



# STUDENT HANDBOOK

2023-2024

**NOTICE:**

The reader should take notice that while every effort is made to ensure the accuracy of the information contained herein, St. Thomas University reserves the right to make changes at any time without prior notice. The University provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaim any liability, which may otherwise be incurred.

Please also note that the university administration may within its discretion respond to any misconduct. Some misconduct may render a student potentially unfit for continuation at the University. This means that the University can remove a student or a person at any time, if the student/person presents a danger to University or to the life, health, welfare, safety or property of any member of the University community.

## **Student Handbook Policy**

Every effort has been made to verify the accuracy of the information contained herein. The St. Thomas University Handbook is not intended to form a contract between the student and the University. St. Thomas University reserves the right to make changes at any time without advance notification. The University provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaim any liability, which may otherwise be incurred.

## **St. Thomas University Student Handbook**

Welcome to St. Thomas University. On behalf of all the faculty and staff, we are providing you with the 2023-2024 Student Handbook. In the pages that follow, the Handbook will provide you with information you will need to enhance your experience at St. Thomas University.

Our first and most important commitment is to you. At St. Thomas University, we strive to provide every student with excellence in everything we do, from academic success and personal development to spiritual growth and a rewarding career after graduation. This Handbook will help to guide you to have a life-changing experience at St. Thomas University.

# Table of Contents

Section 1 Mission Statement.....	10
Section 2 Catholic Identity.....	10
Section 3 University Community Standard.....	12
Section 4 Division of Student Affairs .....	14
4.1 Mission.....	14
4.2 Student Life .....	15
4.3 Student Government Association .....	15
4.4 Student Senate .....	16
4.5 Residential Life.....	16
4.5 Student Health Center .....	16
4.5.1 Acute Medical Care .....	17
4.5.2 Student Insurance :.....	17
4.5.3 Counseling Center .....	18
4.6 International Student & Scholar Services.....	19
4.6.1 Certificate of Eligibility SEVIS I-20.....	20
4.6.2 Department of State DS-2019 .....	20
4.6.3 Change of Immigration Status.....	20
4.7 Campus Ministry .....	21
4.7.1 Mission Statement.....	21
4.7.2 Vision.....	21
4.7.3 Chapel of Saint Anthony .....	22
Section 5 University Resources and Services.....	23
5.1 Office of Admissions.....	24
5.2 Office of Financial Aid .....	24
5.3 Academic Enhancement Center .....	26
5.4 Office of Records Management.....	26
5.4.1 The Permanent Record .....	27
5.4.2 Other Student Records .....	28
5.4.3 Directory Information.....	28
5.4.4 Registration.....	28
5.4.5 Add Period .....	29

5.4.6 Official Withdrawal .....	29
5.4.7 Application for Graduation.....	29
5.4.8 Participation in Commencement.....	29
5.4.9 Veterans Administration (VA) .....	29
5.4.10 TOEFL Requirements for Non-Native Speakers of English.....	30
5.5 Student Success Center .....	30
5.5.1 Student Success Technological Systems .....	31
5.5.2 Academic Advising .....	31
5.5.3 S.O.C.R.A.T.E.S. Tutoring Center.....	32
5.5.4 Career Services.....	32
5.6 University Library.....	33
5.6.1 Children in the University Library.....	34
5.6.2 Archives & Museum.....	34
5.7 Campus Recreation .....	35
5.7.1 Intramural Sports .....	35
5.8 Mail and Copy Center.....	36
5.8.1 Package Pickup Policy.....	36
5.9 Office of Financial Affairs (Business Office) .....	37
5.9.1 Late Registration.....	37
5.9.2 International Students.....	38
5.9.3 Add/Drop Class Adjustments and Refund Policy .....	38
5.9.4 "A" Session and Terms .....	38
5.9.5 St. Thomas University Refund Policy.....	38
5.9.6 Special Billing to Third Parties.....	38
5.9.7 Installment Payment Plan .....	39
5.9.8 The Right to Privacy and Disclosure Regarding Financial Records .....	39
5.9.9 Truth in Lending Act .....	39
5.9.10 Student Account Clearance Required for Future Registration, Transcripts, and Diplomas .....	39
5.9.11 Delinquent Student Accounts.....	40
5.9.12 Dropping/Withdrawing .....	40
5.9.13 Wire Transfer Payments .....	40
5.9.14 Federal Perkins Loan Program.....	41
Section 6 Contracted Services.....	42

