as such it is at their discretion what will appear on the board.

## The Saint Thomas MONTHLY

The "Must See/Must Hear" section on the back page of The MONTHLY is a great place for advertisement of all events. This must be submitted one week prior to the Secretary of Communications printing the issue. Direct communication with the SGA Secretary is encouraged.

## Web Pages

All clubs and organizations may publicize their activities, events, meetings, etc. on the SGA web page. All information must be provided to the Secretary of Communications at least 3 weeks prior to the activity/event. Activities may also be advertised on the STU website. All information must be submitted to the SGA Advisor 3 weeks prior to the event or activity, allowing for the information to be sent to the Director of Marketing for approval in a timely manner.

## Facebook and Twitter

The SGA encouraged you to contribute to the dialogue on the many social media profiles that exist around campus. Most students, most departments, many clubs, and a handful of faculty and staff have facebook pages that can be utilized for information sharing. Twitter is picking up on campus, as a larger population of incoming students have twitter accounts. Using twitter and facebook is HIGHLY encouraged.

## 4. FUNDRAISERS/BAKE SALES/SPONSORSHIPS

Organizations may fund raise to support campus-based scholarships, community not-for-profit organizations, and to subsidize student life endeavors. An Organization may request funding from SGA for a fundraising event. Funds may be used to initially purchase fundraising supplies. Organizations must first submit an Organization Event Registration Form (OERF) with SGA. If approved, a copy of the form will be returned to the organization mailbox. Fundraisers will be scheduled on a first-come, first-served basis and will not be approved unless submitted within 2 weeks of the intended date.

Organizations planning events for which they wish to seek corporate sponsorship must submit a list of potential sponsors to SGA prior to contacting the sponsors. This list will then be reviewed by University

Advancement to determine which corporate sponsors may be solicited. After approved by University Advancement, you may contact the sponsor.

- a. A bake sale accounting form must be turned in to SGA immediately following the sale. If the fundraising event takes place during non-business hours, the proceeds must be turned into SGA by 12 pm of the following business day, for deposit to organizations account.
- b. Receipts for all items purchased for a fundraiser must be attached to the accounting form and must be submitted to SGA. Any funding received from SGA to assist with a fundraising event must be returned to the SGA and will be re-deposited. This will allow the SGA to assist with other fundraising events.
- c. The Organization Event Registration Form (OERF) must be filed at least two weeks in advance of the bake sale. Bake sales will be scheduled on a first-come, first-served basis.
- d. Fundraising activities on behalf of a Student Organization may be undertaken for charitable purposes, scholarships and other student life endeavors.
- e. Fundraising/charitable donations must be approved by SGA.
- f. All fundraising activities shall be restricted to the University community unless prior approval is obtained from SGA.

Student Organizations that wish to seek corporate sponsorship for any purpose must submit a list of suggested sponsors to SGA PRIOR to contacting the sponsors. St. Thomas University will review the list and supply notice of which sponsors may be contacted for support. Once approval is granted, any correspondence to be sent to off-campus agencies must first be approved by SGA.

#### **IV. BUDGET ALLOCATIONS & FINANCES**

You may not spend your budget money without a completed Student Organization Registration Form and a completed Organization Event Registration Form (OERF) for the event. **This form can be found in your Club & Organization Funding Request Packet (FRP).** Organization budgets may only be expended with the approval of your organization membership. Approved expenditures should be contained in minutes, including the vote tally indicating approval. Minutes approving expenditures must be attached to your OERF. Student Organizations who fail to attend Organization Council meetings and other SGA meetings or trainings as requested may be subject to having their budgets frozen.

## 1. GENERAL REQUESTS

- a. In order to receive any allocations the Club/Organization must first complete the Funding Request Packet (FRP). They then must have their request approved by SGA Secretary, Vice President and SGA Advisor.
- b. SGA funds may be used to pay for the services of performers, guest speakers, entertainers, novelty acts, etc.
- c. Contracts are required to authorize expenditures for these services. All contracts for services must be negotiated, secured, and executed by SGA.
- d. Funds may not be used for activities that can be provided by the University for free, such as subscriptions found in the library, speakers on subjects like resume writing, interviewing skills, etc.
- e. A copy machine is available in the Center for Student Involvement for official Student Organization use. Any copies needed to be sent to the Mail and Copy Center must be approved by the organizations advisor and the SGA Secretary of Communications. Copy amounts may be limited. Flyers must be received 2 weeks prior to event for printing.
- f. Reimbursement is NOT available for outside use of copy services. There will be no exceptions for off-campus copying; all copies must be made on campus. Any club or organization which incurs an outside expense for copies will be asked to use personal funds to cover the cost.
- g. Funds may not be used for events and trips which are not consistent with the Student Organization's purpose/mission.
- h. Funds may not be used to underwrite 100% of an off-campus excursion, including but not limited to concerts, theatres, theme parks, and museums. SGA will determine funding allocations.
- i. SGA funds may not be used to purchase personal items.
- j. Organization activities must be open to the entire STU community

## 2. FOOD REQUESTS

Student Organizations may use the University designated dining services when sponsoring an event or meeting on campus. Use of an outside vendor must be proposed to and approved by the Associate Director of Student Leadership and Service/SGA Advisor. Written estimates must be provided at time of proposal.

## 3. EVENT/CHECK DISTRIBUTION TIMELINE

In order to access your organization budget to pay for events in advance, you should submit the proper paperwork four weeks prior to the event

date. Paperwork, which is incomplete or late, may not be processed in time for your event. Please plan accordingly.

## V. EVENT PLANNING ORGANIZATION EVENT REQUEST FORM (OERF)

This form can be found in your Club & Organization Funding Request Packet (FRP). The Organization Event Request Form (OERF) is the primary form used in planning your event. This form is used when you want to have an activity of any kind, including a meeting, speaker, party, etc., on or off campus. You may not have an approved event without submitting this form and returning it to SGA at least one month prior to the proposed event. It also provides SGA the opportunity to avoid room conflicts and address any special needs, whether they are publicity, audio-visual, etc. Detailed diagrams and program descriptions should be attached for set up and publicity. Room reservations and set-up, as well as, media needs will be done with the assistance of the Associate Director of Student Life.

### PURCHASE ORDER (PO)/CHECK REQUEST

When your organization wishes to purchase or receive reimbursement for an item/service using its allocation invoices, quotes or receipts must be submitted to the SGA Treasurer four weeks prior to the event. Do not anticipate your late action to be met with an expedited reaction on the SGA/SGA Advisors side. Purchases made on behalf of St. Thomas University are tax-exempt. The information for using this status is available through SGA. Before contacting a speaker/vendor you should discuss the event with SGA. All purchases/service requests for prepayment or reimbursements should be approved in advance by SGA, or your request may not be paid.

### DAY TRIP FUNDING REQUEST

When planning off-campus programming, which exceeds funding allocations, you must request, one month in advance, the additional funds with an Organization Event Registration Form. **This form can be found in your Club & Organization Funding Request Packet (FRP).** For proper consideration and the planning of your event, it is important to collect estimates for your total event cost. This form should be used to help you evaluate possible program shortfalls and to remain within budgetary limitations.

### OVERNIGHT TRIP FUNDING REQUEST

When planning to attend an overnight trip (i.e. conference) the funding for which exceeds funding allocations, you must submit an Organization

Event Registration Form. For proper consideration and the planning of your travel, it is important to collect estimates for your total travel cost. This form should be used to help you evaluate possible shortfalls and to remain within budgetary limitations. Conference/event brochures must be attached for consideration. Proper travel protocol will be discussed with the club or organization on a case by case basis. Risk Management will be involved in all travel planning proposed by a club or organization.

### DELEGATE CONTRACT

In order to travel as a student delegate, you must complete and sign a Delegate Contract and all other forms required by St. Thomas University at least one month prior to travel.

## VI. FORMS

All required forms are available through the SGA office located in the Center for Student Involvement.

### CAREER SERVICES

The Office of Career Services is dedicated to assisting St. Thomas University students and alumni in attaining their career goals. Students who visit Career Services early-on in their pursuit of a degree learn about a variety of methods useful in making career decisions. We specialize in combining one-on-one career advising with the latest in career related technology, including an internet based system for professional, internship and part-time openings and resume referrals. Additional services available to students include:

1. *Self-assessment.* Students work one-on-one with a Career Advisor to identify their interests, abilities and work values. When appropriate, students utilize the Myers-Briggs Personality Type Indicator (MBTI). Once a student / alumni completes the MBTI and meets with a Career Advisor, he/she is better positioned to choose a major or decide on a career path.
2. *Job search assistance – One-on-one and Online:* Whether you are looking for professional employment, an internship, summer employment, or a seat in graduate school, you can obtain assistance with resumes, cover letters, and interviews either in a classroom setting or one-on-one. In addition, once a student has met with a Career Advisor and had their resume approved, students may post their resume and cover letter online for review by employers and referral by Career Services.

3. *Internships and Experiential Learning:* Students who secure an internship or experiential learning assignment enhance their marketability by developing valuable skills. Further, they increase their awareness of career options while developing a professional network. Please visit the office or our website to learn more about how we can assist you in securing an internship: <http://www.stu.edu/internships>.
4. *Web-based Career Services:* Students are able to post their resume and cover letter online giving them the ability to apply for job/internship openings posted by employers.
5. *Career Expos:* Fall and Spring Career Expos are planned, resulting in approximately 50-60 employers converging on campus to hire students.
6. *Career Resources:* Visit the Career Services web site to view the *What can I do with this major?* program that contains information on the areas you can enter with your degree (i.e. accounting), the employers that recruit people in those majors, and the strategies to follow to get there. It's a must see! The Career Services web site also contains podcasts (350) on many careers and streaming video related to the telephone interview, interview questions, dinner etiquette and choosing a major.
7. *Career Workshops and Class Visits:* Participate in workshops on a variety of career topics including: The Career Planning Timeline (freshmen through senior year), Resume Writing, Interviewing Skills, Networking, Skills Employers Seek, Cover Letter Writing, Going to Graduate School and more. Career Advisors visit undergraduate and graduate classes to provide an overview of Career Services.
8. *Mock Interviews:* Students and Alumni can schedule a one-on-one mock interview with a Career Advisor. The purpose of the mock interview is to practice for the "real" interview as well as to acquire certain skills that will make the applicant (student or alumni) ace the interview process. Feedback is provided on the spot to the interviewee to help him/her develop professional success techniques.
9. *Mentoring Program:* STU Career Services in partnership with The National Society of Hispanic MBAs (NSHMBA) offers the L.I.F.E. (Latin Initiative to Foster Empowerment) Mentoring Program, in the Fall and Spring semesters. The purpose of L.I.F.E. is to increase the retention rate of Hispanic students (other minorities

are encouraged to participate). L.I.F.E. targets undergraduate students, ideally in their freshmen and sophomore years that may not be clear about their career path. Professional mentors provide mentees with resume critiques, mock interviews and tips to help them jumpstart their careers. Graduate students and alumni interested in serving as professional mentors may contact a Career Advisor to express interest.

*Office Hours and Location:* Office hours are 9:00am to 5:00pm Monday through Friday. Contact info: (305) 628-6577; [careerservices@stu.edu](mailto:careerservices@stu.edu). The Career Services website has a wealth of resources too; visit us online at: [www.stu.edu/career](http://www.stu.edu/career). Career Services is located in the Student Center.

## HEALTH AND WELLNESS

Health and Wellness is a program of Student Affairs dedicated to promoting your health and well-being from the foundation of Catholic Identity guidelines for University communities. We base our work on the principles of Catholic Social teachings and Catholic Health Care; the care and dignity of the individual, attention to the needs of the marginalized and disenfranchised, respect for workers, care of the environment and the promotion of peace and nonviolence in our world. At St. Thomas University we have the unique advantage of providing an intimate, family education model aimed at *'developing leaders for life'*. Health and Wellness staff generally holds doctoral level certification. We also provide ancillary staffing, and community consults.

Call on us to help you in managing your everyday stressors, physical and mental health, faced in your life in the University community. If you have bigger questions or concerns, call on us too, if we cannot help you directly, we will find resources for assistance.

Psychological services are one component of Health and Wellness. We provide a variety of assessment, treatment and psycho-educational services to the St. Thomas University community. Our program typically includes brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Through our comprehensive educational wellness programs, students have significant "hands on " learning opportunities in special integrative wellness topics, offering program development, leadership and research experience under supervision. Health and Wellness also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle supporting our services. In order

to support the wellbeing of our student population, and as part of our mission, these services are generally provided as courtesy to students. We do provide extended evening hours by appointment, and many of our wellness programs occur to respond to the needs of students at non-traditional hours. For more information, please visit our web pages, [www.stu.edu@healthandwellness](http://www.stu.edu@healthandwellness). From our web pages, you may also access **MAKE AN APPOINTMENT SCHEDULER FORMS**, educational Health and Wellness resources and patient information regarding the new student health insurance coverage for 2012-2013. Click on: **MAKE AN APPOINTMENT** and **MAKE A REFERRAL** to request an appointment online.

Another area of Health and Wellness service is in our response to the general health needs of the student community. Please contact us by e-mail if you have a minor illness or injury. Designated Health and Wellness staff is available to assist you. Our services are provided by appointment. More specific medical concerns that need additional diagnosis and treatment, requiring more comprehensive care are generally referred to a community physician, clinic or hospital. Medical services given off campus are provided at the student's expense. Emergency medical care is given at urgent care or hospitals. Transportation to hospitals is usually provided by ambulances or in less severe cases, the student would arrange their own transportation. Emergency and urgent care medical services are covered in part by your health insurance and in part are out of pocket expenses. This includes ambulance care. For questions or to set an appointments contact us by e-mail to [nbaez@stu.edu](mailto:nbaez@stu.edu).

- For academic year 2012-2013, St. Thomas is offering a **NEW AND IMPROVED STUDENT HEALTH INSURANCE PLAN ADMINISTERED BY PAN-AMERICAN LIFE INSURANCE COMPANY** [www.mybobcatstudentinsurance.com](http://www.mybobcatstudentinsurance.com). **Both enrollments for the insurance, as well as showing proof of alternative insurance will be done entirely online from July 1<sup>st</sup> through September 1, 2012.** For more information check the Health and Wellness pages or the Pan-American Life Insurance link. *Remember: all full time Undergraduates, Law Students and International students are required to have health insurance. There are no exceptions to this policy.* Please review the guidelines which describe requirements for student health insurance, as well as benefits and other pertinent information.
- Residential Life students- FY 2012-2013, you must show proof of **MENINGITIS IMMUNIZATION, (all students)** prior to moving on campus.

- All new students at all levels must submit a **COMPLETED MEDICAL FORM AND UPDATED IMMUNIZATION RECORDS** before classes start.
- If you are a returning student, please consider completing a **CHANGE OF HEALTH STATUS** form. **PLEASE CHECK THE HEALTH AND WELLNESS PAGES TO OBTAIN ALL HEALTH FORMS and DETERMINE THE UNIVERSITY IMMUNIZATION GUIDELINES. CONTACT HEALTH AND WELLNESS WITH QUESTIONS: [nbaez@stu.edu](mailto:nbaez@stu.edu).** Please submit health forms to our e-mail addresses or by fax to 305-628-6697. Residence Life students may give their health forms to their Resident Advisors or Housing Officers when checking in. Health forms are maintained by Health and Wellness. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- At St Thomas University the Health and Wellness Center reminds you that "*Health is a Unity of Mind, Body and Spirit.*"

## **INTERNATIONAL STUDENT & SCHOLARS SERVICES**

St. Thomas enrolls students and scholars from over 65 countries. We seek qualified international students and scholars who bring a special richness and diversity to the cultural life of the University community. We concentrate on assisting international students and scholars in achieving educational goals while providing insight into American culture.

**Certificate of Eligibility SEVIS I-20 Document and Arrival/Departure Card I-94** The United States Citizen and Immigration Services (USCIS) Certificate of Eligibility SEVIS I-20 is issued to admitted students, who have provided an official financial affidavit. The student is required to attend St. Thomas University as indicated on the SEVIS I-20 for the time specified on the I-94 Arrival/Departure Card. Students are expected to complete at least one semester of study at this institution prior to requesting an institutional transfer.

### **Department of State DS-2019**

The DS-2019 is the document issued by the sponsor of the Exchange Visitor Program (i.e. STU). It is the document used by the students or scholars for issuance of the J-1 visa at a U.S. Consulate or Embassy. The U.S. Customs & Border Patrol officer will stamp the DS-2019 at the

port of entry and return it to the student/scholar along with the Arrival/Departure Card I-94. The DS-2019 must be valid at all times.

International students on an F-1 student visa while in the U.S. must:

- be degree seeking and registered as a full time student each semester (graduate/doctorate students 6 credit hours and undergraduate students 12 credit hours), and may register for only one three-credit on-line course per semester;
- check-in with the international student advisor within the first 15 days of the start of each semester;
- not engage in off-campus employment without the permission from USCIS or the principal designated school official;
- keep a current valid passport; and
- have medical health insurance.

International students on an F-1 or J-1 visa who are physically present in the United States are not eligible for admission in to a program of study that is only offered on-line.

**Important Note:** J-1 students may be degree or non-degree seeking, and are required to follow the above stated guidelines to maintain legal status. J-1 scholars are required to check-in with their host department upon arrival and the international student advisor within the first five days of their arrival. J-1 scholars are required to comply with their contract agreement.

The International Student Advisor assists international students and scholars by providing services and support related to immigration regulations and maintaining legal F-1/J-1 status while attending St. Thomas University. The advisor serves as the liaison between international students and scholars and the USCIS. Additionally, the advisor serves as a resource to the University community. All international students and scholars are encouraged to visit the International Student Advisor for detailed information with regards to their F-1/J-1 status.

### **Permanent Resident Status**

If a current student changes his or her status to that of a permanent resident a copy of the Alien Registration Receipt Card “green card” must be submitted to the Office of Admissions. Additionally, the International

Student Advisor must be notified to update university records to reflect the change of status.





## ACADEMIC POLICIES AND PROCEDURES

Information pertaining to academic programs, policies, requirement and regulations are published in the undergraduate and graduate catalogs. For the current version of the catalogs please go to [www.stu.edu/acad/](http://www.stu.edu/acad/).

## ACADEMIC SUPPORT SERVICES

### ACADEMIC ENHANCEMENT CENTER

#### PURPOSE

The **Academic Enhancement Center** offers courses of instruction and services to prepare students for academic work at the college level and to assist them in developing basic skills. The program offers instruction in these skill areas: Writing, Reading, Mathematics, and English as a Second Language. Our qualified tutors offer individualized and small group instruction to students wishing to improve their basic skills. In addition, the Academic Enhancement Center offers placement-testing services free of charge to all undergraduate and graduate applicants.

#### SERVICES

**Tutorials** - The Academic Enhancement Center provides assistance to students who need or desire help in their academic endeavors. The Center strives to help students succeed in their academic coursework.

**Disabled Students** - Information, orientation and advisement is offered to students who provide the University with current and verifiable disability documentation.

**Advising** - The Center provides academic advising for undergraduate students who have not chosen a major and for students who have an academic flag on their Academic Evaluation Report (AER).

**General Knowledge Test** - Students receive preparation and remediation for this test, which a student must pass to be admitted to the Student Teaching Internship at St. Thomas University. Passing scores on this test also are required for Florida Teacher Certification.

**Testing** - The Center provides undergraduate and graduate skills assessment, as well as other computer-based exams, to both St. Thomas University students and non-St. Thomas University students. Exams include:

**Accuplacer (The College Board)** - This computerized adaptive test consists of three subtests: Reading Comprehension, Sentence Skills, and

Intermediate Algebra. All applicants are also expected to write a meaningful, concrete, and well-organized essay.

**The College-Level Examination Program (CLEP)** – This program administered by the College Board and Educational Testing Service is coordinated at the Academic Enhancement Center regularly. Students obtaining satisfactory scores can earn college credits. St. Thomas University is the only Open National Test Center within Miami-Dade County. To apply, please complete CLEP electronic form at [www.stu.edu](http://www.stu.edu) or call us at (305) 628-6797.

**Miller Analogies Test (MAT)** - is a high-level, analytic ability test that requires the solution to problems stated as analogies. The Computer-based version of this exam is offered regularly. To apply, please complete MAT electronic form at [www.stu.edu](http://www.stu.edu) or call us at (305) 628-6797.

**DSST Program (formerly known as Dantes)** - The DSST Program is a credit-by-examination testing program provided by Prometric Inc. Colleges and Universities use DSST to measure knowledge in a particular subject area. Based on the achievement of a passing examination score, candidates can receive college credit. Each institution determines its passing score requirements for a DSST exam. To apply, please complete DSST electronic form at [www.stu.edu](http://www.stu.edu) or call us at (305) 628-6797.

## SKILLS COURSES

Students who have not presented ACT, SAT or CLAST/GENERAL KNOWLEDGE TEST scores, or who's scores on one or more specified subtests fall below the required minimum, will be tested using one of several available standardized tests. Students who place below the minimum scores on these tests are required to take skills courses. These courses are available in English, Reading, Mathematics and ESL.

SKILLS COURSES (with course numbers below 100):

1. Count toward veteran's benefits and financial aid requirements;
2. Carry credit, but the credit cannot be used to satisfy degree requirements;
3. Are not computed in a student's overall Grade Point Average (GPA).

## ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program is designed to help non-native speakers of English obtain the proficiency necessary to operate successfully in the higher education environment. Additionally, the program provides a cultural orientation to the United States and to the higher education system. The program's staff has been successful in assisting individuals from all areas of the world to become proficient in the spoken and written forms of the language. Students are tested at the time of registration and are placed into an appropriate level. Each program level takes one semester to complete. Grading for the courses is as follows: ESL 096, 097, 098 and 099 are graded on the Pass (P) and No Pass (NP) basis. ESL 111W & G are graded on the basis of A, B, C, D and F. Since language proficiency is being assessed, a minimum of a grade of B is required to pass these two courses.