6.1 Emergency Management.....	43
6.1.1 Emergency Management and STUAlert! .....	43
6.2 Metz Culinary Management/Dining Services.....	44
6.2.1 Bobcat Cafe.....	44
6.2.2 Rathskellar.....	44
6.2.3 Einstein Brothers Bagels .....	44
Section 7 Academic Community Standards .....	45
7.1 Academic Dishonesty .....	46
7.1.1 Areas of Academic Dishonesty.....	46
7.2 Academic Disciplinary Committee.....	47
7.2.1 Offense Involving A Student’s Grade Relating to Plagiarism.....	47
7.2.2 Offense not Involving a Student’s Grade in a Course.....	48
7.3 Attendance Policy.....	49
7.4 Behavioral Violation and Academic Impact.....	50
7.5 Academic Grievances.....	50
Section 8 University Policies and Procedures .....	51
8.1 Abuse/Physical Assault.....	52
8.2 Alcohol Policy .....	52
8.3 Appropriate Clothing.....	53
8.4 Arson .....	53
8.5 Bomb Threats .....	53
8.6 Breaking and Entering .....	53
8.7 Children and Minors on Campus.....	54
8.8 Classroom Decorum.....	54
8.9 Complicity.....	54
8.10 Computers and Internet Usage Policies .....	55
8.11 Deceptive Behavior .....	55
8.12 Dining Rules .....	56
8.13 Disability Services .....	56
8.13.1 Academic Accommodation Guidelines .....	56
8.13.2 Facility and Ground Accommodations .....	57
8.13.3 Assistive Animals .....	57
8.14 Disorderly Conduct .....	59

8.15 Drones .....	59
8.16 Drug-Free Campus .....	59
8.17 Emergency Situations.....	61
8.18 Escort Policy.....	61
8.19 Expression.....	61
8.19.1 General Statement on Expression and Assembly .....	61
8.19.2 Student Assembly and Protest .....	62
8.19.3 Non-Student Assembly and Protest .....	62
8.19.2 Publications and Student Media .....	62
8.19.5 Speech .....	63
8.19.6 Communications to Administration, the President and Trustees .....	63
8.20 Fire Safety.....	63
8.21 Gambling/Games of Chance .....	64
8.22 Guests .....	64
8.23 Harassment.....	65
8.24 Hazing.....	66
8.25 Health and Safety .....	66
8.26 Hurricane and Severe Weather Procedures.....	67
8.27 Identification Cards .....	68
8.28 Interference with University Investigations and Disciplinary Proceedings.....	68
8.29 Jurisdiction of University Policies and Procedures .....	69
8.30 Missing Student Policy and Procedure.....	69
8.31 Parent/Legal Guardian Notification.....	69
8.32 Parking, Traffic and Vehicle Registration Policies .....	69
8.33 Pets.....	71
8.34 Sexual Values Policy.....	71
8.35 Solicitation and Sales.....	71
8.36 Student Travel for Field Trips, Conferences, and/or Academic Programs.....	71
8.37 Theft or Unauthorized Possession .....	72
8.38 Title IX Compliance Policy.....	72
8.39 Tobacco-Free and Smoke-Free Campus .....	73
8.40 Trespass Policy.....	74
8.41 Unauthorized Possession of University Property.....	75

8.42 University User ID, Password and Email.....	75
8.43 Vandalism or Destruction of University Property .....	76
8.44 Weapons and Firearms.....	76
8.45 Withdrawals .....	77
8.45.1 Voluntary Withdrawals .....	77
8.45.2 Involuntary Withdrawals .....	77
8.46 STUDENT GRIEVANCE POLICY .....	79
Section 9 University Disciplinary Procedures.....	80
9.1 Violation of University Community Standards .....	81
9.2 Application of University Community Standards .....	81
9.3 Good Samaritan.....	81
9.4 Disciplinary Process.....	81
9.5 Judicial Process for Violations of Community Standards .....	82
9.5.1 TERMS.....	82
9.5.2 Types of Hearings.....	83
9.6 Investigations .....	83
9.7 Preliminary Conference.....	84
9.8 Hearing Procedures.....	84
9.8.1 Hearing Order of Events:.....	85
9.9 Appeals Process.....	85
9.10 Sanctions .....	86
9.11 Possible Fines.....	87
Section 10 Department of Athletics .....	88
10.1 Mission.....	88
10.2 Overview.....	89
10.3 Department of Athletics Philosophy Statement.....	89
10.4 Eligibility.....	90
10.5 Institutional Day Off Policy .....	92
10.6 Financial Aid/Grants/Scholarships .....	93
10.7 Athletics Missed Class Policy .....	93
10.8 Alcohol, Tobacco and Other Drug Policy.....	94
Section 11 Residential Life.....	100
11.1.1 Introduction.....	102



11.1.2 University Community Standards.....	102
11.1.3 Residential Hall Policies, Rights, and Responsibilities .....	102
11.1.4 Community Respect Statement .....	102
11.1.5 General Guidelines for Successful Residence Life .....	103
11.1.6 Residence Life Agreement .....	104
11.1.7 Occupancy .....	104
11.1.8 Lockout Procedures.....	106
11.1.9 Laundry Facilities.....	106
11.1.10 Health and Safety Inspections.....	106
11.1.11 Maintenance and Repairs.....	106
11.1.12 Guests.....	107
11.1.13 Guest Policies.....	107
11.2 Posting Policy.....	108
11.2.1 General Statement .....	108
11.2.2 Policy.....	108
11.2.3 Poster Removal .....	109
11.2.4 Sponsorship:.....	109
11.2.5 Identification of Publicity:.....	109
11.2.6 Language.....	109
11.2.7 Alcohol .....	109
11.2.8 Other Promotion Methods (Handbills, Circulars, Flyers and Table Tents) .....	109
11.2.9 Student Government Elections:.....	109
11.2.10 Mass Mailings:.....	109
11.2.11 Chalking.....	110
11.2.12 Room Distribution: .....	110
11.2.13 Noncompliance:.....	110
11.2.14 Reasonable Accommodations.....	110
11.3 Solicitation .....	110
11.4 Accidental Damage.....	111
11.5 Health and Safety .....	111
11.6 Community Standards .....	111
11.6.1 Wi-Fi .....	112
11.6.2 Trash.....	112
11.6.3 Appropriate Attire .....	112

11.6.4 Public Displays of Affection.....	112
11.6.5 Cleanliness/Personal hygiene.....	112
11.6.6 Bed Bugs/Lice .....	112
11.6.7 Quiet/Courtesy Hours:.....	112
11.6.8 Roofs/Window Ledges .....	113
11.7 Prohibited Items .....	113
11.7.1 Alcohol .....	113
11.7.2 Weapons.....	113
11.7.3 Pets.....	113
11.7.4 Cooking Devices .....	113
11.7.5 Extension Cords.....	114
11.7.6 Paraphernalia .....	114
11.7.7 Candles/Incense/Open Flame/Heat Source.....	114
11.8 Room Inspections/Searches.....	114
11.9 Inappropriate Behaviors.....	115
11.10 Accommodations .....	115

# Section 1 Mission Statement

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

## Section 2 Catholic Identity

**With your spirit.** St. Thomas University offers many opportunities to renew and feed your spiritual life. Campus Ministry offers retreat experiences, faith sharing groups, Bible study, and other ways to grow spiritually. The beautiful Chapel of Saint Anthony, anchoring the geographic center of our campus, is open every day for quiet prayer and reflection in addition to gathering the community for daily Mass. There are many special events held on campus, with guest lecturers, as well as retreat formats, to enhance one's spiritual growth and development.