## UNIVERSITY LIBRARY

The University Library aims to provide quality student-centered services that meet the information needs of St. Thomas University's students, connecting students with the tools necessary to become active, knowledgeable members of their chosen fields upon completion of their academic programs. The members of the library support student learning and strive to engage students in an approachable, accessible, and supportive environment. The library also hosts a variety of activities and events designed to appeal to student interests and encourage student pride, participation, and active engagement in a range of issues.

Using our E-Research gateway, students can access to over 275,106 journals, magazine, streaming videos, and newspaper full-text titles in digital format and over 116,000 e-books. The Library also has an in-house collection of over 500 print journal and newspaper titles. Access to these collections and services is available from any computer on campus, and from home with your University email user name and password. The Library faculty and staff will be happy to teach you how to use these powerful products in person, by e-mail, or over the telephone.

At our downstairs wireless Internet café, the Library sells numerous styles of American coffee, tea, and hot chocolate. All beverages are \$1, and proceeds help us provide best-selling fiction, music, and DVD movies for students. Flat screen televisions are located in the café, and café style seating for group work and hanging out with your friends.

Our research computer lab is adjacent to the Reference Research Help Desk on the first floor. This is where you can receive professional help in

electronic and print research, as well as assistance developing ideas for your research projects. The Reference Desk phone number is 305-628-6668.

Upstairs, the library building houses three additional computer labs. All incoming freshman will receive library and electronic research instruction through the UNI-101 course in the Information Literacy Lab. More advanced research instruction will occur through upper level classes using databases and print material relevant to specific subject areas and assignments. Librarians also teach students how to use bibliographic software to easily create research papers with endnotes or footnotes.

The entire library building is a wireless computer network, and physical laptop computer plug-in connections are also on the first and second floors. Wireless cards are available for checkout at the front desk. Outside the Library, wireless seating around the lake has electricity and Internet access for 48 people studying alone or in groups. The Library also offers three study rooms for small groups that can be checked out at the Front Desk.

The general collection on the second floor is where you will find books you can borrow and take home by presenting your valid student I.D. Books are loaned for a period of one month and maybe renewed for another month unless another person needs the book. The desk at the entrance to the library is where you will present your student identification card before taking your book; it also is where you will find reserve items (articles, books, videos, etc.) placed for you to use by your professors. The Front Desk also is where you pay library fines (.25 cents per book for each day late; \$2.00 per hour for reserve items). The desk phone number is 305-628-6667.

If we don't have the book or article you're looking for, the Library provides interlibrary loan services. Material can be delivered here from other libraries throughout Florida and across the United States. The time frame for this service ranges from 3 days to over two weeks. Electronic forms for making book requests are available from the interlibrary loan link on the Library web page, or you can receive assistance at the Reference Desk. When the books or articles arrive, you will be notified to pick them up at the Front Desk.

The Library building provides a FAX machine in the Reference Desk area and a copy machine exist immediately outside the Reference Desk area. Copies are .10 cents each. Dollar bills are accepted and the machine provides change after one photocopy is created.

Regular University Library hours (Fall, Winter, and Spring) are:

Monday–Thursday	8:00 A.M. to 11:00 P.M.
Friday	8:00 A.M. to 5:00 P.M.
Saturday	9:00 A.M. to 5:00 P.M.
Sunday	2:00 P.M. to 10:00 P.M.

Library hours are posted at our website, and students should check this periodically to keep track of holiday hours. Whether you're visiting us for your research needs, a stroll through our upstairs Atrium Art Gallery, a visit to our Internet café, or to use our laptop connections or study with friends, stop by and say hello. We're here to help you.

### **Children in the University Library:**

The University Library is not designed for minor children. Children may cause distraction for the faculty, staff, and students who are working and studying in the library, and library staff may not and will not watch, supervise, or care for any minor. Children who are not accompanied by an adult who is responsible for the child will be reported to security. The University will attempt to accommodate St. Thomas University students with children, but they must follow faculty and staff directions. Children who are accompanied by an adult may not be allowed to be logged into a computer, and library faculty and staff may require adults with children to check out a study room if one is available to reduce the distraction of others. Adults with children who do cause a distraction will be asked and required to leave the library building.

### **ARCHIVES & MUSEUM**

The Archbishop John C. Favalora Archive & Museum houses the St. Thomas University Archives and the Archdiocese of Miami Archives as well as other special collections. The collections include manuscripts, documents, photographs, objects, rare books, newspapers, and other printed and audio-visual scholarly resources. The museum galleries host special exhibitions throughout the year. Items from the collections may be viewed by students and other scholars at a special reading room located in the University Library.

### **OFFICE OF THE OMBUDSPERSON**

The Office of the Ombudsperson – located in the Campus Ministry Office -- works with the university's Deans and Provosts to provide a place available to St. Thomas University faculty, staff, and students to facilitate

the resolution of problems, complaints, and conflicts encountered during the educational process. This office provides assistance on an informal basis and it is an independent, neutral, and confidential advocate for fair outcomes in situations where the traditional processes and procedures have not yielded a satisfactory result..

## **OFFICE OF RECORDS, REGISTRATION AND ACADEMIC COMPUTING**

### **RECORDS**

The Office of Registration and Records Management maintains a complete file on every former and current student at St. Thomas University for a period of at least five years following the student's last registration at St. Thomas University or until the student receives a degree or certificate. The student's academic record at St. Thomas University is maintained in perpetuity.

Each file contains:

- all applications and documentation submitted by the student during the admissions process, including high school and college transcript
- an official record of transfer credits accepted by St. Thomas University
- any academic waivers awarded the student
- all Alumni files minimally will contain the application to St. Thomas University, the degree clearance form, and the Diploma Clearance Form.

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Office of Registration and Records Management, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. A third party can be given information about a student's records only with the written consent of the student. Exceptions to this policy can include: (a) parents and legal guardians of students who are dependent as defined by the Internal Revenue Service, upon presentation of proof of that IRS status; (b) courts presenting a court order or subpoena for disclosure; (c) agencies needing information regarding students on F-1 or J-1 visas; (d) the U.S. Department of Education; (e) school officials with legitimate educational interests. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. At St. Thomas University, directory information (that information which is freely given to those requesting it) is limited to name, dates of attendance/enrollment and degrees/certificates earned, if any.
1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Thomas University to comply with the requirements of FERPA.  
The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education

## THE PERMANENT RECORD

The Permanent Record of every student (except those taking courses in the St. Thomas University Law School — see separate Record Retention Policy) taking one or more courses at St. Thomas University consists of the following: personal information sufficient to identify the student as unique (name, birth date, student identification number, and Social Security number when these are available); all courses in which the student has officially enrolled with any letter grade assigned upon completion of the course; any degrees earned by the student at St. Thomas University; and the grade-point average of the student for each academic level. The Permanent Record will also indicate any current academic probation, suspension, or unauthorized withdrawal and may be expunged only by the procedures set out in the Academic Policy Manual.

For each student who enrolled at St. Thomas University at any time prior to January 1, 1982, the Office of Registration and Records Management has either:

1. entered the personal information, when available, sufficient to identify the student as unique (name, birth date, student identification number, and Social Security number); all courses in which the student was officially enrolled, whether for credit or not, with the letter grade assigned; any degrees earned by the student at St. Thomas University; and the grade-point average of the student for each academic level into the database of the Administrative Computer or
2. scanned the hard copy of the students' original transcript and stored that image on compact disk. Copies of the compact disks are stored in the Office of Registration and Records Management and to a remote server located at a secure offsite facility.

For each student enrolling at St. Thomas University as a new or continuing student beginning in January 1, 1982, the Office of Registration and Records Management of St. Thomas University maintains within an electronic data file in the Datatel/Colleague database of the University a complete Permanent Record, every student. This file contains all data as identified as part of the Permanent Record in accordance with this policy. The Office of Registration and Records Management staff will, under the direction of the Registrar, add to the record such new information as pertains to the student's demographic and academic record as it becomes

available, semester-by-semester, and as the student progresses at the university.

## OTHER STUDENT RECORDS

In addition to the Permanent Record contained in the electronic transcript, the Office of Registration and Records Management will retain the paper record file (when a paper record exists) as a repository of admission documentation and transfer transcripts of all students (except those taking courses in the St. Thomas University Law School — see separate Record Retention Policy) or for at least five years after the students last date of attendance or until the student receives a degree or certificate. Transfer courses accepted for degree credit are stored electronically within an electronic data file in the Datatel/Colleague database and are retained as part of the students' permanent academic record. Paper records which are not part of the students' permanent record may be kept for more than five years after the students' last enrollment as storage space permits.

### Directory Information

The following information is considered "Student Directory Information" and is available to the general public unless the student requests that such information be withheld: name of student, major, degrees awarded, and dates of attendance.

Requests to have the information withheld must be made in writing to BASIC before the end of the third week of the semester.

### Registration

Registration is a formal written procedure, which represents both a financial and an academic commitment. The obligations, which a student incurs by registration, remain unless the course is canceled by the university or the student officially withdraws from the course.

After registration, all changes of schedule must follow the formal procedure established by the Office of Registration and Records Management. This includes completion of a Change of Schedule form and submission of the appropriately signed form to BASIC. The changes become effective on the date it is received by BASIC.

Unless the official change of schedule procedure is followed, a student is financially responsible for those courses listed on registration form, and receives a grade for each of those courses.

Discontinuing class attendance does not constitute official withdrawal, just as attending class does not in itself constitute official registration.

### Add/Drop Period

Students may add classes during the first week of the semester term, as designated on the school calendar. No course may be added after the first week of the semester term. Department chair and Dean's signature is required.

### Official Withdrawal

All withdrawals require completion of the Change of Schedule Form, available in BASIC. Students may withdraw from courses without academic penalty until the eleventh week of the fall and spring as designated on the school calendar. Courses from which the student officially withdraws will appear on the transcript with a grade of W.

### Application for Graduation

A student who plans to graduate is required to submit an Application for Graduation by the deadline indicated on the school calendar. The application is available at BASIC and on-line.

While students may earn degrees and have them posted to the permanent record following Fall, Spring, and Summer semesters, there are only two Commencement ceremonies held in May and December. Students graduating in August may participate in Commencement in December.

### Participation in Commencement

The University considers Commencement to be an academic event, and thus available only to students who have either met all requirements for graduation by the date of Commencement or is enrolled in courses which, if successfully completed, will result in all requirements for graduation being met by the date of Commencement. If a student is unable to participate in commencement, the student may participate in the next scheduled commencement. In such cases, it is the student's responsibility to obtain their commencement robes at the time of their originally scheduled commencement.

### Veterans Administration

St. Thomas University is approved for undergraduate and graduate education of Veterans and eligible dependents under current public laws. Students who may be eligible for educational benefits under any Veterans Administration program should contact:

Veterans Administration  
Regional Office  
P.O. Box 1437

St. Petersburg, FL 33731

Eligible students MUST contact the Office of Registration and Records Management at 305-474-6950 at least one semester in advance of the date of their intended enrollment at the University. For further information, contact the Southeastern Regional Office at (800) 827-1000.

TOEFL Requirements for Non-Native Speakers of English

### **Paper/Computer**

Lower Division Undergraduate—

TOEFL test scores: 525 197

Junior, Senior and Graduate—

TOEFL test scores: 550 213

All admitted students whose primary language is not English will be tested regardless of their TOEFL score. A Non-Native speaker of English will have a TOEFL flag placed on his/her file. The flag will be removed when the student has demonstrated the required English proficiency in reading, writing, speaking and listening, comprehension skills.

**NOTE:** Information on test sites and dates for the TOEFL exam can be obtained by writing:

ETS-TOEFL IBT

P.O. Box 6153

Princeton, New Jersey 08541-6153 USA

1-800-60-TOEFL (1-800-468-6335)

Web: <http://www.toefl.org>

## **ENROLLMENT SERVICES**

### **BASIC**

B.A.S.I.C. stands for Bobcat All-in-one Student Information Center. Appropriately so, since B.A.S.I.C. is the main source of information and assistance that students will need while attending S.T.U. At B.A.S.I.C. students will be able to register for courses, submit financial aid forms, as well as, review award detail and check balance information all in one visit. The center is also equipped with computers and printers for students to learn how to access their records and register for classes, with the help of a specialist nearby.

#### **Services offered at B.A.S.I.C.**

#### **Financial Aid:**

- Assistance in completing financial aid forms
- Check financial aid status and advise students on their missing documents

- Collection of documents required to process files selected for verification
- Distribution of job assignment forms for Work-Study students

### Student Accounts:

- Advise students of their account status
- Assist students on how to set up payment plans
- Check refund status
- Florida Pre-Paid College Program
- Gift cards (if eligible)
- Make payments (tuition, housing, parking citations, etc.)

### Student records:

- Assistance with web and in-person registration and change of schedules
- Advise students on how to access online services (transcript requests, AER's, class schedules, enrollment verification, etc.)
- Collection of all academic forms
- Student's profile updates

### Other services:

- Issue PIN numbers
- Issue campus ID's
- Computer kiosks

### Contact Us:

#### *Location*

B.A.S.I.C. is located in the west end of Kennedy Hall

#### *Office Hours:*

Monday – Thursday 8:30 A.M. – 6:30 P.M.

Friday 9:00 A.M. – 5:00 P.M.

#### *Contact:*

#### *Phone Hours:*

9:00 A.M. – 5:00 P.M.

Phone: (305) 474-6900

Fax: (305) 474-6930

E-mail: [stubasic@stu.edu](mailto:stubasic@stu.edu)

Web: [www.stu.edu/basic](http://www.stu.edu/basic)

## **FINANCIAL AID**

At St. Thomas University, we are dedicated to providing the best education to our students. With the ever rising cost of a post-secondary education, more families are finding it necessary to seek assistance through financial aid. While the first resource for an education is the

family, the Office of Financial Aid is committed to the philosophy that every student demonstrating financial need should be offered assistance. The availability of certain funds and timeliness of application is imperative in determining amounts of assistance available to students. Therefore, it is important to apply early and adhere to application requirements and deadlines.

Each student's financial assistance package shall contain a component of gift aid, to the extent that available funds and program eligibility will permit. Self-help will be the next component of the assistance package. With the above principles established, financial assistance shall be awarded in the following order, as eligibility and funds permit:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. State Scholarships and/or Grants
4. Private Scholarships and/or Grants
5. Institutional Merit Scholarships
6. Institutional Need Grant
7. Self help (Federal Work Study, Federal Perkins Loan, Direct Stafford Loan and/or Direct PLUS Loan for Parents)

### Eligibility Requirements (Federal and State Programs)

Certain but not all eligibility requirements for federal and state financial assistance are summarized as follow:

1. Complete the 2012-2013 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).
2. Apply within designated deadlines.
3. Demonstrate financial need (except for some loan programs).
4. Have a high school diploma or a General Education Development (GED) Certificate or pass a test approved by the U.S. Department of Education or meet other standards your state establishes that are approved by the U.S. Department of Education.
5. Be enrolled in an eligible degree or certificate program at St. Thomas University.
6. Be a U.S. citizen or an eligible non-citizen of the U.S.
7. Have a valid Social Security Number.
8. Make satisfactory academic progress (as determined by the University).
9. Sign a statement on the FAFSA certifying that you will use federal student aid only for educational purposes.
10. Sign a statement on the FAFSA certifying that you do not owe a

refund on a federal student grant or that you are not in default on a federal student loan.

11. Register with Selective Service (if you are a male and 18 through 25 years of age).
12. Not be a convicted drug offender during the period for which you will be receiving Title IV assistance.

Please note some aid programs may have earlier deadlines, as established by the specific aid fund organization. These deadlines must be met to receive aid from these specific programs.

### How to Apply for Financial Assistance

To be considered for most forms of financial assistance, a student must: complete the Free Application for Federal Student Aid (FAFSA) online. In order to complete the FAFSA online, you must have a personal identification number (PIN). To obtain your PIN, please go to [www.pin.ed.gov](http://www.pin.ed.gov). For Federal Financial Aid, the Federal School code for St. Thomas University is 001468. To apply for financial aid, please follow the following steps.

1. Complete the 2012-2013 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov).
2. Be admitted to the university, or, if in attendance, be a student in good academic standing (please refer to the section on satisfactory academic progress).
3. Florida Resident Access Grant (FRAG) recipients must complete the FAFSA by designated deadlines. First time recipient must provide proof of Florida residency for parent and/or student.
4. Provide, if requested, proof of U.S. citizenship.
5. Provide, if requested, a copy of your, your spouse and/or your parents' 2011 Tax Return Transcripts.
6. Provide additional information as requested to satisfy institutional, federal and state program requirements.

### **Financial aid is not available for audited or minimesters courses**

#### How to Borrow Wisely

- Don't borrow without looking into alternate methods of financing your education (e.g. scholarships, fellowships, employee tuition reimbursement, veteran's benefits, savings, family, etc.).
- If you must borrow, carefully compare repayment incentives.

- Repay your debts as soon as possible; the longer you owe, the more you will pay.
- To help secure your financial future, stay in touch with your lender.
- Try to borrow as little as possible. Borrow ONLY what you need.

### Priority Deadlines

Priority date by which ALL financial aid documents, including the results of the FAFSA or Renewal FAFSA (FAFSA-R) must be received by the Office of Financial Aid to be considered "ON TIME" is **April 1, 2012**. Students whose files are completed accurately by this deadline will receive priority consideration for limited Federal, State, and/or Institutional funds. Students who complete their financial aid file after April 1, 2012 priority deadline will be processed in order of completion date, but may not receive an award determination by the beginning of the Fall semester depending on file completion date. Late applicants should plan to have adequate resources to meet their tuition and living expenses.

### Notification

The Office of Financial Aid aims to provide award notification by June 15, 2012 for those students who applied for financial aid by April 1, 2012. If you have applied by the priority deadline of April 1, 2012 and have not heard from the Office of Financial Aid by July 15, 2012 please contact B.A.S.I.C. Office at (305) 474-6900.

### Renewal of Awards

1. Financial Aid awards are not automatically renewed. A student must reapply each year in order to receive an award determination. The FAFSA for the current academic year is available after January 1st online at [www.fafsa.gov](http://www.fafsa.gov).
2. Academic scholarships and/or grants (offered by Admissions Office) are renewable if the student maintains satisfactory academic progress. The initial scholarship letter you received from the Admissions Office outlines the scholarships eligibility criteria for renewal of the award.

### Satisfactory Academic Progress (SAP)

Federal regulations require the University to establish Standards of Satisfactory Academic Progress (SAP). You must maintain SAP towards a course of study regardless of whether you previously received financial aid at the University. Satisfactory academic progress is measure both in terms of qualitative and quantitative. You must maintain a minimum grade

point average and complete a minimum number of credits each term you are enrolled. In addition, assistance will be limited to a maximum number of credits in relation to your degree requirements. The programs affected by the Standards of Satisfactory Academic Progress include: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Direct Subsidized Stafford, Direct Unsubsidized Stafford, and Direct PLUS Loan for Parents, Florida Resident Access Grant (FRAG) and Florida Student Assistance Grant (FSAG). Institutional Scholarships and/or grants are subject to the same standards. All courses taken at the University will be counted. Failure to meet the requirements of satisfactory academic progress will result in the student being placed on warning, probation, or suspension of financial aid eligibility. For the purpose of Title IV Funds, the Office of Financial Aid defines an academic year as 24 credits (fall and spring) for all undergraduate programs. Full-time undergraduate enrollment is defined as enroll for a minimum of 12 credits per term.

### Measuring Satisfactory Academic Progress

There are two components to Satisfactory Academic Progress:

- Qualitative (G.P.A.)  
*Undergraduate* — Minimum cumulative G.P.A. of 2.0
- Quantitative (Credit Hour Completion)
  1. Undergraduate students with a combined enrollment of 12 credits or more for the academic year (Fall/Spring) must earn 75% of all credits attempted.
  2. Undergraduate students with a combined enrollment of less than 12 credits for the academic year (Fall/Spring) must earn ALL credits attempted.

### Maximum Time Frame

Students are eligible to receive financial aid up to 33% over and above the maximum number of credit hours required to obtain his/her degree as defined in the University's Catalog. All undergraduate/graduate courses attempted at the University will be counted towards maximum time frame limitation.

- Financial assistance will not be extended to cover minor degrees.
- All period of enrollment (including summer), will be counted towards maximum time frame.

**Note:** The Summer semester may be used to make up credit hour deficiencies and G.P.A. for the new academic year (except for state programs).

### Second Bachelor's Degree

Students will be eligible to receive financial aid up to 33% over and above the maximum credit hours required to obtain a second bachelor's degree. The student must submit documentation from the College Dean of the student's chosen major, indicating the number of credit hours needed to complete the desired second bachelor's degree. ***Students pursuing a second bachelor's degree will only be eligible for Federal Work Study and the William D. Ford Federal Direct Loan Program.***

### Change of Major

Students are eligible for aid up to 33% over and above the maximum number of credits required for their new degree. All transfer credits and credits attempted at the University from the previous major will be included in the calculation of maximum time frame. ***Financial assistance will not be extended to cover lost credits due to change of major.***

### Deficiencies/Prerequisites

Students who are admitted with deficiencies and/or prerequisites will have those credits added to their minimum degree requirements.

### Treatment of Punitive and Non-punitive Grades and Courses

All courses with a grade of F, I, W, UW and repeated courses will be considered in the calculation of credit hours attempted and will be subject to the Standards of Satisfactory Academic Progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of satisfactory academic progress. Incomplete (I) grades will be calculated as failing grades in regard to Credit Hour Completion until the course has been satisfactorily completed. ***It is the student's responsibility to inform B.A.S.I.C. Office if grade changes have been made to his/her academic record.***

### Notification of Satisfactory Academic Progress Status

Before issuing an award for an academic year, the Office of Financial Aid will review the applicant's eligibility based on the student's academic performance at the end of each semester for the previous academic year. Students who have not met the minimum standards of satisfactory academic progress as outlined will be placed on financial aid warning for one semester. Failure to meet the requirements of satisfactory academic

progress during the warning period will result in the student being suspended from receiving any forms of Title IV funding (including federal loans).