**With the Church.** St. Thomas University has a rich history of relationship with the Church. It was founded by the Augustinian order in Havana, Cuba, as Universidad de Santo Tomas de Villanueva and found itself in exile in 1961 when the order and faculty were expelled from Cuba. It remained under Augustinian sponsorship until the late 1980's, when the sponsorship was assumed by the Archdiocese of Miami. St. Thomas University is the Archdiocesan University of the Archdiocese of Miami. We are one of only eleven Catholic universities that are directly associated with the local diocese or archdiocese of the Church, a connection we hold dear. Over the past fifty years, we have formed deep relationships with local parishes and local churches, as well as with the Catholic school system in the Archdiocese of Miami.

**Between faith and reason.** St. Thomas University strives to be a place which "brings to its task the inspiration and light of the Christian message.... a place of research, where scholars scrutinize reality with the methods proper to each academic discipline, and so contribute to the treasury of human knowledge. (Ex Corde 14,15) As a Catholic university, we take seriously the God-given gift of the intellectual life. This grounding in the Catholic intellectual and artistic heritage is evidenced by excellent faculty across disciplines, a focus on student success, and a General Education core at the undergraduate level that seeks to prepare students for critical engagement of students in the important issues of the world not as observers, but as leaders. The General Education requirements include courses in religious studies, philosophy, and Catholic identity, as well as courses across the disciplines with an emphasis on critical thinking skills that should well equip students for such engagement.

The graduate programs at St. Thomas University prepare students for ethical leadership across disciplines as well, including the St. Thomas University School of Law and our Doctoral programs. Graduates leave with increased knowledge, a commitment to lifelong learning, a sense of moral responsibility, and a readiness to contribute to society with compassion and faith. (STU Mission Statement 1990)

**With humanity.** St. Thomas University values our relationships with all whom we encounter, holding the dignity of the human person, uniquely made in the image and likeness of God, as sacred. "Human persons are willed by God; they are imprinted with God's image. Their dignity does not come from the work they do, but from the persons they are." (Centesimus annus, 11). The challenge to live in such sacred relationship with all people, regardless of race, gender, socioeconomic class, religious practices, and other forms of diversity is a challenge that we take seriously, to reverence all of life. But it is a challenge. Pope Francis writes: "True wisdom, as the fruit of self-examination, dialogue and generous encounter between persons, is not acquired by a mere accumulation of data which eventually leads to overload and confusion, a sort of mental pollution...Today's media do enable us to communicate and to share our knowledge and affections. Yet at times they also shield us from direct contact with the pain, the fears and the joys of others and the complexity of their personal experiences. (Laudato Si' 47) We embrace the challenge to uphold human dignity in the contemporary world at St. Thomas University.

**With the poor and disenfranchised.** St. Thomas University has a commitment to engage the contemporary issues of our time, and in a particular way, engagement with those who are poor and marginalized. "The joys and the hopes, the griefs and the anxieties of the people of this age, especially those who are poor or in any way afflicted, these are the joys and hopes, the griefs and anxieties of the followers of Christ." (Gaudium et Spes, 1) Ex Corde calls the Catholic university "to seek to discover the roots and causes of the serious problems of our time, paying special attention to their ethical and religious dimensions." (32) The Center for Community Engagement offers students at every level the possibility of relationship with local justice issues especially in the Miami Gardens community, with regional farmworker issues, and with global justice issues through our sustained development work with Port de Paix, Haiti.