### Reinstatement of Financial Aid Eligibility

A student may regain eligibility by:

- Achieving the required GPA and Credit Hour Completion as outlined.
- Attend summer school to make up credit hour deficiencies and GPA for the new academic year (except for state programs).
- Appealing the financial aid decision as described below.

### Appeal Process

Any student who does not meet satisfactory academic progress standards and is able to document extenuating circumstances may appeal the suspension or termination of financial aid eligibility.

1. To appeal, submit the Satisfactory Academic Progress Appeal Form (available at [www.stu.edu/faforms](http://www.stu.edu/faforms)) with proper documentation to B.A.S.I.C. Office explaining the reason(s) for the request.
2. The student will be notified of the decision within 15 business days of the receipt date.

If the Financial Aid Administrator denies the appeal, the student may request a “Final Appeal Request” form from B.A.S.I.C. Office. The final appeal request will be reviewed by the Financial Aid Appeal Committee and the student will be notified of their decision within 30 days. ***This decision shall be final. Only one final appeal per academic year is allowed***

**Note:** All charges incurred during any period of time for which a student’s aid is denied/suspended is the sole responsibility of the student and/or his/her parents. Under no circumstances will awards be made retroactively, unless specifically provided for herein. If the appeal is approved, financial assistance will be awarded based on availability of funds at the time.

### Dropping/Withdrawing

The funds you are awarded are intended to help meet your educational expenses while attending the University. If you withdraw, drop out of school, drop below half-time, change enrollment status or leave without notice in any given enrollment period, your financial aid award may be reduced or canceled, and you may be required to return a portion of the

aid awarded to you. If you are entitled to a refund of your tuition, all or part of the refund may be applied to the financial fund from which your aid was awarded. You may also be required to refund a portion of the funds disbursed directly to you. The amount of the refund is based on formulas established by the U.S. Department of Education. ***You should consult with an Enrollment Specialist at B.A.S.I.C. Office prior to dropping or withdrawing to avoid an unnecessary financial hardship.***

Financial aid is refunded based on the date of withdrawal from St. Thomas University. Title IV aid is earned in a prorated manner on a per diem basis up to the 60% point in the semester. After this point in time, Title IV aid is viewed as 100% earned. Refunds to the federal student financial aid programs must be made prior to issuing a refund to the student. In accordance with federal regulations, refunds are allocated in this order:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loan for Parents
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Programs
8. Other Non-Federal financial aid
9. Student

STU will complete the Return of Title IV Funds calculation for these students and will return any Title IV funds that are due to the Title IV programs. Students will be notified in writing of balance owed to STU and have 45 days from the date of the letter to arrange payment with the Business Office. Failure to pay within this deadline will result in your student account being reported to the collection agency. Student will be responsible for any fees access by the collection agency.

## **Rights & Responsibilities for Financial Aid Recipients**

### Rights

1. Students have the right to expect that their financial assistance eligibility will be determined in an equitable manner, consistent with Federal and State regulations and university policies.

2. Students have the right to full information about financial assistance programs, pertinent regulations, policies and procedures.
3. Students eligible for financial assistance have the right to be considered for those programs for which they qualify, as long as funds are available.
4. Students have the right to complete information about how their financial assistance eligibility was determined.
5. Students have the right of access to their financial assistance records and assurance of confidentiality of family information as defined by the Buckley Amendment of 1973 and St. Thomas University student records policy.
6. Students have the right to accept all or any portion of their university assistance award, but the reduction of one portion will not necessarily be a basis for an increase in another portion and may affect the type of assistance students receive.
7. Students have the right to review their financial assistance upon written request to the Office of Financial Aid.

### Responsibilities

1. Students are responsible for supplying complete, accurate, and current information upon which their eligibility for financial assistance is based.
2. Students have the responsibility of providing all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid.
3. Students are expected to read, understand, and keep copies of all forms they are asked to sign.
4. Students have the responsibility of planning for moderate spending, and to contributing to the costs of education through summer employment.
5. Once financial assistance is accepted, students are responsible for notifying B.A.S.I.C. Office if they:
  - a. receive a loan, grant, scholarship, work or other additional aid.
  - b. change their marital status, permanent address or state of residence.
  - c. change their attendance status (e.g. half-time, three-quarter time, or full-time).
  - d. withdraw from the university.

6. Students are expected to perform in a satisfactory manner the work agreed upon in the Federal Work Study employment program.
7. Students must notify the Office of Financial Aid if they are, or plan to be employed on campus in a non-work study position while receiving financial aid from federal and state sources.
8. Students are responsible for using student aid funds awarded to them for educationally related expenses only.
9. It is the students' responsibility to know and comply with the deadlines for application or reapplication for assistance.
10. Financial assistance is awarded by semester for periods up to one academic year. Students should reapply for assistance for the following academic year.
11. Students who withdraw from the university before the end of the semester may be required to refund a portion of the aid received from Direct Stafford Loans, Federal Perkins Loan, Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and/or certain private scholarships, as determined by federal formula for Return of Title IV Funds.

## **FINANCIAL AFFAIRS**

### **BUSINESS OFFICE**

For a breakdown of University tuition and fees, please see the Business Office Bulletin online for details

### Registration and Payment Policy

In order for registration to be complete, tuition and fees must be paid at the time you register. Registration is considered complete only when all charges are paid or satisfactory arrangements have been made.

Payments may be paid by cash, check (subject to being honored by the bank on which drawn), credit card (currently VISA, MasterCard, and Discover), financial aid authorization, or bank wire transfers.

If a student wishes to use anticipated Financial Aid funds toward payment at registration, he/she MUST have previously received a Financial Aid award. Should the Financial Aid award be less than the amount owed the University; the difference must be paid in full at the time of registration. Grants and loans administered by the University are credited to a student's account once the award process has been completed. Student loans are electronically disbursed to the University

weekly excluding holidays or University closures. Some student loans are disbursed in the awarded amount less 4% processing fees others are disbursed in the awarded amount. Student loans disbursed in the form of a paper check usually require endorsement from the student before it can be applied to his/her account. Students should visit the Office of Financial Affairs with valid identification to endorse the check. Valid identification includes a state driver's license, student ID or passport.

\* Student's that are not eligible for financial aid or refuse to apply for financial aid must pay 50% at the time of registration and the other 50% by the 8<sup>th</sup> day of the term.

### Late Registration

Students that have not completed registration before the first day of the semester/term will be assessed a late registration fee. This fee varies based on the time registration is complete. *See Business Office Bulletin online for details.*

### International Students

International students are required to pay 50% of the tuition and fee charges at the time of registration. The remaining 50% is due by the 100% refund period (8<sup>th</sup> day of the term). International students are not permitted to register via the WEB.

**In addition, all unpaid balances (net of financial aid and payment plans) are assessed 5% interest charge (APR) annually until balance is paid in full. (NO EXCEPTIONS).**

### Add/Drop Class Adjustments and Refund Policy

When you complete an add/drop form and your credit hours increase from your original registration credit hours (during the posted add/drop period), payment is due immediately for any resulting additional charges. When you authorize a decrease in credit hours below full-time (12 hours for UG during the posted add/drop period), your tuition and general fee assessment will be adjusted AND your Financial Aid award(s) will be adjusted accordingly. A fee of **\$10** will be charged per course added/dropped.

**EXCEPTION:** If class changes occur due to cancellation by university's administration and your new total credits fall below full-time, (12 hours for UG) you will receive 100% tuition and fee adjustment for this change only.

**"A" SESSIONS AND TERMS**

Undergraduate students enrolled in "A" Terms or Sessions are allowed to withdraw by the 8th day of **the first session**. Graduate students, if registered for "A6" and "A7", you may withdraw from either session during the first eight (8) days of "A6" or "A7" and be eligible for a 100% refund.

### St. Thomas University Refund Policy

Tuition refunds are based on total tuition charges and **not** on the amount paid. If you have been awarded federal aid, these programs from which the funds were disbursed will be refunded in accordance with Federal Law. **Registration fees and deposits are non refundable. IN THE CASE OF "A" TERMS, THE TERM BEGINS ON THE FIRST BUSINESS MEETING DAY OF CLASSES FOR THAT SESSION, NOT THE STUDENT'S FIRST CLASS DAY.** Students who register but do not attend classes, or who stop attending classes, **will not** receive credit unless they withdraw officially by submitting a completed official withdrawal (add/drop) form to BASIC. The effective date of withdrawal is the date on which BASIC receives the form. *See Business Office Bulletin online for details.*

### Special Billing to Third Parties

**Authorization from third parties and/or students** is required in order for the Office of Financial Affairs-Student Accounts Business Office to invoice for payments. Common examples of third party organizations are: AmeriCorps, Florida Prepaid, U.S. Customs, Veterans Affairs, and Vocational Rehabilitation. Most of these organizations provide documentation. In the absence of such documentation, students should provide written authorization (including email) and detailed contact information for the Business Office to contact and invoice the organization on his/her behalf. Students should deliver documentation to BASIC at the time of registration or email [stufa@stu.edu](mailto:stufa@stu.edu). Sponsorship payments are due within 30 days after the semester begins. **If the third party fails to honor its agreement, payment is due immediately from the student.**

### Tuition Installment Payment Plan

You may choose to pay charges owed for an upcoming academic year (Fall and Spring semesters only) through a University approved tuition installment plan. A non-refundable payment plan application fee of \$75.00 is required. *See Business Office Bulletin online for details.*

## The Right to Privacy and Disclosure Regarding Financial Records

The Gramm-Leach Bliley Act enacted in 1999 provides for safeguarding customer information and their right to privacy and disclosure. In accordance with this, all phone queries received from students or third parties requesting account information will have to be authenticated. **Authentication identifiers include but are not limited to: full name of student, date of birth, last 4 digits of social security number, permanent address, and documented authorization to release account information-in case of a third party.** Students should also print their full name or ID # on any check payment sent by mail.

## **Truth in Lending Act**

The Higher Education Opportunity Act of 2008 (Pub. L. 110-35) (HEOA) added section 128(e)(3) to the TILA to require that before a private educational lender may consummate a private education loan for a student in attendance at an institution of higher education, the private education lender must obtain the completed and signed Self-Certification Form from the applicant. The Federal Reserve Board's Final Regulations published on August 14, 2009 incorporate this new requirement at 12 CFR 226.48(e).

### **THE SELF-CERTIFICATION FORM MUST BE COMPLETED AND SUBMITTED TO THE BUSINESS OFFICE.**

This student form is located via the web under the Office of Financial Affairs.

## Student Account Clearance Required for Future Registration, Transcripts, and Diplomas

The University prohibits registration, release of transcripts or the issuance of a certificate of completion or diploma to any student who has not satisfied their financial obligations to the University. ***See Business Office Bulletin online for details.***

## Delinquent Student Accounts

Students are responsible for their course selection and will be held liable for tuition and fees incurred as stated on their registration statement unless a written withdrawal form is filed with BASIC before the end of the specified 100% refund period. **Therefore, the university reserves the right to refer student accounts to a collection agency, and or attorney and to disclose any relevant information to credit bureau**

**organizations if payment of total charges is not made within 120 days.** In such an event, the student shall be liable for all collection expenses and, if required, all reasonable attorney fees associated with the collection of the outstanding balances and accumulated interest.

### Dropping/Withdrawing

The funds you are awarded are intended to help meet your educational expenses while attending the University. If you withdraw, drop out of school, drop below half-time, or change enrollment status in any given enrollment period, your financial aid award may be reduced or canceled, and you may be required to return a portion of the aid awarded to you. If you are entitled to a refund of your tuition, all or part of the refund may be applied to the financial fund from which your aid was awarded. You may also be required to refund a portion of the funds disbursed directly to you. The amount of the refund is based on formulas established by the U.S. Department of Education. **You should consult with an Enrollment Services Specialist at BASIC prior to dropping or withdrawing to avoid an unnecessary financial hardship.**

Students are responsible for their course selection and will be held liable for tuition and fees incurred as stated on their registration statement unless a written withdrawal form is filed with BASIC before the end of the specified 100% refund period.

Students who wish to drop classes in order to receive a full refund must report to BASIC no later than the final full refund drop date (100% Refund Withdrawal Date). *See Business Office Bulletin online for details.* Courses officially dropped with a 100% refund will be removed from the student's record. Amounts due to the University will be deducted before any check disbursement or credit is issued. Payment should be made to BASIC or mailed to:

St. Thomas University  
Business Office ATTN: Cashier  
16401 NW 37th Avenue  
Miami Gardens, FL 33054-6459

### Wire Transfer Payments

Wire transfer of funds for payment on your account at St. Thomas University can be handled through a full service bank. Direct your wire transfer to:

Sun Trust/Miami, N.A.  
Corporate Cash Management  
777 Brickell Avenue  
Miami, Florida 33131  
Phone: 1-800-947-3786

ABA Number: 061000104  
Account Number: 0189001210477  
St. Thomas University  
16401 Northwest 37<sup>th</sup> Avenue  
Miami Gardens, Florida 33054  
Phone: 305-474-6977

### Federal Perkins Loan Program

The Office of Financial Affairs manages the Federal Perkins Loan Program. The Perkins fund is a revolving fund, that is, funds are replenished by student borrowers who fully repay their loans. Students who are awarded this loan are required to complete entrance and exit counseling which discloses their rights and responsibilities regarding timely repayment and the consequences of loan default. *See Business Office Bulletin for details.*

***THE UNIVERSITY RESERVES THE RIGHT TO CHANGE WITHOUT NOTICE ITS TUITION, FEES, SERVICE CHARGES, RULES AND REGULATIONS AT THE BEGINNING OF ANY SEMESTER OR TERM AND DURING THE YEAR SHOULD CONDITIONS SO WARRANT. THIS RIGHT WILL BE EXERCISED JUDICIOUSLY.***

### **CAMPUS MINISTRY**

Campus Ministry takes a leading role in the mission of St. Thomas University by assisting students, staff and faculty in the ongoing tasks of spiritual and religious formation. While faithful to and supportive of the Catholic Identity of St. Thomas, the staff and programs of campus ministry are attentive and sensitive to the ecumenical and interfaith dimensions of the university's population.

The staff provides direct service to students in the office (Kennedy Hall 114) and in the Chapel of Saint Anthony. The Kennedy Hall office has become a place of hospitality and friendship for students, staff and faculty. It is the center of the staff's efforts to provide for spiritual needs. Programs and projects are developed here that support liturgical and sacramental life, community outreach, spiritual development and leadership training.

Each year the Rite of Christian Initiation of Adults (RCIA) process is offered for those who wish to be baptized, confirmed, or to join the Catholic Church from another faith tradition. There is an annual weekend retreat, faith sharing groups, Advent and Lenten reflections, and many service opportunities through the office of campus ministry, open to all students. The staff is always interested in learning about unmet spiritual needs of the community, so please stop in and talk with our staff if you have new ideas.

In addition to faith sharing groups and service opportunities offered in the School of Law, there is a chaplain for the School of Law, Monsignor Andrew Anderson, whose office is located in the Student Services suite of the Law School.

In the Chapel of Saint Anthony, Mass is celebrated daily at 12:15 p.m. The chapel is open throughout the day and provides our university community with a quiet place for private prayer and reflection. All are welcome and encouraged to spend time in the chapel. It is also where community worship will take place, in the Mass of the Holy Spirit at the beginning of each academic year, and in the Baccalaureate Mass, the night before graduation each semester.

We encourage all students to visit the office and become involved in the various activities and programs that are offered. We exist to serve you, so please give us that opportunity.

## **MAIL AND COPY CENTER**

Each residence hall student is assigned a mailbox located in the Mail & Copy Center. Student's mail should be addressed in the following manner: It is extremely important that the university's name appears in the address.

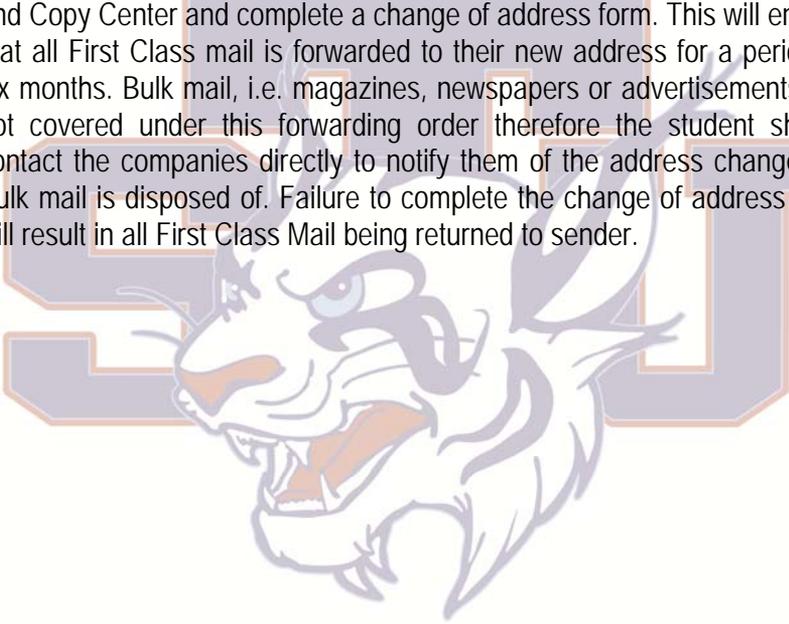
Student Name  
RM #  
St. Thomas University  
16401 NW 37th Ave.  
Miami Gardens, FL 33054

The St. Thomas University Mail and Copy Center is open Monday through Friday from 9:00 A.M. to 5:00 P.M. There are no deliveries of student mail on Saturdays. Due to the large volume of mail and packages received on Mondays or after a holiday mail and packages will be ready for pick up after 1:30pm on those days otherwise mail and packages will

be available for pick up at 9:00am. Courier/express companies will not make deliveries to the university on Saturdays. Students will receive notification of packages or express mail received on their behalf by the Mail and Copy Center.

Proper identification must be presented when picking up packages. Students may not pick up packages for other students. Students must remit monies to cover the cost of C.O.D. packages prior to the mailroom accepting delivery of the same. Students must have the exact amount for all C.O.D. shipments as neither the Mail & Copy Center nor the vendors can make change. The University Bookstore, located in the Student Center provides United Parcel Services including Next Day, Second Day, Ground Service, C.O.D. and -insurance.

If a student moves off campus during the year, they must go to the Mail and Copy Center and complete a change of address form. This will ensure that all First Class mail is forwarded to their new address for a period of six months. Bulk mail, i.e. magazines, newspapers or advertisements are not covered under this forwarding order therefore the student should contact the companies directly to notify them of the address change. All Bulk mail is disposed of. Failure to complete the change of address form will result in all First Class Mail being returned to sender.





## BOOK CENTER

Saint Thomas University chose us to provide their students (you!) with course materials, general reading books and references, supplies, computer products, and spirit apparel and accessories. We work to bring the best selection at fair prices to the college and you.

The local bookstore staff stays in tune with campus and community issues, and knows the campus inside and out. Behind the bookstore, there is an army of buyers, techies and other support people who provide this store with new and used textbooks in astonishing quantities, as well as all the other products and services in the store.

The Saint Thomas Book Center is part of the efollett.com bookstore network. The efollett network serves over four million students across North America. The network's clout allows us to bring you the largest selection of used textbooks, the most cash at book buyback, and the best school logo's merchandise.

### What does this mean to you?

- You can shop the Saint Thomas Book Center [www.stu.bkstr.com](http://www.stu.bkstr.com) or directly through efollett.com. The bookstore and efollett have the largest selection of used textbooks anywhere.
- You can pick your books by course and have them shipped to your door, or save the shipping cost and pick them up in the store.
- Then, just in case you need to, you can return the book right to this store (and not have to deal with sending anything back through the mail).

The Bookstore is open Monday through Thursday **9am-5:00pm** and Friday **9am-4pm**. These hours are extended at the beginning of each term.

## CAMPUS DINING SERVICES

Students, faculty and staff may dine in The Bobcat Cafe located in Carroll Hall or the Rathskeller snack bar located in the Student Center. Resident students are required to participate in the campus board plan. Non-resident students may purchase commuter meal plans directly from Bobcat Dining. The Bobcat Cafe offers many different selections to choose from.

*Meal hours for The Bobcat Cafe:*  
Monday thru Friday

Breakfast 7:30 A.M. – 9:00 A.M.

Lunch 11:30 A.M. – 2:00 P.M.

Dinner 5:00 P.M. – 8:00 P.M.

#### Friday and Saturday

Brunch 11:00 A.M. – 1:00 P.M.

Dinner 4:30 P.M. – 6:30 P.M.

- Breakfast offers a complete hot line service, plus assorted cold cereals, and our (make your own waffle).
- The Bobcat Cafe offers a full service deli which offers wraps, assorted meats and other additives.
- The Pizza Zone has a rotating menu that includes hot subs and pasta dishes.
- The Chef's Plate offers two entrées, starch, vegetable and pasta at each meal, along with our fresh daily, salad bar, ice cream counter, and Pepsi beverages.
- The Rathskeller snack bar offers:
  - Cold submarine style sandwiches.
  - Hot grill items.
  - Fresh Baked Otis Spunk Meyer Cookies.
  - Assorted fountain beverages from Pepsi.

Special Nights are offered each month, along with a lunch time special.

All questions should be directed to the Director of Dining Services at 305-628-6592.

#### Campus Dining Rules

1. All resident students **must** have their ID cards with them to enter the Bobcat Cafe. Students without ID cards will be turned away from the Café unless prior permission is given by the Director.
2. All St. Thomas University community members must present an ID to receive the staff, faculty and student discount price for a meal.
3. Only resident students with proper ID may use The Bobcat Cafe during regular operating hours.
4. ID cards and meals are **not** transferable. If a resident student would like to treat a guest, the resident student can utilize his/her Bobcat Dollars. The resident student **must** be present to verify this transaction. *Any student who gives their ID to another*

- student to use in the Café will have their ID confiscated and must go to the Office of the Dean of Students to retrieve it.*
5. For your safety, you must report all lost or missing ID cards to Campus Life and Bobcat Dining immediately.
  6. The set-up of the dining facility at Carroll Hall allows for an all-you-care-to-eat atmosphere. Meals must be eaten in the dining facility or one to-go box is allowed. *To-go service includes one entrée, one starch, one vegetable, one fruit or one ice cream cone, two 8-oz. drinks and plastic silverware. Once you elect to sit down to eat, you can no longer remove any food from the dining facility. Any student found violating the to-go service regulations will not be allowed to participate in the to-go program there after.*
  7. Patrons are permitted to remove **one** piece of fruit or an ice cream cone (**not both**) when they are finished eating and are exiting the facility. **No exceptions will be made.**
  8. No outside containers may be brought into the dining facility to be utilized for the removal of food or beverages.
  9. Paper cups and plastic silverware are to be utilized for *to go* meals only.
  10. Patrons who prefer to eat their meal on the outdoor patio must take a to-go box and must adhere to the to-go guidelines set forth in #6 above.
  11. All patrons must take their trays to the dish racks in the dining facility before leaving.
  12. The dining facilities on campus do accept credit cards. Checks will only be accepted for purchase of Bobcat dollars on your card.

### Guests

Again, only resident students with proper ID and cash-paying patrons may use The Bobcat Cafe during regular operating hours. If you would like to bring a guest into the dining facility, you must either utilize your Bobcat dollars or pay cash for them.

### DEPARTMENT OF PUBLIC SAFETY

Public Safety is responsible for the physical security of all the university buildings, property and facilities; the safety of the faculty, staff, students and guests of the University, and enforcement of campus parking and traffic regulations. In addition, the Public Safety Department maintains close cooperation with local law enforcement agencies and fire and

rescue agencies. Public Safety officers support the residence hall staff in the enforcement of campus standards. They are also instrumental in the presentation of materials and programs regarding crime prevention and personal safety.

Students are reminded that they share in the responsibility for the security of their belongings, their rooms and the building in which they live. If any student encounters vandalism, or suspicious behavior, threats, or has a concern that his/her right of privacy is not being upheld, he/she should contact the office of Public Safety immediately at extension 6500 or the on-duty resident assistant. The best security is being aware of your surroundings and any unusual differences within your surroundings.

Effective August 1995, the St. Thomas University Campus became a closed campus. In order to gain admittance to the campus you must either have a valid STU parking decal or student ID, be a guest or visitor of a student, faculty/staff member or be attending an approved contracted class. When requested, visitors must produce proper identification, vehicle registration or proof of insurance prior to entering. Anytime there is a question regarding the legitimacy of the visitor or vehicle, admittance will be denied.

### Residence Hall Safety

Students are advised to be security conscious and to work toward community awareness in this area.

Students should be cooperative with residence hall staff, safety personnel and other campus administrators involved with ensuring the safety of the residence halls.

Normal precautions, such as the following, are suggested:

- a. Lock your doors at all times, even when you are just going next door or to the bathroom. Most thefts occur in less than one minute.
- b. If you observe individuals who do not belong in the residence halls, contact the Public Safety Office immediately ext 6500.
- c. Strangers should not be admitted into the dorms.
- d. Solicitation is not permitted in the dorms- If solicitation occurs, contact Public Safety immediately ext: 6500.
- e. Keep cash and jewelry in a locked drawer, cabinet or closet.
- f. Never prop doors open, especially fire doors, even for a short time.

- g. In a residential hall, screaming can sound like partying. In an emergency, be specific by shouting, "HELP," "POLICE," or "FIRE."
- h. Keep your blinds closed to avoid advertising your life.
- i. Do not leave your name on your answering machine.
- j. Do not carry personal identification on your key chain.
- k. Do not give your keys or your student ID to anyone including your room and building mates.
- l. Maintain on file serial numbers of all personal equipment.
- m. Engrave valuable equipment with a driver's license number or student identification number.
- n. Copy all important papers and cards that are in your purse or wallet. Keep the copies in a safe place; the information will be invaluable if they are lost or stolen.
- o. The University cannot be responsible for loss due to theft, fire, etc. Students are encouraged to obtain renters insurance if they are not covered by their family's policy.

## Emergency Procedures

### Sexual Assault

- a. If you are a victim or witness of a sexual assault GET HELP QUICKLY!
- b. Go to a safe place, dial 911 or 6500 immediately.
- c. Information to give to the officer: who, what, when, and where the situation is.
- d. Do not disturb anything in the area where the assault occurred.

### Campus Safety:

- a. Avoid working or studying alone in a building at night.
- b. Avoid walking or running alone at night near dark or wooded areas.
- c. Avoid using stairs in remote sections of a building.
- d. Keep personal belongings in view while in class, the library, or lab.
- e. When in an elevator, position yourself next to the controls. Having a stranger in control of the emergency stop switch could be dangerous.

### Fire Safety/Dorm Evacuation

1. If the fire alarm sounds:
  - a. Before leaving room touch door to see if it is hot. If hot stand by the window.

- b. If the door is cool to the touch, exit carefully and proceed to the nearest exit.
  - c. Leave the building as quickly as possible.
  - d. Do not stop to retrieve personal possessions or make phone calls.
  - e. Use the evacuation route according to posted building evacuation plans.
  - f. If debris falls around you, get under a sturdy table or desk until it stops.
  - g. Leave quickly but watch for weakened floors, stairs and falling debris as you exit.
  - h. Close doors behind you.
  - i. Move at least 500 feet away from the building after you evacuate and proceed to the designated meeting place.
2. If there is a fire:
- a. Pull the fire alarm.
  - b. Stay low to the floor and exit the building as quickly as possible.
  - c. Cover your nose and mouth with a wet cloth.
  - d. When approaching a close door, use the back of your hand to feel the lower middle, and upper parts of the door.
  - e. Never use the palm of your hand or fingers to test heat: burning of these areas could hamper your ability to escape a fire (i.e. ladders and crawling).
  - f. If the door is NOT hot, open slowly to ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door and use an alternate escape route, such as a window. If that route is clear, leave immediately. Be prepared to crawl as smoke and heat rise. The air is clearer and cooler near the floor.
  - g. If the door is hot, do not open it. Escape through a window. If you cannot escape, hang a white or light colored sheet outside the window, alerting fire fighters to your presence.
  - h. Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

### ATM Safety

- a. If possible, have another person accompany you when using your ATM or making a night deposit.
- b. After dark, use an ATM/night deposit that is well lit. Try to use a drive up or one inside a supermarket, when possible. When at a

drive-up ATM, lock your vehicle doors. Take your keys when you leave your car.

- c. Be alert and cautious of anyone loitering around the ATM/night deposit.
- d. Always have an emergency plan of action in your mind. And stay alert to everything that is going on around you.
- e. Complete your transactions quickly, put your money away and leave immediately. Always take your receipt as it has your account number on it.
- f. Protect the Personal Identification Number that you use with your ATM. Do not write it on the card, and stand in front of the machine when entering the number so no one can see it.

### Personal Safety in Your Car

- a. Always keep your car doors locked.
- b. Never give strangers a ride, even if they claim to be students.
- c. Check the back seat before entering a car.
- d. Keep your vehicle properly maintained, and try to always have at least a quarter tank of gas.
- e. Put valuables in the trunk, not on the seats.
- f. Always carry enough change for a phone call.
- g. Be sure that you have a good spare tire and a jack.
- h. If you break down, wait with your vehicle and ask a passerby to call AAA or the police. Don't accept a ride with a stranger.
- i. If you feel that you're being followed, reroute your direction of travel toward a well-lit public area, preferably a police station.
- j. Keep a copy of your vehicle registration in your vehicle; keep the original at home.

### Emergency Telephone Numbers

*Miami Gardens Police Department Emergency: 911*

*MGPD Non-Emergency: 305-474-6473*

#### *Fire/Rescue Department*

*Emergency: 911*

*Non-Emergency: 305-474-6473*

*Public Safety: 305-628-6500*

*Maintenance: 305-628-6594*

*Health & Wellness: 305-628-6691*

## Parking and Auto Registration Policies

### Parking

Each student is responsible for operating the vehicle in a safe and courteous manner on the St. Thomas University campus. Students must adhere to all traffic and parking signs. Parking of any motor vehicle on the grass, medians, sidewalks, and places not designated as parking areas is illegal.

All traffic control signs posted on campus property are to be obeyed as stipulated in the State of Florida Driver's Manual. St. Thomas University will adopt and implement the directives set forth in each of the Florida Statutes regarding the operation of a motor vehicle on public regulated roadways with regards to traffic control signage, and apply it to the directives set forth to regulate motor vehicles operating on campus property.

A maximum speed limit of 20 MPH will be enforced on the campus at all times. Speeding, failing to stop at stop signs, and failing to obey informational signs will be considered moving violations and citations will be issued accordingly. Motorcycles and mopeds will follow the same rules as automobiles for registration and operation on the St. Thomas University campus. See item #24 of the Student Code; section VII Violation of University Standards.

Every St. Thomas University student who operates a motor vehicle on the university campus must register his or her vehicle. Registration requirements are: a valid driver's license, a valid STU student ID, proof of vehicle insurance and proof of vehicle registration. Students using more than one vehicle must register each vehicle. Vehicle registration must be done within the first two weeks of classes, and may be handled at the gatehouse. See item #8 of the Student Code; section VII Violation of University Standards.

### Auto Registration

Upon registering a vehicle each student is then issued a parking decal, which is to be fully affixed to the lower left corner of the **front** windshield in a manner to permit quick inspection by security officers. Failure to register a student vehicle by the 10th day of classes in any term will possibly result in a late registration fee penalty and the possibility of having the vehicle towed from the St. Thomas University campus. Students will be responsible for the towing fee as well as impound fees.

## Vehicle Repairs and Towing

To ensure the safety and well being of students, faculty and staff personnel, Public Safety and campus maintenance personnel are prohibited from performing any vehicle repairs, towing, or lockout procedures. However, vehicle repair accommodations have been made to assist university personnel 24 hours a day, 7 days a week through a local vehicle towing and maintenance shop. Please contact the St. Thomas University Department of Public Safety Office at ext. 6500 for assistance.

*For more information log onto:  
<http://www.stu.edu/>*





## ACADEMIC CONDUCT CODE

St. Thomas University, Florida's Archdiocesan Catholic University, adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith, and values the wisdom to be found in the Bible and in other church teaching. St. Thomas seeks to establish a Judeo-Christian environment in which all may develop spiritually as well as intellectually.

The academic community places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are expected to maintain the highest standard of academic honesty and present work that is genuinely their own. Academic dishonesty undermines the establishment of the Judeo-Christian environment sought by St. Thomas. Therefore, faculty and students will neither commit nor tolerate cheating, plagiarism, or any other form of academic dishonesty.

### HOW DOES ONE IMPLEMENT THE VALUE OF ACADEMIC HONESTY?

1. Know what academic dishonesty is and avoid any occurrence of it.
2. Prepare thoroughly for all assignments.
3. Prepare thoroughly for all tests.
4. Do not let other students copy from your work or tests.
5. Discourage dishonesty among other students.
6. Refuse to assist dishonest students who cheat, plagiarize, or are dishonest in other ways.

### WHAT IS ACADEMIC DISHONESTY?

Academic dishonesty is considered to be the representation of another's work as one's own, either directly or through complicity in falsification; cheating; plagiarism; facilitation of academic dishonesty; or infringement on the academic rights of others. Instructors show responsibility toward the prevention of academic dishonesty by explaining to students what constitutes academic dishonesty within the particular requirements of a course.

### AREAS OF ACADEMIC DISHONESTY

1. Falsification is the intentional and unauthorized invention or fabrication of any information or citation in an academic exercise. An example of falsification includes but is not limited to making misrepresentations about facts in a report for a class.

2. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.

Examples of cheating include but are not limited to:

- a. Looking at notes or another student's examination during a test or allowing another student to do so. Tests and examinations are considered original work unless working together is expressly permitted by the instructor.
  - b. Copying homework assignments from another student or source when not permitted by the instructor or giving your homework to another student to copy.
  - c. Submitting as your own work any academic exercise prepared by someone else.
  - d. Submitting the same paper in two or more courses without the permission of the appropriate instructors.
  - e. Having another student take your examination or do/prepare your assigned work.
3. Plagiarism is intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.

Examples of plagiarism include but are not limited to:

- a. Presenting assignments, such as course preparations, examinations, tests, projects, and term papers, which are not original work of the student. Original work of the student may include thoughts, ideas, and words of another author only if their source is acknowledged using normally accepted standards.
  - b. Using information from printed/video/audio materials produced by others and presenting it as your own.
  - c. Altering thoughts or writing of others to make them appear as one's own. Purchasing, rewriting, or stealing a paper and making it look as if it were your own.
4. Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Examples of facilitating academic dishonesty include but are not limited to:

- a. Giving or selling a term paper or project to another student.

- b. Stealing a term paper or project for the purpose of giving or selling it to another student.
- c. Taking an exam or preparing work for another student.
- d. Offering money or a gift to a faculty member or anybody else in an attempt to gain an academic advantage.

## **ACADEMIC DISHONESTY**

### **ACADEMIC DISCIPLINARY COMMITTEE**

This committee is appointed at the beginning of the academic year to hear student appeals. The committee is comprised of one faculty member from each School/College appointed by the Dean of that School/College and the student body President. The decision of this committee is final and should be immediately communicated to the Dean of the School/College whose decision was appealed.

### **PROCEDURES TO BE FOLLOWED IF A STUDENT IS ACCUSED OF ACADEMIC DISHONESTY**

#### **OFFENSE INVOLVING A STUDENT'S GRADE**

In the case where the charge of academic dishonesty involves a grade for the student in a specific course or program the procedure to follow is:

1. If there is reason to suspect that a student has violated the Academic Conduct Code, the instructor must discuss, in private, the charges and evidence with the student.
2. If the instructor is satisfied that the charges are justified, a grade of "F" may be assigned to the work of the student, or if the instructor is convinced that the act of academic dishonesty is sufficiently serious, the student may be given the grade of "F" for the course. The instructor will notify the student of the decision. If the student does not appeal this decision, then no further action is necessary.
3. If the incident is not resolved, the student must appeal in writing to the Chairperson or the Dean's Designee for consideration. If the incident is unresolved, the Chairperson or the Dean's Designee will communicate the incident to the Dean of the School/College in which that course is offered, who will issue a decision within 15 days.
4. The student will have the right to appeal the decision of the Dean in writing (within 30 days of the Dean's decision) to the

Academic Disciplinary Committee and to have a hearing with the Dean present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final.

#### OFFENSE NOT INVOLVING A STUDENT'S GRADE IN A COURSE

1. When the academic dishonesty involves more than the grade in a course, the offense is reported to the Dean of the School/College. The Dean must discuss, in private, the charges and evidence with the student. In situations where more than one School/College is involved, the offense is reported to the Associate Provost.
2. If the Dean/Associate Provost is satisfied that the charges are justified, the appropriate administrator will notify the student of the decision and penalty within 15 days.
3. The student will have the right to appeal the decision of the Dean/Associate Provost in writing (within 30 days of the notification of the decision) to the Academic Disciplinary Committee and to have a hearing with the academic administrator present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final.

If, at any stage, the student is found innocent of the accusation, no further action will be taken, and there will be no evidence of the incident recorded in the student's record.

If the student is found to be guilty of academic dishonesty sufficient in magnitude to result in expulsion from the university, a record of the incident will be placed in the student's academic record in the Office of Records, Registration and Academic Computing by the Dean. If the student is allowed to re-enroll in the university and completes his/her degree/certificates successfully without further violation of the Academic Code, the record of the incident will be removed from the student's file upon degree/certificate completion.

#### ATTENDANCE POLICY

Beginning July 1, 2011, any institution that requires the faculty to take attendance for any part of the semester, now is defined as an institution

required to take attendance and the institution must return any unearned Title IV funds within 45 days of the student's last actual date of attendance. In addition, we can no longer use an official withdrawal as the last date of attendance. The institution must document a student's unofficial withdrawal (last date of attendance) and maintain that documentation.

Beginning July 1, 2011, attendance is course specific. In addition, the definition is somewhat different for regular courses which meet in a classroom and distance education courses. For regular classroom courses, the student can attend the class, turn in an assignment or engage in any interactive course related activity with the instructor. The requirement to demonstrate attendance is engaging in a current course activity.

To be counted as in attendance for an on-line course, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will receive the credit for the course. These changes will impact A-term courses and cohort courses where the individual courses do not span the full semester. Previously, we treated these courses like all other courses. However, beginning July 1, 2011, any student who stops attending a compressed course is not registered for and attending some other course, and does not confirm that they plan on attending another modular/compressed or regular course within 45 days, will be considered withdrawn. This change implies that institutions can no longer assume based on an earlier registration, that the student will attend a later compressed course if they stop attending a current course.

Prior to July 1, 2011, attendance for **Distance Education Courses** could be demonstrated simply by logging into the course or submitting an assignment electronically. However, as the next step implementing the requirement that the individual who registers for a **Distance Education Course** and gets the credit for the course must also do the work for the course (required by the reauthorization of the Higher Education Act), the U.S. Department of Education has changed the definition of attendance. To be counted as in attendance for an **On-line Course**, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will

receive the credit for the course. See the specific requirement from the Federal Register quoted below.

"With respect to what constitutes attendance in a **Distance Education** context, the Department does not believe that documenting that a student has logged into an **on-line class** is sufficient by itself to demonstrate academic attendance by the student because a student logging in with no participation thereafter may indicate that the student is not even present at the computer past that point. Further, there is also a potential that someone other than the student may have logged into a class using the student's information to create the appearance the student was **on-line**. Instead, an institution must demonstrate that a student participated in class or was otherwise engaged in an academically-related activity, such as by contributing to an **on-line discussion** or initiating contact with a faculty member to ask a course-related question. This position is consistent with the current guidance the Department has provided to individual institutions regarding the applicability of the regulations to **on-line programs**." *Source: U.S. Department of Education Regulations, October 29, 2010.*

## **BEHAVIORAL VIOLATION AND ACADEMIC IMPACT**

In the case of Code of Conduct behavioral violations leading to student expulsion, the student is to be given an Administrative Withdrawal for all courses in which final grade determinations cannot be made. In courses where final grade determination can be made, students will be awarded the grade as calculated by the corresponding professors.

## **ACADEMIC GRIEVANCES**

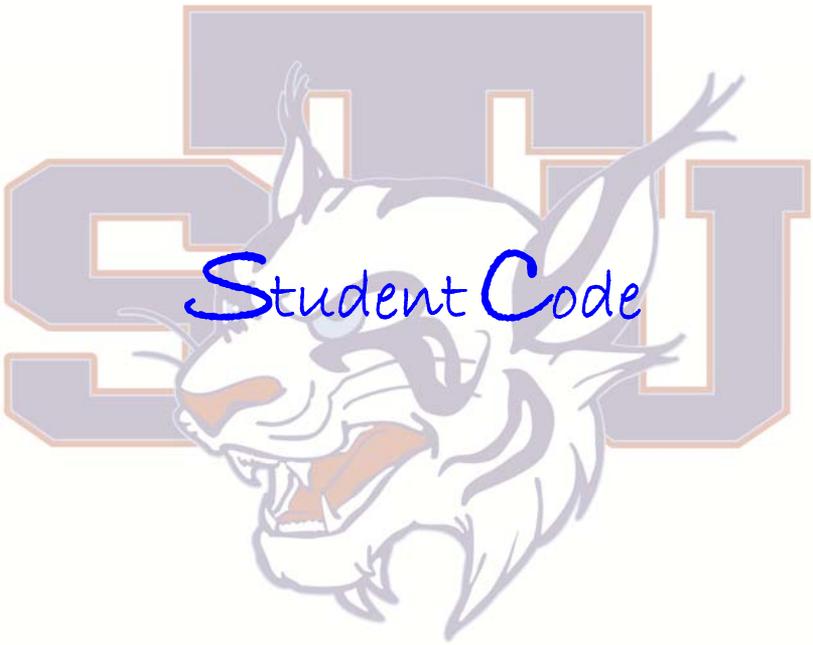
It is assumed that most grievances will be resolved in conversation between student and professor. Grade appeals must be initiated NO LATER than 45 days after the end of the semester or term which the grade was received. Requests for an appeal filed after the 45 day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the Dean will appoint an appropriate faculty member to serve in this

capacity. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean's designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.

3. The student may appeal the decision of the chairperson or Dean's designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean's absence.





# STUDENT CODE OF CONDUCT

## PART ONE

### STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

#### I. DEFINITIONS

As used in this Student Code of Conduct, the following terms shall have the following meanings:

- A. "University" means St. Thomas University, its faculty and staff.
- B. "Student" means all persons whose primary relationship to the University is as a student, presently registered at the University either full-time or part-time, or continuing education, pursuing undergraduate or graduate studies, law studies or any university affiliated program.
- C. "Guests" means any person participating in a STU sponsored activity, or who visits the University and its satellites not identified in other definition categories.
- D. "Instructor" means any person hired by the University to conduct classroom or laboratory activities.
- E. "Student Organization" means a group of students who have complied with the requirements of the University for formal recognition as set forth in Section VIII of this code.
- F. "Group" means a number of students who have not complied with the requirements for formal recognition as a student organization.
- G. "Student Media" means either an organization whose primary purpose is to publish and distribute any publication (paper, web or digital) on the University campus or a regular publication of any student organization.
- H. "Custodian/University Official" means the administrative officer of the University with applicable supervisory authority.
- I. "Shall" is used in the imperative sense.
- J. "Must" is used in the required sense.
- K. "May" is used in the permissive sense.
- L. All other terms have their natural meaning unless the context dictates otherwise.