**With the earth.** St. Thomas University is a beautiful campus, where attention to the natural environment has long been a priority, both in practical ways of caring for the campus and its buildings, and in the writing and research on environmental issues by faculty of the main campus and School of Law. As a Catholic university, we are called to care and be responsible for the earth and all that is living. Pope Francis calls us to a relationship with the earth and education to prepare for that relationship. "Environmental education has broadened its goals. Whereas in the beginning it was mainly centered on scientific information, consciousness-raising and the prevention of environmental risks, it tends now to include a critique of the "myths" of a modernity grounded in a utilitarian mindset (individualism, unlimited progress, competition, consumerism, the unregulated market). It seeks also to restore the various levels of ecological equilibrium, establishing harmony within ourselves, with others, with nature and other living creatures, and with God." (Laudato Si' 210)

*It takes all of us to live these transformative relationships into reality, to make St. Thomas University a truly Catholic university!*

## Section 3 University Community Standard

St. Thomas University is committed to developing and providing world-class education that is industry-relevant through our undergraduate, graduate and professional programs of study, supported by superior teaching and scholarship within the Catholic intellectual tradition. At STU, we challenge our students to use the Catholic teachings to examine their lives, their place in the world and their responsibility to others.

In an attempt to fulfill our commitment, we seek to develop a community where students can experience and develop through our community standards. The community standards that will guide STU are Individual Worth, Integrity, Self-Control, Critical Thinking and Community Responsibility and it is our intention that these values will infuse everything we do.

### Individual Worth

STU is committed to demonstrating God's love by recognizing each individual as unique and worthy of respect. This commitment is expressed through respect for differing opinions, attitudes and cultures with fair and just treatment for all. Further, civil communication, interactions and resolutions are essential to the recognition of another's dignity and worth.

### Integrity

The St. Thomas University community values ethical behavior in all our endeavors, whether scholarly, socially or intellectually. We encourage and expect all conduct to be grounded in integrity, mutual respect and civility.

### Self-Control

The STU community is committed to self-control and to creating a culture of accountability. Individuals are accountable for the effects their behaviors have on themselves and others. This recognition of personal responsibility prepares all individuals to develop intellectually, spiritually, emotionally, and physically.

### Critical Thinking

The STU community will live out our mission through a commitment to the pursuit of truth and knowledge. The community encourages students to develop the ongoing capacity for critical, independent thinking and judgment both inside and outside the classroom. This commitment affirms individuals' rights to teach and learn, and one's opportunity to engage in a transformative experience STU strives to create which educates students for their whole life.

# Community Responsibility

STU seeks to develop students who have a sense of responsibility toward their fellow human beings, respect for all life, indeed toward all the resources of the earth that God has placed in our care. The STU Community is committed to its students successfully living and learning together and to maintaining respectful interactions with individuals in the communities beyond our campus. For this reason, students are called to respect the rights and properties of others. Students are also expected to comply with the laws of society and the just administration of those laws. STU encourages responsible citizenship, service and stewardship.



## Section 4 Division of Student Affairs



*Student Life • Student Government • Residential Life • Student Health Center • International Students & Scholar Services • Campus Ministry*

### 4.1 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 a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness and social consciousness.

**Involve. Engage. Evolve...Lead!**

## 4.2 Student Life

The Office of Student Life, located in the Student Union, is here to provide educational challenges, resources, and support for students through an integrated co-curricular program. Student participation in activities and programs sponsored by Student Life offers the opportunity to be engaged in their community, develop leadership and life skills, cultivate a personal standard of ethics and values, and make life-long friendships.

We accomplish these goals by:

- Assisting all students in developing their leadership abilities and life skills by encouraging them to seek leadership opportunities.
- Providing students the opportunity to cultivate their intellectual curiosity and their desire to grow, evolve, and mature as persons and professionals.

Campus activities include a rich and varied program of events, on and off campus, to compliment the academic experience. With student involvement, exciting and engaging educational, social, recreational, and cultural events are offered throughout the academic year. All events are advertised throughout campus and are open to all members of the St. Thomas University community.