#### II. STUDENT RIGHTS

- A. This Student Code of Conduct recognizes that students are members of an academic community, are entitled to the rights set forth herein, including, to the extent provided by applicable law, the right to be free from discrimination and harassment. For

example, gender, religion, race, national origin, creed, physical limitation or sexual orientation. Please refer to the University's Anti-Discrimination and Anti-Harassment policy.

- B. The University reserves the right to change the provisions of the Student Code of Conduct as it deems necessary without advance notice. Every academic year, changes are made in policies, procedures and guidelines that may affect the information included in the Student Code of Conduct. It is wise to check with the appropriate office or University official to make sure you have accurate and current information. In addition, except to the extent expressly provided herein, the Student Code of Conduct is not intended to deal with financial obligations, mental health problems or residence assignments; the University retains its traditional powers in these and all other areas of student life

### III. ACCESS TO STUDENT RECORDS

In accordance with its obligation under federal law, the University shall provide students access to official University records directly related to themselves and an opportunity for a hearing to challenge such records, as set forth herein. In addition, the University shall obtain the written consent of the student before releasing personally identifiable data from University records to persons identified in this Code. The University shall notify the students of these rights in the University Catalog and Student Handbook.

- A. University educational records are maintained by:
  - 1. The Office of Records,
  - 2. The Office of Student Affairs,
  - 3. The Financial Aid Office,
  - 4. The Office of Student Accounts,
  - 5. to a limited extent, Academic Divisions and the Office of Health and Wellness.
- B. The student permanent record maintained by the University. Refer to Permanent Record under the Office of Records.
- C. Student records not included in the permanent. Refer to the Other Student Records under the Office of Records section.
- D. All students of the University have the following rights with regard to educational records maintained by the University.
  - 1. Every student has the right to review and make copies of documents in the educational records maintained by the University relating to him/her (except for the records described herein and in item 2, below). These records generally include all records of a personally identifiable

nature; however, they exclude the financial records of parents and confidential letters and statements of recommendation received prior to June 1, 1975.

2. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional capacity regarding a student, while the student was attending the University are not available for review by the student. The student does, however, have the right to select a physician or other appropriate professional to review these records on the student's behalf and at the student's expense.
- E. Requests by students to inspect and review permanent records must be made in writing to the Office of Records for educational records or the Office of Student Affairs (Access Request to Student Records Form) for behavioral records, between the hours of 10:00 A.M. and 4:00 P.M. weekdays. Copies of available permanent records may be made at the time the student reviews the files, at an appropriate charge. The University will comply with the request, no later than 30 days from the date the request is received by the University.
  - F. If a student or a parent of a dependent student (as defined in Section K, below) believes that any information in the student's permanent records is inaccurate or misleading, he/she may request in writing, that the custodian of the permanent record amend, delete, or otherwise modify the objectionable material. If his/her request is denied, he/she may request that a hearing be held on his/her request. At the hearing, the student or parent has the right to place in the permanent record a statement or other explanatory document relating to the disputed information.
  - G. If a student or a parent of a dependent student believes that any of the student's rights have been violated by the University, he/she should take such facts known to the Department of Student Affairs in writing. If the Department of Student Affairs does not resolve the matter and the student still believes that his/her rights have been violated, he/she may so inform the U.S. Department of Education in writing. (Refer to the Grievance Policy in Part Two.)
  - H. Except as specified in this Section and in Section I below, the University shall not voluntarily release to persons or organizations outside the University any information maintained in educational

records, without prior consent or waiver by the student about whom the information is sought. The University does have the right to release the following information without prior consent by the student: 1. name; 2. major field of study; 3. dates of attendance; 4. degrees and awards received. If a student does not desire any of this information made public, either in a directory of students, or in any other manner, the student must inform the Office of Records no later than the end of the second week of classes of the semester/term in which he/she desires that the restriction take effect. Thereafter, the student's desire to continue the restriction will be presumed unless he/she revokes it in writing.

- I. In addition to the situations described in Section H, above, release of information from permanent student record to outside parties does not require the student's consent in the following situations:
  1. compilations of general enrollment data for reports required by the U.S. Government and the State of Florida;
  2. participation in information-sharing with educational service associations such as the College Scholarship Service, the American Council on Education, and the Association of Catholic Colleges and Universities;
  3. a personal emergency which is judged by the University to threaten the health or safety of the student;
  4. compliance with judicial orders and subpoenas, and cooperation with police and prosecutors to the extent determined by the University;
- J. Any release of information, which identifies an individual student and requires the student's consent will be logged in his/her permanent record.

#### **IV. CAMPUS EXPRESSION**

- A. Discussion and expression of all views is permitted within the University, subject to requirements for the maintenance of order and in keeping with our Catholic heritage and tradition. Support for any cause by orderly means, which do not disrupt the operation of the University, is permitted. The University retains the right to act to protect the safety of individuals, the protection of property and the continuity of the educational process.
- B. Students, interest groups and student organizations may invite and hear any speaker of their choosing, subject to the

requirements, set forth in Section VI below, for use of University facilities.

- C. All University students have the right to express their views, both individually and collectively, on issues relating to University policy, through the means provided by the established Governance System, other University committees and student media.

## V. RECRUITING ON CAMPUS

Any job-recruitment agency or employer desiring to recruit at the University must register with the Career Services Office and agree in writing not to discriminate in its recruiting and hiring on the basis of gender, race, national origin, creed, or physical limitation, to the extent required by applicable law.

## VI. UNIVERSITY FACILITIES

University facilities are provided primarily for the support of the educational functions of the University and the activities necessary for the support of these functions. University functions take precedence over any other activities in the use of these facilities.

### Priority use for reserving facilities:

- STU Academic Credit Programs (class schedule)
- STU Programmatic Functions (student activities, university conferences, athletic games, etc)
- Archdiocese of Miami (ADOM) Events
- STU personal use events
- Non-STU events (rentals)

Facilities are reserved on a first come basis. Plan in advance. This priority list is not to be used as a tool for “bumping” activities which have already been confirmed and scheduled.

Event and Conference Services (ECS) is responsible for all scheduled events. The individual, group, or organization requesting space and media equipment must inform ECS of the general purpose of the function, so that ECS can schedule an appropriate location. ECS has discretion over which space is assigned to the requesting group. The event is not approved until an official confirmation is received in writing from ECS. Announcements/publicity for events should not be disseminated until the written confirmation is received.

Fees will be imposed for any special services required in connection with the event.

STU organizations and interest groups must follow pertinent program/event planning procedures outlined by the STU student governance system. Physical abuse of assigned facilities and media equipment will require restitution for all damages and may result in limitations and/or loss of use privileges for future events. STU organizations that violate this policy will be sanctioned as outlined by the STU student governance system.

For additional information access the website at:

<http://www.stu.edu/AboutSTU/Administration/tabid/192/FacilitiesRentals/tabid/207/Default.aspx>

## **VII. VIOLATION OF UNIVERSITY STANDARDS**

The Student Code of Conduct describes behaviors that are inconsistent with the essential values of the University community. The University retains the right to modify the Student Code of Conduct at any time without advanced notice. The University reserves the right to discipline any student and/or their guest who engages in misconduct, that adversely affects the pursuit of the University's educational purposes and objectives or otherwise violates University rules. Students are held accountable for their guest's actions and may be subject to disciplinary action for their guest's infractions of the Student Code of Conduct. Intentionally attempting or assisting in violation of the student code may be considered as serious as engaging in the behavior. A person commits an attempt when, with intent to commit a specific violation of the Code of Conduct, he/she performs any act that constitutes a substantial step toward the commission of that violation.

### Application of this Code

Sanctions for the conduct listed below can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University whether it occurs on or off campus, including online social networking site like MySpace, Facebook and Twitter is a violation of the Student Code of Conduct.

In cases where the School of Law students have allegedly violated the Student Code of Conduct, the Dean of Students (or designee) and/or the Dena of the School of Law will determine if the student will be held

accountable to the University Student code of Conduct or the School of Law Code of Conduct.

In addition to other misconduct that is described in the University Student Handbook, The Code of conduct includes, but is not limited to:

1. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
2. Students associated with or present during the commission of an act(s) by another that constitutes a violation of University policy, may also be charged if the student's behavior constitutes permission, is judged to contribute to, or condones the violation.
3. Failing to wear appropriate clothing, accessories, and head or foot coverings while utilizing any University facility. Appropriate attire is required for formal convocations, formal receptions and other formal occasions of a ceremonial nature. Clothing with derogatory, offensive and/or lewd messages either in words or pictures is prohibited.
4. Dishonesty, including: cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage; furnishing false information to a University official, faculty member, campus office or government official; forgery, alteration, or misuse of a University document, record or key is prohibited.
5. STU students are expected to correctly identify themselves at all times and present this information courteously upon request by a University official, Resident Assistant, Public Safety or by a law enforcement officer. A STU I.D. card is to be used only by its owner. This card may not be loaned, sold, fabricated, altered or transferred. The possession, use, manufacture or sale of falsified government issued or altered identification cards are strictly prohibited.
6. Unauthorized entry into, presence in, use of, or misuse of University property.
7. Students are prohibited from the roofs of University buildings, fire escapes, ledges, minarets, service elevators, balconies, fountains and other areas that designated as closed to students.
8. The use of any tobacco products (i.e. cigarettes, cigars and smokeless tobacco) in any University facility including, but not limited to student rooms, classrooms, athletic fields, athletic buildings, libraries, museum, computing labs, dining areas or

- areas designated "No Smoking." Additionally, all designated smoking areas must be at least 25 feet away from entries, outdoor air intakes, and operable windows.
9. Soliciting or assisting another student to do any act that could subject him/her to discipline for violation of University standards or regulations.
  10. Any expression of indecent, lewd or abhorrent conduct, communication or dress, including but not limited to behavior or profanity in verbal or written form on or off campus or during a University sponsored event, or when communicating with a University official/representative.
  11. Failure to abide by University traffic regulations regarding parking, speed limits, and safe operation of motor vehicles.
  12. Violation of University Computing and Technology policies, including but not limited to use of email accounts, computer usage, and conduct in computer labs. All students are assigned STU email account upon entering the University. All official notices are sent via STU email accounts and students are charged with the responsibility of accessing and acting upon receipt of such notices. Official notices regarding class information, attendance issues, financial aid status, scholarships, employment information, student behavior and other matters are disseminated by use of STU email only.
  13. Any act of defamation, libel or slander towards another member of the University community, including but not limited to unauthorized recording, dissemination, or publication of unauthorized material(s) is prohibited.
  14. Any words or acts, whether intentional or a product of disregard for the safety, rights, or welfare of others, or which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rightful actions or comfort are prohibited.
  15. Violation of Residence Life policies.
  16. Violation of provisions stated in the Student Athlete Handbook and Drug Policy Manual.
  17. Theft, misappropriation, vandalism or grossly negligent damage to any University property or private property of any member of the University community or any other person on University property.
  18. Providing any material that can be utilized for consumption by wild, domesticated or feral animals to provide nourishment. Including the feeding, spreading, casting, laying, depositing, throwing,

- placing, leaving or dumping of food on campus is strictly prohibited.
19. Pets including but not limited to warm blooded (cats, dogs, ferrets, etc), feathered and poisonous pets are prohibited on campus. This policy includes the pets of guests or visitors who may only be for a short time. No pets, other than non-poisonous fish, are permitted in campus facilities, including the residence halls. Aquariums may not exceed 10 gallons.
  20. Unauthorized use of or misuse of, including mutilation and/or defacing of educational materials, University records or University property.
  21. Unauthorized entry into, presence in, use of, or misuse of University property will be considered trespassing and Public Safety and/or Miami Gardens police will be notified.
  22. Threat of, or actual implication of, bodily harm or physical/psychological abuse or injury including hazing to any member of the University community, any other person on University property or oneself.
  23. Physical obstruction or verbal disruption of authorized University programs, events, functions or activities.
  24. Tampering with fire extinguisher and/or equipment.
  25. Setting off a false fire alarm or reporting false emergency. Tampering with or misuse of fire hoses or extinguishers, alarm equipment, smoke/heat detectors, sprinkler systems, emergency exits, windows, doors, and fire exit signs is prohibited. It is the responsibility of all students to notify the proper officials in case of fire or arson. Negligence and carelessness in matters of fire safety is not condoned.
  26. Unauthorized consumption, possession, distribution, transfer or sale of alcoholic beverages anywhere on University property or at a University sponsored event.
  27. Forgery, alteration or unauthorized use or misuse of any official University document, name, symbol, record, or student or employee identification card.
  28. Failing to comply with directions or interference with any University official/representative including but not limited Public Safety, staff members, faculty members, dining staff, physical plant staff and student residence hall staff, relating to the provisions of the Student Code of Conduct, Academic Code, health and safety statutes, emergency management policies or any other

- regulations, which the University may adopt is prohibited. A directive may be considered any written or verbal mandate.
29. Skateboarding, roller blades, in-line skating and bicycling are prohibited in the interiors or near the entrances and exits of all facilities.
  30. Violation of any criminal statutes of the United States or the State of Florida, or ordinances of Miami-Dade County, which directly affects the University community.
  31. Use, possession, distribution, transfer, cultivation, production, sale, gift or exchange of illegal drugs, narcotics, hallucinogenic agents or controlled substances including prescribed drugs anywhere on University property. Illegal drugs are defined as but not limited to: any stimulant; intoxicant (other than alcohol); nervous system depressant; hallucinogen; other chemical substance, compound or combination when used to: induce an altered state; and/or including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use. Drug paraphernalia is defined as but not limited to: any material; product; instrument or item used to create; manufacture; distribute; use or otherwise manipulate any drug and includes, but is not limited to: hypodermic needles; syringes; bongs or pipes.
  32. Possession of illegal drug paraphernalia, such as pipes, bongs, hookahs or packaging materials or any item containing illegal substance residue.
  33. Construction of or actual possession of firearms, ammunition, firearm parts or any other inherently dangerous weapons, weapons parts, chemicals or explosive materials.
  34. Intentionally setting fire to University property.
  35. Destruction or damage to University property or other property in the University community.
  36. Use of cell phones, PDA's and other electronic communication devices (i.e. initiating phone calls, sending email or text messages, etc.) in classrooms or during University sponsored events. Students are permitted to receive emergency text messages or emails, but all notification must either be silent or vibrate mode and not disturb the class.
  37. Failing to complete an accountability sanction is a violation the Student Code policy and will result in additional judicial action (i.e. administrative charge, probation, suspension or expulsion).

38. Attempting to discourage another from participating in the student discipline matter or attempting to influence the impartiality of any participant in a student discipline matter.
39. Conduct (including in social media outlets) without consent that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, public indecency, voyeurism or sexual misconduct. Any behavior determined to constitute sexual harassment and/or sexual assault will be subject to disciplinary actions by the University and/or criminal and civil sanction by the appropriate courts.
40. Misuse of computer facilities or resources, including: Unauthorized entry into a file, for any purpose; unauthorized transfer of a file; Use of another's identification or password; use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community; use of computing facilities and resources to send obscene or intimidating and abusive messages; use of computing facilities and resources to interfere with normal University operations; use of computing facilities and resources in violation of copyright laws; violation of a campus computer use policy.
41. Any game (poker, blackjack, dominos, etc.) played for stakes or items of tangible value are considered gambling and therefore are not permitted. With relation to athletic events, no student athletes, faculty or staff shall knowingly: provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competitions; solicit a bet on any intercollegiate team; accept a bet on any team representing the institution; solicit or accept a bet on any intercollegiate competition for any item (i.e. cash, clothing, dinner, etc.) that has tangible value; participate in any gambling activity that involves intercollegiate athletics, through bookmaker, a parlay card or any other method employed by organized gambling.
42. Students are responsible for the actions and behavior of their guest(s), visitor(s) or those they are hosting, at all times. Student hosts should accompany their guests at all times. Guest(s) or Visitor(s) visiting the residence halls should be registered with Residence Life staff. If a Guest(s) or Visitor(s) violates STU policies, the host may be held accountable and the guest or visitor and they may be asked to leave. Residents are responsible for

- properly and accurately identifying their visitor(s) or guest(s) to University staff upon request.
43. St. Thomas University is an institution of higher learning that is dedicated to thorough and reasoned search for knowledge. As such peaceful demonstrations and academic gatherings may not be disturbed or threatened. Students may not gather in such a manner as to disturb the peace or interrupt the proper functioning of the institution.
  44. Any person or organization wishing to sell, post or distribute materials on campus must obtain permission from the appropriate University office (Student Life or Residence Life) and follow all guidelines for the area where the selling, posting or distributing is taking place. Written permission must be obtained from the Office of Student Life for any student organization to sell, distribute, solicit or advertise any commercial or noncommercial product or material.

### **GOOD SAMARITAN**

Students or members of the community who observe a medical or other emergency are obligated to call for help. If the "Good Samaritan" who places a call for help is found to be in violation of the Student Code, the fact that they placed the call will be considered when sanctions are imposed on an individual or student organization. *If you feel a community member is in need of medical assistance please contact Public Safety at (305) 628-6500.*

*Please refer to the Academic Code of Conduct for the following infractions:*

- A. Consuming food or beverages in classrooms, laboratories, library, and areas designated "No Food or Beverages."
- B. Physical obstruction or verbal disruption of teaching, research, disciplinary proceedings or authorized University programs, events, functions or activities.
- C. Failing, after warning, to wear clothing or foot coverings while attending classes or utilizing any University -facility.
- D. Smoking in classrooms, laboratories, library, and areas designated "No Smoking."
- E. Cheating or plagiarism in connection with an academic program at the University.



## I. RESIDENCE HALL POLICIES, RIGHTS, AND RESPONSIBILITIES

The following regulations are enacted to protect the general welfare and functioning of the residential community. The residential community is intended to support student in their education pursuits. Disrupting the educational mission of residence life or infractions of any regulations may result in disciplinary action including, but not limited to, fines, loss of privileges, change of residency, or dismissal from the residence halls. Student conduct, that is inconsistent with the goals and objectives of St. Thomas University mission, will not be tolerated. Residents are required to become familiar with, and abide by the provisions outlined and set forth in the Housing Contract, the Student Code of Conduct and any housing publications.

### Community Respect Statement

Each resident shares the responsibility of creating an environment in which all residents are respected and valued – regardless of one's age, weight, gender, orientation, disability, race, ethnicity, color, creed, national origin, cultural, background, socio-economic status, or religious affiliation or conviction. Each resident shares the responsibility for: getting to know people from different groups

### Sustainability Statement

Residence Life fosters a culture of environmental sustainability and civic responsibility by educating individuals about their impact on the campus, local, and global communities. We seek to initiate actions and awareness to create sustainable environments and healthy social systems.

Sustainability refers to a pattern of resource use that aims to meet human needs while preserving the environment without degrading the economic, ecologic, or social systems that future generations will rely on for meeting their needs. Sustainability is also a process of continuous improvement where slight changes in habits and lifestyles along with new technologies can yield tremendous benefits for the community, the economy, and the environment.

Residence Life Sustainability programs are designed to help STU students make responsible and sustainable lifestyle choices that reduce the use of energy, water and limit waste; ultimately lessening the overall ecological footprint of our residence halls.

## Hall Government

You have the opportunity to become involved with hall government in the Residence Hall Association Council (RHAC), which is the on-campus residence hall government. The RHAC functions as the programming and governing body for the residence hall. This also offers you an opportunity to get involved, to have a voice in how your residence hall operates, and to plan hall activities. Halls elect or select an executive board consisting of interested students who want to lead their hall. Meetings are open to all residents. Responsibilities of the hall council include: planning social, educational, recreational, cultural, and academic events; promoting and assisting in special campus events; and reviewing and supporting the hall policies in addition to those policies maintained by the University. Benefits from participating in hall council are numerous:

- Opportunities to develop interpersonal skills
- To enhance leadership skills
- Planning student activities
- To voice concerns about hall policies and procedures
- And provide an experience base that can be highlighted on your resume and can be utilized throughout your life.

## General Guidelines for Successful Residence Life

College means different things to each person, but the one thing it means for most people is more freedom. You will be responsible for going to class, navigating around campus, and finding help where you need it. Adjusting to college life can be difficult, which is why STU offers a strong network of people, organizations, and services that will help you get involved and make the most of your college experience.

Even though you have attended school for most of your life, college differs greatly from what you have experienced. It is your responsibility to attend class and turn in assignments. Learning is a shared process between you and the professor. Professors create a syllabus for their class so that you know what assignments are due and what is expected of you. However, you are responsible for attending class, doing assignments, and meeting your potential.

For students who are looking to get involved outside of the classroom, the best place to start may be in your resident hall. Your resident advisor (RA) organizes hall events to create a sense of community and introduce you to different events and opportunities on campus. Sharing a room, possibly for the first time, can be tricky. Your RA can help you adjust to

college residence life as well. If you have a roommate issue and need a moderator, your RA will help.

Additional tips for a successful Residential Life experience at STU are:

- Avoid leaving fruits in your room – this will attract fruit flies and gnats; once they are in the room, they are very hard to remove. Throw the fruit away in the trash chute or outside.
- Toilet and sink overflow – if there is a problem with overflow, the handles behind and below the toilet and sink will allow you to stop the water pressure. Residents will be responsible for all water damage.
- Candy and food – do not leave food on the ground as this will also attract insects like ants. Once they are part of your room, they are very difficult to eliminate. Avoid this and do not leave food lying on the ground or under furniture.
- Wall damage – do not put anything on the walls that sticks permanently or with double sided tape; this will cause damage and you are responsible for the paint repair – e.g. bulletin boards, dry erase boards, etc.
- Open windows and AC – leave the windows closed when the AC is on!!! Failure to do so results in condensation near the vent of the air conditioning and may cause possible mold issues. Additionally, any damage caused is the responsibilities of the residents and may interfere with someone's allergies. Generally, it is a good idea to keep the windows closed at all times to keep insects out and moisture reduced.

## A. RESIDENCE LIFE AGREEMENT

1. When a student signs a Housing Contract (**academic year-long**, both fall and spring semesters with the exception of Winter Break and any portions of the academic year remaining at the time this Contract is signed), the student agrees to respect and adhere to all policies and procedures pertaining to St. Thomas University housing and food service as outlined in the Student Code of Conduct, the Contract and other residence halls or University publications.
2. Each student is responsible for knowing these regulations and conducting themselves accordingly. Students who do not adhere to the University policies and regulations, as specified in the aforementioned publications, are subject to disciplinary action that may include the termination of their residence on campus.

3. Resident students are responsible for rule violations occurring in their respective rooms, whether they are present or not, or in common areas and may be subject to disciplinary action for such violations.
4. The University reserves the right to refuse to enter into any agreement for residence hall accommodations with any student.
5. Where the health, safety or academic environment may be impaired, the University reserves the right to make room changes which may include reassignment(s), to other residence areas or termination of residency. Students who are charged with a violation of regulations may be temporarily removed pending adjudication of charges.

## **B. OCCUPANCY**

1. Occupancy begins when the student signs for the University room key(s). Failure to return a University-issued room key within 2-hours after termination of room occupancy will result in a re-keying charge of the room(s). All withdrawals from the residence halls must be initiated in writing with the Office of Residence Life.
2. Occupancy of a room is limited to the assigned resident, the assigned space and to the period for which the housing fee has been paid. Questions regarding occupancy should be directed to the Office of Residence Life. Residents are not permitted to sublease space to another person. NO student is permitted to enter another student's room without permission from an occupant. No student may sign out a key for another person's room. University keys may not be duplicated, copied or transferred at any time except through the Office of Residence Life.
3. Students may not change or exchange rooms without prior approval from the Office of Residence Life.
4. Room keys are the property of the University and must be produced when requested by a University officer. All students are required to return the issued key(s) to residence life staff, when the occupancy period ends, during scheduled University residential housing closing periods (ex. Winter break) and are to leave their residences in a reasonably clean and orderly condition, and to follow the proper checkout procedures set forth by the Office of Residence Life. Failure to do so will result in an

- administrative fine in addition to damage fines, removal of items left in the room and the re-keying charge if necessary.
5. Upon entering at the beginning of the occupancy period each student must complete a Room Condition Report with a Resident Assistant to indicate the condition of the room. At the end of the occupancy period the condition of the room will be assessed. If there is any damage to the room and its furnishings the students will be charged according.
  6. When a residence hall room becomes half-vacant, the remaining student may be required to consolidate into another half-vacant room. Failure to move by the required deadline may result in disciplinary action and/or fines.
  7. Students who do not claim their room assignment by 5:00P.M. on the second day of classes, or who do not notify the Office of Residence Life prior to the first day of classes regarding their late arrival, will forfeit their room assignment. If the room has been forfeited, the Office of Residence Life will make a new assignment on a space available basis.
  8. Damages to public areas of the residence halls, e.g. lavatories, hallways, lobbies, etc., are the responsibility of every resident on the floor and/or building. When individual responsibility cannot be determined, charges to the deposit will be assessed to all occupants of the floor and/or building.
  9. Residents billed for residence hall damage during the academic year will have ten (10) business days to submit payment to the Business Office. Any student failing to complete payment in the prescribed time, or those who are continuous offenders, may be subject to immediate suspension from the residence hall.
  10. Alterations of the physical structure, property, appliances or furnishings of the residence halls are not permitted without the written authorization of the Office of Residence Life. Draperies, tapestries, blankets, flags, towels or posters which are displayed on walls, ceilings, windows and doors in a manner which could facilitate ignition, block exits or fire detection units or present overhead fire hazards are not permitted. Draperies may not hang suspended from the doorway. Tapestries may not touch light fixtures, block a ceiling sprinkler or hang more than 16 inch from the ceiling. Draperies (non-housing issued) must be made of fire resistant materials.

11. Residents must vacate the residence halls within 24 hours of their last final examination or by the end of the occupancy period, depending on which comes first. During scheduled breaks students must leave their residence hall rooms by the posted date (ex. Winter break) and may not return before posted move-in dates. Residents who do not check out properly will be assessed fines for improper checkout, damages and removal of any left items.
12. Residents may not engage in any sport or sport related activities within the residence hall rooms, lounges, hallways, stairwells, or other public areas. Sports or sports related activities including, but are not limited to, Frisbee, floor hockey, golf, bowling, football, baseball, basketball, and soccer. Also, students may not use water pistols, super-soakers, or any other mechanism that emits projectiles, which includes, but is not limited to, paint guns and other similar items.
13. Before vacating the residence halls, whether at the end of the academic year, semester end, or for other reasons, students must complete a proper check out with a resident assistant. Failure to check out properly will result in a \$250.00 fine as well as any charges for damages or removing items left in the room. The Office of Residence Life will be responsible for assessing damages to a room and making the necessary charges to the student's account. In the event that individual charges cannot be determined, the charges will be split between the roommates. Proper check-out procedures information will be distributed towards the end of the academic year and is always available from the Office of Residence Life. Any items left in the room after checkout or the occupancy date(s) will be discarded.

### **C. ROOMMATE AGREEMENT**

We highly recommend that you sit down with your roommate(s) to discuss this within two days of moving into your residence hall. The questions on the form will prove very helpful in generating discussion about the details of living together. If any disagreements should arise, you will be able to consult your roommate agreement form and make modifications if necessary to solve and avoid future problems.

#### Instructions:

**Read and complete each item:**

- Each roommate should make his/her individual response. Being honest will save time and minimize hurt feelings later.
- If responses to questions are different, discuss that difference and try to reach an understanding that all roommates can live with.
- Write down your agreements. If there are things not listed in the contract that you feel may be important to you, write them down and discuss them too.
- After the document has been signed, return it to your RA for safekeeping. You can request its return as needed and always renegotiate items by mutual agreement as necessary.
- If problems arise, start with discussion. If you want a mediator, utilize your RA or hall Director.

### Lockout Procedures

If a resident is locked out of their room they will be allowed one free "key in" provided an appropriate ID is validated. Failure to present an ID will result in denied room entry. Each time, including the first, a ticket will be given to the resident for the lockout. The second time and each time after that will be charged a \$20 fine for the first unlock; second unlock \$30; third unlock and subsequent \$50. As a last resort, if no ID is available, go to the RA in charge of your floor for assistance. The loss of a key could result in the change of a lock, the cost of which will be on the student.

### **Lockout schedule:**

Midnight to 5 PM – Call Public Safety at (305) 628 – 6500  
5 PM to Midnight – Call the RA on Duty at (786) 298 – 0741

### Room Entry

The University reserves the right to conduct administrative checks or to enter student rooms for the purpose of health and safety inspections and to make improvements or repairs. Such checks include but are not limited to those made to inspect for the presence of unauthorized persons, to inspect for damages, to verify residency, to repair facilities, to inventory room appliances and furnishings, and to inspect for health and safety purposes. This may occur in cases of emergency or where there is a possible threat to life or property, where contraband or prohibited items are/were in view or where the general welfare of hall residents or the university community is concerned.

### Villanova Hall and University Inn Cleaning Schedule

The rooms of Villanova and University Inn are cleaned on a rotational basis. Excessive amounts of garbage should not be left in the hallways, room or common areas. Please dispose of this excess using the trash chute located at the end of the hallway, or the garbage can outside your room.

### Laundry Facilities

Washers and dryers are located in each residential complex. These are operated using a laundry card. The facilities may be used only by residents. All residents interested in using the facilities must purchase a laundry card from the Student Center. A \$5 bill is required to purchase the card and put money on the card to operate the machine. More value can be added to the card in \$5, \$10, and \$20 increments.

### Health and Safety Inspections

In order to ensure clean, healthy, and safe living environments for both current and future residents, health and safety inspections are conducted once per month. All residential students are issued a mandatory 24-hour notice so that they can coordinate cleaning, health, and safety efforts within their bedrooms and/or suite areas. The Resident Life staff is authorized to enter bedrooms even if the resident(s) are not present, given that there was prior notification. Staff members will only inspect in pairs.

### Maintenance and Repairs

If you find something in your room or residence hall that needs to be repaired go directly to the Residence Life Office to submit a work order. This work order will then be submitted to the Physical Plant who is responsible for making the repairs. For emergency situations, please call the RA on duty at (786) 298 – 0741. Remember the Physical Plant is responsible for the upkeep and repair of the entire campus and will sometimes have priority issues where the repair is not an emergency. Please be patient as the Residence Life Office is not responsible for the timeliness of a repair.

### Student Health Insurance Plan Information

All full-time undergraduates (except Organizational Leadership and Health Care Management), full-time Law students and International students will automatically be enrolled in this plan. A Waiver Form

must be completed and turned in by the deadline date if you wish to opt out. The waiver form is located at:  
[www.mybobcatstudentinsurance.com](http://www.mybobcatstudentinsurance.com).

Students failing to waive by the deadline will be automatically enrolled for the Academic Year, the premium will be added to your student account, and you will be responsible for any and all fees that accrue. Waiver submissions may be audited by St. Thomas University and/or their representatives. You may be required to provide, upon request, any coverage documents and/or records demonstrating that you meet the school's requirements for waiving the student health insurance plan. By submitting the waiver request, you agree that your current insurance plan may be contacted for information.

#### **D. GUESTS**

Residents must escort all guests in the Residence Halls at all times. A resident's right to privacy and comfort takes precedence over the community member's privilege to have a guest. It is important for roommates and suitemates to discuss visitation and to arrive at an acceptable agreement. As a resident you assume responsibility for the actions of your guests. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave and you will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a guest, and are liable for any damages caused by a guest. A guest is considered to be a non-resident student utilizing the room of a resident student as a place of leisure, learning or lodging. Residents may have peer age or sibling guests of the same sex overnight (overnight guest) at no charge for a maximum period of three consecutive days and no more than five nights in a year. It is the resident's responsibility to properly sign in guest(s) prior to the guest(s) being escorted into any residential housing facility.

#### **Procedures to Check in a Guest**

There are two procedures that **MUST** be followed in order to properly check-in a guest with Residential Life. If a guest is not properly checked in then they will be deemed to be on campus without permission and subject to immediate removal. Repeated violations will result in a ban from the campus. In addition, failure to observe these procedures by a resident will result in loss of guest privileges, possible sanctions, or other penalties. It

is critical to the safety and welfare of the overall Resident Life community that these procedures be followed.

1. Prior to the arrival of your guest send an email from your STU account, with the full name of the guest, and your hall with room number in the "Subject Line" of the email to Public Safety at [publicsafety@stu.edu](mailto:publicsafety@stu.edu) and The RA on Duty at [raonduty@stu.edu](mailto:raonduty@stu.edu). For example, John Carter of Villanova Hall Room 232 wants to check-in Jane Garcia, a guest. The email subject line sent from John Carter to Public Safety and RA on Duty would read: Guest Check-in Jane Garcia Villanova 232.
2. Call the RA on duty and inform them of the name of the guest and hall number. The phone number for the RA on duty is: (786) 298 – 0741.

## E. ADDITIONAL GUEST POLICIES

- a. A host or hostess shall be permitted to entertain guests only with the express permission of his/her roommate(s).
- b. All guests must leave their IDs at the gate house and may retrieve them prior to leaving campus. St. Thomas University is not responsible for unclaimed IDs after guests/overnight guests leave the campus.
- c. Residents are not permitted to have guests/overnight guests during vacation periods (including, but not limited to, summer and winter breaks), registration periods, exam periods, or other periods when formal classes are not in session.
- d. The curfew for non overnight guests is 12 midnight Sunday through Thursday and 2:00 am Fridays and Saturdays.
- e. All guests/overnight guests must be registered with the Resident Assistant on Duty and Public Safety.
- f. Guests/overnight guests found without proper registration will be asked to leave campus immediately and the host may face disciplinary action.
- g. The number of overnight guests permitted in any residence will be equal to the number of University beds in the room or apartment.
- h. The host or hostess accepts full responsibility for his/her guest(s)/overnight guest(s).
- i. The residence hall staff reserves the right to ask any guest/overnight guest to leave at any time. Failure to leave upon

request will result in being escorted off campus by Public Safety and disciplinary action for the host/hostess.

- j. In order to ensure adequate security in the residence halls, any member of the campus community or their guest(s)/overnight guest(s), must present proper identification to University staff members. Students are required to carry their St. Thomas University identification card with them at all times. Failure to present proper identification of oneself or one's guest(s)/overnight guest(s), or knowingly furnishing false information, is a violation of University regulation.
- k. The Office of Residence Life is authorized to impose an administrative charge upon the assigned occupant(s) of a residence for each illegal overnight guest when it is determined that overnight guests or sponsors are in violation of this policy. The illegal overnight guest charge may be appealed, in writing to the Residential Life Office.
- l. The University reserves the right to exclude visitors from any area on campus in time of impending or actual crises or emergencies, such as hurricanes, campus disruptions, and bomb threats, and to exclude any visitor(s) from any area of the campus for any reason the University deems appropriate.
- m. A person who has been suspended or expelled from the University and/or University Housing for financial or disciplinary reasons or whose record prohibits admission without special clearance to the University does not have guest privileges on the University campus. Violators of this policy may jeopardize their re-admission status and/or may be subject to legal or disciplinary action by the University.
- n. St. Thomas University residence halls are not public facilities.

Only STU students and their guests/overnight guests, and University officials, faculty and staff are permitted in these buildings. All others are forbidden from entering without authorization from residence hall staff. Violators may be subject to arrest.

Residents are permitted to visit other residents past visitation hours. The privilege of a visitor is dependent on the permission of all roommates. A visitor is defined as a current STU student that lives on campus at the time of the visit. Only one visitor is allowed per resident per room. Remember, a resident's right to privacy and comfort takes precedence over the community member's privilege to have a visitor. It is important

for roommates and suitemates to discuss visitation and to arrive at an acceptable agreement. As a resident you assume responsibility for the actions of your visitor. If a visitor is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave and you will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a visitor, and are liable for any damages caused by a visitor.

## F. NOISE POLICY

In order to create an environment where a student's right to sleep and study is given priority, general courtesy should be exercised at all times so noise does not interfere with the rights of others. Each student should expect to be able to sleep, study, converse, listen to the music of her/his choice, etc. within the privacy of her/his own room, reasonably free from disruption resulting from the activities of others. No time of day or day of the week may curtail these rights.

**A uniform noise policy has been adopted by Residence Life and is summarized here:**

- Noise, particularly sustained, must not be readily audible within the private living quarters of other students or the hallways.
- Instruments or amplification devices producing excessive volume, including, but not limited to subwoofers, are prohibited in the residence halls outside of designated practice rooms.
- The general noise level within the hall must be such that it does not interfere with the above-mentioned rights.
- Sustained, loud noise originating outdoors but audible within residence halls or other University buildings will not be allowed.
- Noise emanating from within one hall must not be audible within any other hall or University building.

**Courtesy hours are in effect 24 hours a day and 7 days a week.**

In all residential areas both inside and surrounding the residence halls, reasonable quiet is expected at all times. Quiet hours in all residence areas are:

- \* *Sunday through Thursday,  
9:00 P.M. to 9:00 A.M., and*
- \* *Friday and Saturday,  
1:00 A.M. to 10:00 A.M.*

During periods designated as quiet hours, noise should not be heard outside a resident's room in any direction (through doors, ceiling, walls, windows or floor). In the common areas of buildings, there should be no activity that would create a general disturbance to the community.

During the final exam period of each semester (beginning the night of the last day of class and lasting until the end of exams), a 24-hour quiet hour policy will be in effect in all halls.

Violations of the noise policy will result in a \$20 fine for the first offense; second offense \$30; third offense and subsequent \$50 and possible disciplinary action. Students who repeatedly violate the noise policy may be removed from the residence halls, suspended from the University and subject to other disciplinary action per the Student Code of Conduct.

## **G. POSTING POLICY**

Only recognized student organizations and University departments are permitted to post flyers/posters in the Residence Halls.

- All posted materials must specify the date, time, place, and sponsoring organization of the event/program.
- All materials must conform to the policies and procedures of St. Thomas University and the Office of Residence Life.
- All flyers/posters must first be approved by Residence Life.
- Posters will be approved for content, size, and appearance.

## **H. SOLICITATION**

Organizations, groups, and individuals, including commercial sales persons, may not conduct sales promotions, sales, or solicit funds on campus. This includes fliers or promotional materials.

NO DOOR-TO-DOOR solicitation will be permitted at any time by any group or individual. Students who observe any sales person from off-campus soliciting on campus or in any University buildings should report this to a Residence Life Staff member.

## **I. SAFETY**

1. Tampering with or misuse of fire hoses or extinguishers, alarm equipment, smoke/heat detectors, sprinkler systems, emergency exits, windows, doors, and fire exit signs is prohibited.
2. Residents and their guests are required to evacuate any campus residence building when an alarm sounds, or when instructed to

- do so by a University staff member. Residents are not permitted to return to the residence hall until police, the fire department, campus security, or a University staff member gives authorization.
3. No student shall commit or aid in the intentional commission of an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the University or another student. This violation may result in disciplinary action and/or criminal prosecution
  4. Constructing, storing, possessing or detonating fireworks, combustibles, firearms, firearm parts, weapons, weapon parts, ammunition, gasoline, canisters, and other explosives are prohibited in the residence halls.
  5. The use of sporting equipment, including bicycles, roller blades, and water guns are also prohibited.
  6. Residents are required to comply with reasonable request or orders on behalf of the University. This requirement includes reasonable requests for students to meet with administrative offices and to participate in disciplinary investigations and hearings.
  7. Residents may not throw objects from their residence halls or windows, or litter on University property. Trash must be discarded in designated receptacles. Littering may result in disciplinary action.
  8. Gambling is not permitted in the residence halls.

## J. WEAPONS

All types of guns (including paintball guns, airsoft guns, pellet guns, etc.), bows and arrows, tasers, and all other weapons are prohibited in residence halls. Any device that has the appearance and/or function of a serviceable weapon or is being used in a manner of a real weapon is also prohibited in the residence halls.

A “weapon” can be defined as any object or substance designed to inflict a wound, cause injury or incapacitate, or create a reasonable fear of harm, including but not limited to, all firearms, including air rifles and pellet guns; bow and arrows; ammunition; knives (other than kitchen knives); martial arts weapons; brass knuckles; explosives; and dangerous chemicals or poisons that are possessed with the intent to injure another or to cause damage to property.

## **K. APPLIANCES/FURNISHINGS**

1. Cooking is prohibited in student rooms. Hot plates, George Forman grills, electric furnaces, toaster ovens and other open-coiled appliances, or those without an automatic shut-off feature, are not permitted.
2. Refrigerators larger than 4 cubic feet are prohibited.
3. Space heaters and air conditioners, which are not installed by the University, are prohibited.
4. Waterbeds, and beds other than those provided by the University are prohibited.
5. No pets, other than non-poisonous fish, are permitted in the residence halls. Aquariums may not exceed 10 gallons.
6. Motorized vehicles are not permitted inside the residence halls, nor may they be secured or attached to the outside of any building.
7. Residents may not remove any furnishings from their rooms without permission from the Office of Residence Life. Lounge furniture is not permitted in student rooms.
8. Residents may not paint, wallpaper, or otherwise alter their rooms without prior permission from the Office of Residence Life.
9. Residents are not to make any repairs to damage in their rooms, hallways, or University facilities. Students may not drill holes, or affix items to walls or ceilings.

## **L. ACCIDENTIAL DAMAGE**

Students are prohibited from damaging, defacing and/or destroying, intentionally or accidentally, University property or the property of another resident or guest. Students will be held responsible for the restitution of any damages they, or their guests, cause. Students may also face disciplinary actions.

Students may be held accountable for damages associated with the property of other students or University property. Students may be held responsible for damages they cause intentionally or accidentally. For example: this could include damages resulting from paint damage from bulletin boards put up in the room, hooks glue in the bathroom, or dry erase boards on the walls.

If your negligence results in damage to the property of others or to the University, you may be held responsible for the subsequent damages.

## M. ALCOHOL POLICY

State law indicates that it is unlawful for any student under the age of 21 to have in his/her possession any alcoholic beverages either on or off campus. Students of legal age are permitted to use/possess alcoholic beverages within their own rooms, or the rooms of other residents who are of legal age. Here are to be no bulk containers in the residence halls.

Bulk containers in excess of 1 liter, in addition:

1. If you are not yet 21 years of age, you may not be present in a room or shared common area – unless you reside in that particular area – when alcohol is present.
2. Possession/consumption of alcoholic beverages by those 21 years of age or older is permitted in resident rooms with the room door closed – and common areas with the suite door closed – provided that students are not in public view and minors are not present.
3. Students may not possess or consume alcohol outside of their rooms to include, but not limited to, the common area, stairwell, parking lot, hallway, or study lounge.
4. Exhibiting aggressive or offensive behavior while under the influence of alcohol or drugs can result in judicial action.
5. Gross intoxication (e.g. vomiting or passing out due to excessive consumption) will also result in judicial action.
6. Possession/consumption of alcoholic beverages or possession of empty alcohol containers, by those under the age of 21. (Note: empty containers of alcohol may be considered evidence of prior consumption)
7. Being under the influence of alcohol or illegal drugs in public areas.
8. Disrupting the residence hall community while under the influence of alcohol.
9. Providing alcohol to minors or the production of alcohol.
10. Kegs of beer or bulk alcohol in any form or container (including partially full or empty kegs, party balls, or multiple cases of alcohol) regardless of age.
11. Beer bongs, funnels and similar devices (due to the abusive nature of intended use) regardless of age.

## N. SMOKING POLICY

The use of any tobacco products is prohibited in any STU facility. In particular, students must not smoke in the residence halls, the stairs, or

anywhere inside or in close proximity to, the campus buildings. Failure to observe this condition will result in sanctions and disciplinary action. The minimum distance to smoke from any building on campus is 25’.

## O. MISCELLANEOUS

1. Harassment — Any words or acts, whether intentional or a product of disregard for the safety, rights, or welfare of others, or which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person’s rightful actions or comfort are prohibited.
2. Disorderly Conduct — Loud or aggressive behavior, which disrupts the orderly functioning of the residence halls, or disrupts the peace or comfort of persons on the campus, or indecent or obscene conduct, is prohibited.
3. Assault — No student shall threaten bodily harm or discomfort to another (assault); nor shall any student commit or aid in the commission of an act which causes bodily harm or discomfort to the person of another (battery). Self-defense or defense of another is limited only to the use of force sufficient to protect a person from injury by another.
4. Complicity — Students associated with or present during the commission of an act(s) by another that constitutes a violation of University policy, may also be charged if the student’s behavior constitutes permission, is judged to contribute to, or condones the violation.

The disciplinary function of the University is an integral part of its educational mission. The discipline system emphasizes the acceptance of each individual’s personal and social responsibilities. All breaches of the University rules and regulations are of equal seriousness. The University, however, recognizes its responsibility to all members of the academic community, and the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Three possible adjudication processes exist depending on the violation, 1) Administrative Hearings; 2) Student Judicial Hearing Committee; 3) Immediate Administrative Action. The Chief Judicial Affairs Officer or designee will determine the applicable adjudication process. Upon receipt of a Community Incident Report, the Chief Judicial Affairs Officer or designee will send a “Hearing Notification Letter” via email to the

student's St. Thomas University email account. The hearing will take place within ten (10) business days of the Community Incident. Please note that all disciplinary communication will be sent via the St. Thomas University email system and it is the student's responsibility to check his or her St. Thomas University email account.

## II. SUMMARY OF JUDICIAL PROCESSES

### Administrative Hearing

When a Community Incident Report is received, the Chief Judicial Affairs Officer or designee may select a representative from the Department of Student Affairs to serve as a hearing officer. The Chief Judicial Affairs Officer or hearing officers may choose to include/consult with other staff or faculty whose job expertise or experience may provide additional insight into an incident. Notification of the date, time and location of the hearing will be sent to the student **via email to the student's St. Thomas University email account** requesting his/her presence. The letter requesting appearance will be sent via email to the student's St. Thomas University email account, three (3) University business days prior to the scheduled hearing.

### Student Judicial Hearing Committee

When a Community Incident Report is received, the Chief Judicial Affairs Officer or designee may forward the incident report to the Student Judicial Hearing Committee. The Student Judicial Hearing Committee will include three student representatives appointed by the Student Government Association, and will be advised by the Chief Judicial Affairs Officer or designee and/or the Graduate Student Judicial Coordinator. Notification of the date, time and location of the hearing will be sent to the student requesting his/her presence. The letter requesting appearance will be sent via email to the student's St. Thomas University email account three (3) University business days prior to the scheduled hearing.

### Immediate Administrative Action

In cases where the student poses a danger to the community or potential further disruption of normal operations of the University, the Chief Judicial Affairs Officer, or designee may exclude (ban) the student from University property/events. The student will be given specific instructions by Public Safety/on-duty administrator, which may include vacating their on-campus residence for a period of time. When a student is excluded (banned) from University property/events, they may not re-

enter University property or take part in University events, unless the exclusion is terminated.

### Standard of Proof

The hearing officer or judicial committee makes decisions only on information presented at the hearing. After the hearing, the hearing officer or judicial committee makes findings of fact and conclusions about whether the information presented constitutes a violation of the Student Code of Conduct. The standard for the hearing officer's or judicial committee's decision is whether the violation is sustained by a preponderance of the evidence. It is the University's burden to show that it is "more likely than not" that the student violated the Student Code of Conduct.

The hearing officer or judicial committee submits a written report of his or her findings and conclusions to the Chief Judicial Affairs Officer, or designee, along with any appropriate sanctions. This report is submitted within ten working days after the hearing. The report will be added to the student's judicial file and will be maintained by the Chief Judicial Affairs Officer.

### **POSSIBLE SANCTIONS**

While it is reasonable to expect all students to cooperate in observing rules and standards of conduct which contribute to orderly and harmonious community living, it is necessary to specify sanctions which may be imposed on those who choose to violate the regulations as set forth by the University. The Chief Judicial Officer or designee, the Student Judicial Hearing Committee and the Dean of Students have a positive understanding of discipline as directed and controlled behavior, which leads to more desirable behavior. Accordingly, there may be a wide variety of disciplinary measures taken. Generally, these measures may be grouped under seven (7) categories. All levels of assigned violations may include a single or combination of sanctions. Below are examples of sanctions that may be imposed

1. *Warning*

Oral or written notice to the student that communicates that their behavior violates the Student Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanctioning.

2. *Administrative Charge*

Any violations of the Student Code of Conduct may have an assessed monetary administrative charge. Payment of these

charges are due within ten (10) business days of the decision. Make checks payable to St. Thomas University.

3. *Financial Restitution*

Violations involving damage to personal, University, or private property, may require monetary restitution. In such cases where compensation for loss, damage or injury is determined to be appropriate the administrative hearing officer will make such determination as well the amount of restitution.

4. *Social Probation*

Social probation is a stated period of time during which the student is on notice that any further infraction of Student Code of Conduct will result in a more severe punishment. Social probation may include a designated period of time when certain privileges are denied, which may include, for example, visitation privileges, the right to hold office in a campus organization, participation in intramural or varsity sports, participation in campus activities, etc.

5. *Strict Probation*

The term "strict probation" is a flexible concept that may be implemented as the hearing officer or the Student Judicial Hearing Committee deems appropriate. Strict probation may:

- a. designate a period of time when certain privileges are denied (for example, visitation privileges, the right to hold office in a campus organization, participation in intramural or varsity sports, living in the residence halls, participation in campus activities, etc.)
- b. designate a period of time when certain requirements are placed upon the one being disciplined (for example, referral for counseling assessment, volunteer work for community agencies, campus clean-ups, etc.)
- c. involve paying an administrative charge, contributing to a charity, writing a reflective paper, constructing a written apology, or some other assignment.

Failure to comply with the conditions of strict probation in the timeframe specified might result in an additional violation of the Student Code of Conduct and further sanctions imposed by the Chief Judicial Affairs Officer or designee or the Student Judicial Hearing Committee.

6. *Community Development*

The University recognizes that violations of the Student Code have an adverse impact on the entire community. At times, it may

be deemed appropriate to assign community development service as a method of giving back to the community and of giving the student a better understanding of civic responsibility and how their positive and negative contributions may impact the community.

7. *Change in residency*

When a resident student's actions have the potential to continually disrupt the normal order of the community or for other appropriate reasons, the student may be relocated to another living assignment or required to remove themselves from campus housing. If a student is required to vacate on-campus housing they will be excluded (banned) from the residence halls. Violations of this sanction will be considered trespassing and result in notification of the Miami-Dade Police for prosecution.

8. *Suspension*

Suspension is a separation from the University for a specified period of time. During the suspension, a student is excluded (banned) from classes and all other University privileges or activities, including prohibition from entering any University property or sponsored event. Violations of this sanction will be considered trespassing and result in notification of the Miami-Dade Police for prosecution.\*

9. *Expulsion*

When it is deemed that a student has violated the community standards and that their association with the University should not be continued the University may permanently separate a student from the University. When a student is expelled they are excluded (banned) from classes and all other University privileges or activities, including prohibition from entering any University property or sponsored event. Violations of this sanction will be considered trespassing and result in notification of the Miami-Dade Police for prosecution.\*

\*When a student is found in violation of the Student Code and it is deemed necessary to separate the student from the University community through the sanction of suspension or expulsion, the student will be given an Administrative Withdrawal for all courses in which there is not enough significant course work completed to award a grade. The faculty member for each course will decide if enough course work has been complete to award a grade.

\*Parental/Legal Guardian Notification – If a student is found in violation the Student Code of Conduct, the student's parents or legal guardian may be notified if permitted by law.

***Fines may be paid to the Office of Student Life. Checks should be made payable to St. Thomas University.***

***NOTE: ST.THOMAS UNIVERSITY HAS THE RIGHT TO TAKE APPROPRIATE ACTION FOR ACTIONS NOT SPECIFICALLY LISTED IN THE STUDENT HANDBOOK.***

### **III. JUDICIAL HEARING PROCESS**

The University affords three (3) processes for the adjudication of alleged violation of the Student Code of Conduct: Administrative Hearing, Student Judicial Committee Hearing, or Immediate Administrative Action.

#### **A. ADMINISTRATIVE HEARING**

When a student is assigned to an Administrative Hearing, the Chief Judicial Affairs Officer or designee will select a representative from the Department of Student Affairs to serve as a hearing officer. Notification of the date, time and location of the hearing will be sent to the student requesting their presence. The letter requesting his/her appearance will be sent via email to the student's St. Thomas University email account at least, three (3) University business days prior to the scheduled hearing. Students may elect to speak with the Administrative Hearing Officer, prior to the hearing letter being sent, in these cases this meeting will be considered an official part of the Administrative Hearing process.

It is the student's responsibility to inform and provide written valid excuse, for example class conflict, to the Chief Judicial Affairs Officer or designee two (2) University business days prior to the hearing if they are unable to attend.

If, after proper notice of the hearing, the charged student fails to appear, without a valid excuse for his/her non-appearance, the hearing may be held without the student. Documentation may be required to gain exception for a missed appearance.

During an Administrative Hearing, the student shall have the right to:

- a. be present;
- b. be informed and upon request inspect the evidence against him/her;
- c. present evidence/witnesses;
- d. have adequate opportunity to respond to evidence;

- e. be assisted or represented during the proceedings by an advisor of his/her choice from within the University community (currently enrolled student or University employee).

After the hearing, the Administrator will forward within five (5) University business days his/her findings and recommendations to the Chief Judicial Affairs Officer or designee. The Chief Judicial Affairs Officer or designee will forward a letter of findings to the student via email to the student's St. Thomas University email account within fifteen (15) University business days after receiving the administrative report.

### *Not Violation*

If a student is found not to be in violation of the Student Code of Conduct, the Community Incident Report and appropriate correspondence will be maintained in the student's judicial file for one year after the student has left the University.

### *Found in violation of Student Code of Conduct*

A letter of findings will be forwarded to the student. If a student does not appeal the letter of findings within two (2) University business days after receipt, the Community Incident Report and appropriate correspondence will be maintained in the student's judicial file for one year after the student has left the University.

The Chief Judicial Affairs Officer or designee will review a student's judicial file after a determination of violation has been made. The student's judicial file is reviewed to make proper determination of level placement and sanction.

### *Appealing an Administrative Hearing*

A student may appeal an Administrative Hearing within two (2) University business days after receipt of the letter of findings. The appeal must be in the form of a written letter to the Chief Judicial Affairs Officer. The letter of appeal must be based on one or more of the following reasons: 1) the administrative hearing process was not followed according to published hearing procedures; 2) new supporting evidence has surfaced sufficient to alter a decision, or other relevant facts not available at the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing; 3) he or she was treated unfairly. After review of the written request of appeal, the evidence and a discussion with the hearing officer, the Chief Judicial Affairs Officer may:

### ***Not Hear the Appeal***

The Chief Judicial Affairs Officer may determine that an appeal is not warranted, and will notify in writing the student, via email to the student's St. Thomas University email account of his/her decision within twenty (20) University business days after receipt of the request for appeal. This is the final appeal. The Community Incident Report and appropriate correspondence will be maintained in the student's judicial file for one year after the student has left the University.

### ***Hear the appeal***

At the hearing of an appeal, the student shall have the right to:

- a. be present;
- b. present new evidence/witnesses;
- c. be assisted or represented during the proceedings by an advisor of his/her choice from within the University community (current student or University employee).

It is the student's responsibility to inform and provide written valid excuse to the Chief Judicial Affairs Officer at least two (2) University business days prior to the hearing if they are unable to attend.

If, after proper notice of the hearing, the charged student fails to appear, without a valid excuse for his/her non-appearance, the hearing may be held without the student. Documentation may be required to gain exception for a missed appearance.

After hearing the appeal, the Chief Judicial Affairs Officer will send a letter of findings to the student, via email to the student's St. Thomas University email account within twenty (20) University business days after the conclusion of the hearing. This is the final appeal. The Community Incident Report and appropriate correspondence will be maintained in the student's judicial file for one year after the student has left the University.

## **B. STUDENT JUDICIAL HEARING COMMITTEE**

When a student is assigned to the Student Judicial Hearing Committee process, the Community Incident Report will be forwarded to the committee for review prior to the hearing.

The Student Judicial Hearing Committee shall be composed of at least three (3) members:

- a. The students appointed by the Student Government Association; (Students must be in and remain in good academic and judicial standing with the University).

In the event the committee is unable to reach a decision the case shall be forwarded to the Chief Judicial Affairs Officer for final adjudication. This will be a final decision and the accused student will not be able to appeal this decision.

### *Hearings Procedures:*

1. In order to conduct a hearing, there must three (3) students appointed by the Student Government Association.
2. If, after proper notice of the complaint, including date, time, and place of hearing, the student fails to appear, and the Committee is satisfied that the student has adequate notice and no valid excuse for his/her non-appearance, the Committee may then hold the hearing without the student
3. The student charged may be assisted or represented during the proceedings by an advisor of his/her choice from within the University community (current student or University employee).
4. Prior to each hearing, any member of the Committee who has a particular bias, ethical conflict, or personal relationship with or animosity against the charged student or complainant, which he/she believes would prevent him/her from rendering an objective recommendation, shall excuse himself/herself from participation in that hearing.
5. The hearing shall be conducted in a manner to do substantial justice and shall not be unduly restricted by legal rules of procedure or evidence. The Chairperson shall take notes of the evidence and testimony presented.
6. Only Committee members, the charged students, their adviser, complainants and witnesses, if any, shall be allowed to attend the hearing.
7. If two or more students are charged within the same complaint, individual hearings shall be permitted when requested. The Chief Judicial Affairs Officer or designee must receive a written request for individual hearings at least two (2) University business days prior to the hearing date.
8. The Chairperson shall open the hearing by stating the charges.
9. The Chairperson shall ask the student whether or not he/she has violated each standard or regulation cited.
10. The University shall present evidence, including any witnesses.
11. The charged student shall then present his/her evidence, including witnesses, if any.

12. Any witness may be questioned by a party to the action and by any member of the Committee.
13. The charged student (or his/her advisor, if desired) may offer summation.

### ***Committee Deliberations and Recommendations:***

1. At the completion of the hearing, the Chair will clear the hearing room in for order the Committee to -deliberate.
2. Only evidence presented at the hearing shall be considered by the Committee during deliberations.
3. Confidentiality shall be maintained by all participants. Cases shall be discussed only while the Committee is in session.
4. Recommendations in all cases shall be determined by a simple majority vote.
5. A student's judicial file will be reviewed by the Committee if it determines that a violation occurred. The file is reviewed to make proper determination of level placement and sanction.
6. Within twenty (20) University business days after the conclusion of the hearing, the Chair shall prepare a letter of findings and forward it to the student via email to the student's St. Thomas University email account.
7. A copy of the Committee's notes and letter of findings shall be placed in the student's judicial file, and will be maintained for one year after the student has left the University.

### ***Appeal***

The decision of the Committee may be appealed to the Chief Judicial Affairs Officer within two (2) University business days after receipt of the letter of findings.

### ***Review of an Appeal***

A student may appeal a Student Judicial Hearing Committee within two (2) University business days of receipt of the letter of findings. The appeal must be in the form of a written letter to the Chief Judicial Affairs Officer. The letter of appeal must be based on one or more of the following reasons: 1) the judicial process was not followed; 2) new supporting evidence has surfaced; 3) he or she was treated unfairly.

After review of the written request of appeal, the evidence and a discussion with the Committee chair, the Chief Judicial Affairs Officer may:

### ***Not Hear an Appeal***

The Chief Judicial Affairs Officer may determine that an appeal is not warranted, and will notify in writing the student via email to the student's St. Thomas University email account of his/her decision within twenty (20) University business days after receipt of the request for appeal. This is the final appeal. The Community Incident Report and appropriate correspondence will be maintained in the student's judicial file for one year after the student has left the University.

### ***Hear the Appeal***

At the hearing of an appeal, the student shall have the right to:

- a. be present;
- b. present new evidence/witnesses;
- c. be assisted or represented during the proceedings by an advisor of his/her choice from within the University community (current student or University employee).

After hearing the appeal, the Chief Judicial Affairs Officer will send a letter of findings to the student via email to the student's St. Thomas University email account within twenty (20) University business days after the conclusion of the hearing. This is the final appeal. The Community Incident Report and appropriate correspondence will be maintained in the student's judicial file for one year after the student has left the University.

### **IMMEDIATE ADMINISTRATIVE ACTION**

In cases where the student poses a danger to the community or potential further disruption of normal operations of the University, the Dean of Students, Chief Judicial Affairs Officer or designee may at his or her discretion exclude the student from University property/events.

The student will be given specific instructions by Public Safety/on-duty administrator, which may include vacating his/her on-campus residence for a period of time. When a student is excluded (banned) from University property/events, he/she may not re-enter University property or take part in University events until meeting with the Chief Judicial Affairs Officer or their designee.

On the next University business day after exclusion, the student shall meet with the Dean of Students or Chief Judicial Affairs Officer. The Dean of Students or Chief Judicial Affairs Officer will confer with the Vice President for Academic Affairs/Dean and/or the Vice President for Enrollment and Planning to decide the appropriate action. The Dean of Students or the Chief Judicial Affairs Officer will meet with the student to

discuss the determinations of the case. The decision rendered during this proceeding is final.

## **PART TWO**

### **POLICIES AND PROCEDURES GOVERNING THE SUPERVISORY ROLE OVER STUDENT ACTIVITIES**

The Department of Student Affairs has been charged with fostering learning within the co-curriculum. As the chief student affairs officer, the Vice President for Enrollment and Planning or designee, leads a collaborative process bringing departmental units across all divisions to create and enhance student services and student activities designed to meet undergraduate student needs and enhance retention. Students bring to campus a variety of interests previously acquired and develop many new interests as members of the academic community.

#### *Freedom of Association*

Students have the right to organize and join associations to promote their common interests. The Student Government Association has been granted special powers to govern undergraduate student clubs and organizations. The Student Bar Association has similar powers to fund and implement programming for students at the School of Law. Student Affairs recognizes that clubs and organizations may choose their own campus advisers, however those advisers shall not have the authority to control the policy of the organization.

#### *Freedom of Inquiry and Expression*

Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They may support causes by orderly means and not disrupt the regular and essential operation of the institution. The University through Student Affairs has the right to determine the time, manner and means by which these public expressions or demonstrations may occur. At the same time, it must be clear to the academic community and the larger community that in these public expressions and demonstrations students or student organizations speak only for themselves.

St. Thomas University has a well-defined Student Code of Conduct through which disciplinary actions can be addressed. In the School of Law, the Code of Academic Integrity provides guidelines regarding student behavior and the adjudication of violations. Since one of the goals of higher education is to produce responsible citizens with a refined sense of moral and ethical development, Student Affairs has been charged to

ensure a civil, just, open, disciplined, educationally purposeful, caring and celebrative set of conditions in order to ensure that effective learning can take place and personal development may occur.

## **DRUG FREE WORKPLACE & SCHOOL POLICY**

Part of the mission of St. Thomas University is our commitment to competence and objectivity. Through its personalized and caring environment the university strives to provide a safe learning environment and encourages personal health. As such, the abuse of drugs or alcohol within the educational setting is an unsafe and counterproductive practice and considered to be directly contradictory to our mission.

It is therefore, the policy of St. Thomas University to create a drug free school environment in keeping with the spirit and intent of the Drug Free School Policy of 1988. The use of controlled substances is inconsistent with the behavior expected of students. In this connection, a student found with the presence of alcohol or a controlled substance in an unauthorized area, in possession of, using, selling, trading, or offering for sale controlled substances or alcohol will be subject to disciplinary action up to and including dismissal.

Alcohol purchase and consumption is authorized only in licensed campus facilities, such as the Campus Rathskeller, or at special events/locations, which have been authorized by appropriate campus authorities.

Students to be found in violation of the University's policy will be subject to action as provided in the Student Code of Conduct and face sanctions up to and including dismissal from the university.

### Standards of Conduct

Students, faculty and staff are expected to recognize the potential for alcohol and drug abuse whenever alcohol or illegal drugs are sold, given and/or used and that such abuse is in conflict with the University's drug free work place and schools policies. Violations of these policies by students or employees may be reason for disciplinary actions up to and including termination of employment or student expulsion from the University.

The University publishes a student handbook, which includes policies on alcohol and drugs. The "Student Code of Conduct" outlines disciplinary actions, which may be taken for violation of the University's policies. Students should review this section of the handbook and be familiar with possible consequences.

The University also publishes and distributes faculty and employee handbooks, which include policies on the drug free work place. These publications contain information outlining disciplinary actions, which may be taken for violations of the University's policy on alcohol and drugs. Members of the University should review this section of their respective handbooks and be familiar with possible consequences.

## LEGAL SANCTIONS

### Alcohol, Drugs, the Law and You

The following is a brief summary of applicable federal, state, and local laws regarding the following:

#### *Alcohol*

1. Possession of alcoholic beverages by persons under the age of 21: It is unlawful for any person under the age of 21 years, except if employed and acting in the scope of his/her employment, to have in his/her possession alcoholic beverages. Any person under the age of 21 who is convicted of a violation of this section is guilty of a misdemeanor of the second degree. (Misdemeanor of the second degree is punishable by imprisonment of up to 60 days, possible forfeiture of property, suspension or cancellation of license, and a fine up to \$500). Any person under the age of 21 who has been convicted of a violation and who is thereafter convicted of a further violation may be judged guilty of a misdemeanor of the first degree. (Misdemeanor of the first degree is punishable by imprisonment of up to one year, possible suspension/cancellation of property, possible suspension/cancellation of license, and a fine of up to \$1,000).
2. Alcoholic beverages, drugs and open house parties: No adult having control of any residence shall allow an open house party to take place in said residence if any alcoholic beverages or drugs are possessed or consumed, etc. in said residence by any minor where the adult knew or reasonably should have known that an alcoholic beverage or drug was in the possession of or being consumed by a minor at said residence.  
(Penalties for this violation include: a first violation — a fine not exceeding \$500, for subsequent violations — a fine exceeding \$500 or imprisonment not to exceed 60 days or both fine and imprisonment).

## Drugs

1. Controlled substance: It is unlawful for any person to sell, manufacture, or deliver, or possess with intent to sell, manufacture or deliver a controlled substance. Based on the definition of the specific drug and its listing as a controlled substance, an individual may be deemed guilty of either a first-degree misdemeanor, felony of the third degree, or felony of the second degree. (If this individual is found guilty of a felony he will face the following actions: Felony of the first degree imprisonment up to 30 years, \$10,000 fine; felony of second degree — imprisonment of up to 15 years, \$10,000 fine; felony of the third degree — imprisonment of up to 5 years, \$5,000 fine). It is unlawful to sell, deliver, or possess in excess of 10 grams of any substance named or described as a controlled substance, or any combination thereof. Any person who violates this provision is guilty of a felony (up to 30 years, \$10,000 fine).
2. It is unlawful for any person over the age of 18 years to deliver any controlled substance to a person under the age of 18 years. Any person who violates this provision may be guilty of a felony of either the first or second degree (punishable act cited above).

The above information has been provided to advise you of applicable laws associated with alcoholic beverages and drugs/controlled substances.

## DRUG AND ALCOHOL COUNSELING AND ASSISTANCE

As part of St. Thomas University's goal to provide a drug free workplace/school environment, we recognize the need to provide drug and alcohol counseling and assistance to students and employees.

For students, a number of programs are available including: on-campus *Counseling Services*, and referrals. Referrals are made as needed at the Office of Health and Wellness located in the Student Center 305-628-6691. Free Literature is also available.

## SUBSTANCE ABUSE HEALTH RISKS

Many physical and mental health risks are associated with the abuse of both legal and illicit drugs. The spectra of substance abuse affect not only the user, but family members, work associates, and classmates as well. Productivity, academic performance, work quality, motivation, judgment, pregnancy, and personality can be adversely affected. A list of the most common health risks is provided below for your information.

## *Cocaine*

Long-term use of cocaine can lead to psychological and physiological dependence. Its immediate effects include elevated blood pressure and body temperature, and increased heart rate.

Occasional use can cause stuffy or runny nose. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit HIV/AIDS and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion.

Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of use. Physical effects include insomnia, appetite loss, tactile hallucinations, paranoia and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

## *Depressants*

The effects of depressants are similar to those of alcohol. Large doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence.

Regular users may develop tolerance to the drug and increase intake. Cessation of abuse may cause withdrawal symptoms ranging from insomnia and anxiety to convulsions and death.

Babies born to women who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children.

## *Alcohol*

Alcohol is the most commonly abused drug and is most frequently associated with school, job, social, health, and legal problems.

Alcohol consumption results in several behavioral changes. Judgment & coordination are significantly affected by low doses, whereas aggressive behavior characterizes the use of moderate doses of alcohol. High levels of alcohol consumption may lead to impairments in learning and memory. Very high doses or low doses combined with other depressants, results in respiratory depression, coma, and death.

Persistent use of alcohol can lead to physical dependence. Sudden cessation of alcohol intake usually results in life threatening withdrawal

symptoms, including anxiety, tremors, hallucinations and seizures. Prolonged alcohol abuse is frequently associated with poor nutrition, which often permanently damages vital organs such as the brain and liver.

Women who drink while pregnant may give birth to infants with irreversible physical abnormalities and mental retardation, which are signs of fetal alcohol syndrome. Children of alcoholic parents are more likely to abuse alcohol themselves.

### *Inhalants*

Many psychoactive substances are inhaled as gases or volatile liquids. Some commercial products such as paint thinners and cleaning fluids are mixtures of volatile substances, so it is difficult to be specific about effects.

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may decrease heart and respiratory rates & impair judgments. Amyl and butyl nitrate cause rapid pulse, headaches & involuntary passing of urine and feces. Long-term use may result in hepatitis, brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated use of inhalants may permanently damage the nervous system.

### *Anabolic Steroids*

Closely related to the male sex hormone testosterone, anabolic steroids may be prescribed for a limited number of medical conditions such as severe burns and certain types of anemia and cancers. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. However, steroid use can cause physical and psychological side effects, including acne, liver cancer, sterility, aggressive behavior and depression. Some side effects appear quickly; others, such as heart attacks & strokes, may not show up for years. Other signs of steroid use include jaundice; discoloration of the skin; swelling of feet or lower legs; trembling and bad breath.

### *Cannabis (Marijuana)*

Physical effects of cannabis include increase in heart rate, bloodshot eyes, dry mouth, and hunger. Marijuana smoke is carcinogenic and damaging to the respiratory system.

Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce coordination and motivation. Marijuana

can also produce paranoia and psychosis. Long-term users may develop psychological dependence.

### *Hallucinogens*

Phencyclidine (PCP) produces dramatic behavioral alterations. The drug blocks pain receptors, which may result in self-inflicted injuries. PCP usually causes distance space estrangement, lack of muscular coordination, dulled senses and impaired speech.

Chronic users of PCP report memory and speech difficulties, mood disorders, paranoid and violent behavior, and hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Physical effects may include dizziness, weakness, tremors, nausea and drowsiness. A bad psychological reaction to these drugs is common. Users may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur long after use.

### *Narcotics (heroin, morphine)*

Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes & itching. An over dose, may produce slow and shallow breathing, clammy skin, convulsions, coma and death.

Tolerance to narcotics develops rapidly and dependence is likely. Sharing Indictable narcotics may cause diseases such as HIV/AIDS and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants.

### *Other Stimulants*

Stimulants can cause increase heart & respiratory rates, elevated blood pressure, dilated pupils and appetite loss. Users may perspire, experience headache, blurred vision, dizziness, sleepiness and anxiety. Very high doses can cause irregular heartbeat, tremors, loss of coordination and physical collapse. Amphetamine injections may result in stroke, high fever or heart failure.

Users report, feeling restless, anxious and moody. Regular use can lead to amphetamine psychosis that includes hallucinations, delusions and paranoia.

(Information for Health Risks was taken from "What Works: Schools Without Drugs", U.S. Department of Labor.)

## **STUDENT'S ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION-MAKING**

Whereas St. Thomas University is a dynamic community celebrating and respecting its diversity, the institution seeks to instill the principle of human dignity by enhancing cultural pluralism.

Whereas St. Thomas University places an excellence on teaching, and encourages service and research, the institution seeks to instill the principles of participation and stewardship by involving students in active citizenship through institutional decision-making.

Whereas St. Thomas University is student--centered and emphasizes lifelong learning and a value-oriented education, the institution seeks to intentionally instill the principle of association by role-modeling effective collegiality and by seeking student input and involvement in all ad hoc and standing committees.

Thereby, we declare students to have an active role of participation in institutional decision-making as determined by the chair of each committee.

## **INSTITUTIONAL STATEMENT OF RESPONSIBILITY**

### **STUDENT MEDIA AND PUBLICATION ORGANIZATIONS**

St. Thomas University supports freedom of expression, freedom of inquiry and freedom to have intellectual or scholarly debate for its students. Student media and publication organizations offer the opportunity for the expression of divergent or opposing views and opinions. However, student media and publications must support the principles of Catholic social justice as expressed in teaching and Ex Corde Ecclesiae and not contradict the mission of the institution. St. Thomas University embraces the College Media Adviser statement that, *"In private institutions, media advisers should aid in developing governing documents and working with administrative guidelines which foster a free and open atmosphere for students involved in campus media work, if such freedoms do not currently exist."*

St. Thomas University supports the collegial tradition of student self-governance through the approval and recognition of the Student Government Association. The Student Government Association exerts a supervisory role and has a tradition of supporting endeavors of excellence in various mediums of student media and publications.

St. Thomas University views student media and publication organizations as co-curricular activities, supported by highly qualified faculty who serve as advisers. These advisers are selected through

review of their educational credentials and current faculty assignment to assist and insure best practices; national standards and codes of ethics are developed, understood and implemented. Institutional funding for student media and publication organizations is made by St. Thomas University in two ways: 1) departmental budgets receive dedicated salary funding for each editor, and 2) through the funding of the Student Government Association, which in turn, funds each student media and publication organization.

If a student media or publication organization feels that his/her/its freedom of expression as set forth herein has been infringed, he/she/it may file a grievance in accordance with the St. Thomas University's grievance resolution process.

## **MISSING STUDENT POLICY AND PROCEDURE**

St. Thomas University takes student safety very seriously. Federal law requires colleges and universities to establish a missing student notification policy. The policy states, among other things that students must be given the option to provide confidential emergency contact information in the event that he or she is reported as missing. If that occurs, St. Thomas University will use the information on the emergency contact form for the following purposes:

- Notify the missing student's identified emergency contact
- Notify a student's parent or guardian if the student is under 18
- Notify the appropriate law enforcement officials in the event no contact information is supplied.

Unless foul play is evident or strongly indicated, a student will be determined missing if he or she is unable to be located for 24 hours or more. Once a missing student report is filed, the college will begin an immediate investigation in an attempt to locate the student. To this end, the following policy and procedure has been developed in order to assist in locating student(s) living in College-owned, on-campus housing, which based on the facts and circumstances known to the College is determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing their routine without informing their roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Public Safety or Student Affairs / Residence

Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students (or his/her designee) will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at St. Thomas University. This emergency information will be kept in the Division of Student Affairs and Residential Life and will be updated annually.

### **GENERAL PROCEDURE:**

1. The University official receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time and location the missing student was last seen.
  - c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
  - d. The missing student's cell phone number (if known by the reporter).
2. The University official receiving the report will contact the Student Affairs Administrator on Duty (AOD) and the Dean of Students in order to update them on the situation and to receive additional consultation. The Dean of Students will ascertain if/when other members of the University and the Director of Public Safety need to be contacted.
3. Upon notification from any entity that a student may be missing, the University may use any or all of the following resources to assist in locating the student.
  - a. Call the student's room,
  - b. Go to the student's residence hall room,
  - c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.

- d. Secure a current student ID (from security) or other photo of the student from a friend.
  - e. Call and text the student's cell phone and call any other numbers on record.
  - f. Send the student an email.
  - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Office of Public Safety and the Office of Residence Life may be asked to assist in order to expedite the search process.
  - h. Contact or call any other on-campus or off-campus friends or contacts that are made known to the University. This could include checking a student's social networking sites such as MySpace, Facebook and Twitter.
  - i. Ascertain the student's car make, model and license plate number. A member of the Office of Public Safety will also check the University parking lots for the presence of the student's vehicle.
4. The Office of Information and Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the University's network.
  5. Once all information is collected and documented and the Dean of Students (or his/her designee) is consulted, University staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.

## STALKING POLICY

St. Thomas University aims to create a safe learning environment for its students, faculty, and employees. Accordingly, the University will not tolerate the stalking of any member of the university community as defined by Florida law. Violations of the Florida "stalking" law may result in disciplinary action, up to and including expulsion and/or termination.

A person commits stalking when any of the following occur:

1. Any person who willfully, maliciously, and repeatedly follows or harasses another person commits the offense of stalking, a

- misdemeanor of the first degree, punishable as provided in Florida Statute § 775.082 or § 775.083.
2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury, commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute § 775.082, § 775.083, or § 775.084.
  3. Any person who, after an injunction for protection against repeat violence pursuant to Florida Statute § 784.046, or an injunction for protection against domestic violence pursuant to Florida Statute § 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows or harasses another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute § 775.082, § 775.083, or § 775.084.
  4. Any person who willfully, maliciously, and repeatedly follows or harasses a minor under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute § 775.082, § 775.083, or § 775.084.
  5. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.

### *Definitions*

- a. "Harass" means to engage in a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.
- b. "Course of conduct" means a pattern a conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct." Such constitutionally protected activity includes picketing or other organized protests.
- c. "Credible threat" means as threat made with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety. The threat must be against the life of, or a threat to cause bodily injury to, a person.

## Procedures for Reporting Stalking

Any student, faculty member, or employee who believes that he or she is a victim of stalking must immediately contact the Miami-Dade Police Department at 911. You must also notify Campus Security/Public Safety at 305-625-6500.

## **ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY**

### I. Commitment to Fostering Mutual Respect

St. Thomas University ("the University") aims to create a learning environment of mutual respect and cooperation wherein all members of the university community (students, faculty, and employees) can live, function, work, and learn at the full measure of their human potential. When any member of our educational community is threatened by discriminatory, harassing, sexually harassing, or retaliatory acts, our fundamental freedoms are threatened. Toward this end, the University, while recognizing the individual right to free speech and the exercise of academic freedom, has implemented a policy aimed at eradicating actions toward individuals on the basis of their personal attributes or group affiliation.

The University will not condone nor tolerate any action and/or behavior that a reasonable person would consider demeaning to another's God-given dignity and growth as an individual. All members of the university community are expected to conduct themselves appropriately as defined by this institution and the published precepts of the Catholic Church.

This policy, which supersedes all previous anti-discrimination and anti-harassment policies, applies to all students, faculty, and employees with respect to activities occurring on all university property and university-related activities occurring off-campus. Also, this policy applies to the activities of recognized student organizations including fraternities, sororities, and/or cooperatives.

The University will not tolerate discrimination and harassment of its students, faculty members, and employees by persons conducting business with or visiting the University, although such persons are not directly affiliated with the University. Nor will the University tolerate discrimination and harassment by its students, faculty members, and employees of persons conducting business with or visiting the University, although such persons are not directly affiliated with the University.

Failure to comply with this policy will subject that student, faculty member, and/or employee to discipline, up to and including expulsion and/or termination.

## II. Anti-Discrimination

Discrimination on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category this is or may become protected by law is strictly prohibited. Anyone who is found, after appropriate investigation, to have engaged in discrimination toward another individual will be subject to appropriate disciplinary action, up to and including expulsion and/or termination.

No one on this campus is expected to tolerate discriminatory conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University's Procedures for Reporting and Handling Student Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

## III. Anti-Harassment

Harassment on the basis of race, color, religion, national origin/ancestry, sex, sexual orientation, disability (including anyone having a positive HIV/AIDS status or perceived as having such), age, pregnancy (including pregnancy related medical conditions), marital or familial status, or any other category that is or may become protected by law is strictly prohibited. Anyone who is found, after appropriate investigation, to have engaged in prohibited harassment of another employee will be subject to appropriate disciplinary action, up to and including expulsion and/or termination. Students, faculty, and employees must avoid any actions or words, including but not limited to jokes, cartoons, and anecdotes, which would constitute prohibited harassment.

No one on this campus is expected to tolerate harassing conduct. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University's Procedures for Reporting and Handling

Student Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

#### IV. Sexual Harassment

Sexual harassment is one type of harassment and is any unwelcome sexual advance, request for sexual favors, or other verbal, non-verbal (i.e., writing notes, staring, making sexual gestures or representations of sexual acts, or keeping nude or suggestive photos, ads, calendars, etc.), or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a university activity.
2. submission to, or rejection or, such conduct by an individual issued as the basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a university activity; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, offensive, or hostile environment for that individual's employment, education, or participation in a university activity.

Relationships between faculty/staff and student are particularly susceptible to exploitation. The respect and trust accorded to a member of the faculty/staff by a student, as well as the power exercised by faculty/staff in giving grades or recommendations for future study and employment, make voluntary consent by the student suspect.

Anyone who engages in sexual relationship with a person over whom he or she has any power or authority within the university structure must understand that the validity of the consent can and may be questioned. In the event of a charge of sexual harassment, the University will give critical scrutiny to any defense based upon consent where the facts establish that a power differential existed within the -relationship.

No one on this campus is expected to tolerate harassing conduct of any sort. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University's Procedures for Reporting and Handling Student Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

## V. Retaliation

The University will not tolerate retaliation against an individual who reports a violation or perceived violation of these policies on discrimination and harassment or who is involved in the investigation of any violation of these policies. The complainant and the individual participating in any investigation are assured of absolute protection from any retaliation.

Anyone who engages in retaliation against an individual who has in good faith reported a violation of the laws and/or the University's policies, whether or not one agrees with the facts reported, or who has engaged in retaliation against an individual participating in any investigation, is subject to discipline, up to and including expulsion and/or -termination.

No one on this campus is expected to tolerate harassing conduct of any sort. Should you encounter any such prohibited conduct or should you have knowledge of such prohibited conduct happening to another individual, you must report such prohibited conduct in accordance with the reporting procedures so that the University may take appropriate corrective action. See St. Thomas University's Procedures for Reporting and Handling Student Complaints of Discrimination, Harassment, Sexual Harassment, and Retaliation.

## STUDENT GRIEVANCE POLICY

Students at St. Thomas University have the right to pursue resolution of their grievances against any member or office of the St. Thomas University community when they feel unjustly or improperly treated. This complaint and grievance process is for areas other than course grade appeals. The Grievance Policy and the accompanying procedures are separate from, and do not supplement or replace the:

- Student disciplinary or judicial procedures in the Student Code of Conduct;
- Academic Conduct Code in the Student Handbook;
- Graduate Academic Dishonesty Procedures;
- The Code of Academic Integrity and/or the jurisdiction of the Academic Standing Committee within the Law School;
- Anti-Discrimination and Anti-Harassment Policy, and Stalking Policy as set forth in the University Student Handbook and School of Law Student Handbook.

### Grievance Procedures

1. Informal Grievance: The Grievant shall attempt to informally resolve the matter with the person(s) directly involved. Every attempt will be made to resolve the matter at the lowest possible

administrative level. The Grievant should attempt to settle the matter informally through good faith discussion, dialogue and/or mediation.

2. Formal Grievance: If the parties fail to settle their dispute through the informal process the Office of Student Affairs, to Academic Affairs if the dispute is of an academic nature, or the Law School Office of the Dean of Student Services if the Grievant is a law student.

The respective office should make a final attempt to resolve the Grievant's concern informally through mediation, dialogue and discussion between the concerned parties. The Director, Dean, or Assistant Vice President, Vice President or Provost must conduct an investigation which may consist of interviewing witnesses, and/or requiring documentation relating to the issue, and attempt to resolve the grievance.

If this process fails, the student should submit their complaint in writing to the Office of Student Affairs, the Office of Academic Affairs, or the School of Law-Office of the Dean of Student Services. The written complaint should incorporate as much detail as possible. The complaint must be signed and dated by both the respective office and the aggrieved party.

The formal grievance procedure will proceed as follows:

- A. The Dean, Director or Assistant Vice President, Vice President or Provost must conduct an investigation which may consist of interviewing witnesses, and/or requiring documentation relating to the issue, and attempt to resolve the grievance;
- B. Witnesses may be called, if appropriate, to corroborate documentary evidence. If the person summoned is an employee, he/she must testify;
- C. The Dean, Director or Assistant Vice President, Vice President or Provost should communicate the decision and any recommended action in writing to all individuals involved within ten working days following the review.

The complaint should contain the following:

- A. The name of the party (faculty/staff member, department, etc) with whom the student has a grievance;

- B. A detailed narrative describing the circumstances and if applicable a list of corroborating witnesses;
- C. Any relevant or supporting documentation; and
- D. The proposed remedy or action requested.

Once a complaint is submitted to the appropriate office, additional copies should be forwarded to the following:

- A. Department Chair, Corresponding Vice-President, Provost or Director;
- B. The respondent;
- C. The student file.

## Departmental Filing Instructions for Formal Grievances

### A. Student Affairs

A copy of the complaint or grievance should be filed, in writing, with the Dean or Director of the specific department where the dispute or problem originated as follows:

*Athletics, Campus Life, Campus Activities, Career Services, Commencement Services, Dean of Students Office, Emergency Management, Health and Wellness, International Student Services, Residence Life. If you are not satisfied with the resolution at the Director's level, an appeal, in writing, should be sent to the Vice President for Planning and Enrollment.*

### B. Enrollment Management

A copy of the complaint or grievance should be filed, in writing, with the Dean of Enrollment Management:

*Admissions (Graduate and Undergraduate), Financial Aid, and B.A.S.I.C. If you are not satisfied with the resolution at the Dean's level, an appeal, in writing, should be sent to the Vice President for Planning and Enrollment.*

### C. Administrative Affairs

A copy of the complaint or grievance with an Administrative Affairs department should be filed, in writing, with the Director of the specific office where the dispute or problem originated as follows:

*Business Office, Campus Dining Services, Information Technology Office, Financial Affairs, Human Resources (Payroll and Telecommunications), Mail/Copy Center, Physical Plant, and Public Safety. If you are not satisfied*

*with the resolution at the Director's level, an appeal, in writing, should be filed with the Vice President for Administrative Affairs.*

#### **D. Academic Affairs**

A copy of the complaint or grievance with an Academic Affairs department should be filed, in writing, with the Dean or Assistant/Associate Provost of the specific office where the dispute or problem originated as follows:

*School of Business, School of Science, Technology & Engineering Management, Biscayne College, School of Theology & Ministry, School of Law, School of Leadership Studies, Registrar, Academic Enhancement, Disability Services, University Library (AV/Media Center), Dual Enrollment, Testing, and Study Abroad. If you are not satisfied with the resolution at the Dean's level, an appeal, in writing, should be sent to the Office of the Provost.*

#### **Grievance Appeals**

The Dean, Department Chair or Director shall respond in writing to the student within ten (10) University business days from the receipt of the written complaint. If the Dean, Chair or Director does not respond within the given time frame or fails to adequately resolve the complaint, the student may appeal in writing to the appropriate Vice President or the Provost of the University/Chief Academic Officer. Should the complaint be against a Vice President or the Provost, the President of the University shall designate an alternate Vice President to handle the complaint. The Vice President or Provost of the University/Chief Academic Officer or their designee shall respond in writing to the student within ten (10) University business days. All decisions of the Vice Presidents and Provost of the University/Chief Academic Officer shall be final and non-appealable.