### OFFICE DETAILS

**Location:** Student Union, 2<sup>nd</sup> floor

**Hours:** Monday – Friday from 8:00 AM to 5:00 PM

## 4.3 Student Government Association

The Student Government Association (SGA) is a representative student governance body, comprised of current undergraduate students, acting as a coordinating committee pursuing initiatives for the betterment of St. Thomas University. SGA is responsible for maintaining communication between the students, faculty, staff and administration by providing the student body with a means to communicate with the affairs of students and as a forum for the expression of student views concerning student life within the University. SGA coordinates activities that may impact the entire community, and help create a learning environment inside and outside the classroom that promotes student success.

All officers in the Student Government Association must maintain a cumulative GPA of 3.0 and be in good standing with the Academic and Student Community Standards. SGA Executive Board Members work 20 hours per week in the Office of Student Affairs. These hours will include office hours and activity hours.

Student Government Association Executive Board

- President



- Vice President
- Secretary
- Treasurer
- Speak of the Senate

## 4.4 Student Senate

The Student Senate is a representative student governance body comprised of current undergraduate students, acting as a coordinating committee pursuing initiatives for the betterment of St. Thomas University. The Senate works in cooperation with the SGA and Advisors, and is responsible for maintaining communication between the students, faculty, staff, and administration.

## 4.5 Residential Community Living

The Office of Residential Community Living exists to protect the general welfare and functioning of the residential community. The Office offers residential students the opportunity to live in a culturally diverse and engaging environment.

Disrupting the educational mission of residence life or infractions of any regulations related to residence life 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 which 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 and STU's Community Standards.

### General Guidelines for Successful Residence Life

College has a different meaning to each person, but what it means for most people is more freedom. Students will be responsible for going to class, navigating STU's beautiful campus, and finding help when a student needs it. Adjusting to college life can be difficult, which is why STU offers a strong network of people, organizations, and services that will help students to be involved and make the most of their college experience.

Resident Assistants (RA) are live-in paraprofessionals who organize events, ensure safety and security in the residence halls, and create a sense of community.

## 4.5 Student Health Center

The Student Health Center, located in the Glasshouse next to Cascia Hall (Building 15), is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for University communities. Our work is based upon the principles of Catholic Social Teachings and Catholic Health Care: the care and dignity of the individual, attending 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 “Leaders for Life”.

#### **4.5.1 Acute Medical Care:**

To support the well-being of our students and in conjunction with our mission, services provided by a Medical Doctor on Mondays and an Advanced Registered Nurse Practitioner Tuesday through Friday-through our contractual agreement with the Baptist Community Health Center, Inc. – include: annual physical exams, sick visits, preventative services, women’s wellness exams, chronic disease management (e.g. diabetes, high blood pressure), treatment of common illnesses and ailments, labs on site ordered by physician, STI testing, flu shots, medication prescriptions and referrals for vaccinations. Individuals with medical concerns that require specialized diagnosis and treatment, or more comprehensive care are referred to a physician, clinic or hospital. Medical services received as a result of a referral are generally at the student’s expense and based upon insurance provisions. Emergency medical care is obtained at Urgent Care Centers or hospitals. Transportation to these centers is usually provided by ambulances or, in less severe cases, students may arrange for their own transportation. Emergency and urgent care medical services are partially covered by students’ health insurance. This includes ambulance services. For more information, please visit our web pages, <https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>.

Contact: For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact the center’s front desk at (305) 474-6921. To make an appointment for counseling services, call (305) 628-6695. For emergencies, call 911.

#### **4.5.2 Student Insurance:**

All full-time undergraduate, international, and law students are required to have adequate health insurance. This policy is in place for the sole purpose of safeguarding the well-being of students. There are no exceptions to this policy. If you do not have personal health insurance, an affordable health insurance plan is available for students of St. Thomas University. All full-time undergraduates, international, and law students are automatically enrolled in this insurance plan for the 2023-2024 academic year unless proof of comparable health coverage is provided online by the waiver deadline date. The Student Health Center communicates to students through St. Thomas University e-mail accounts, this includes the waive/enroll insurance information and deadline. Please be very careful to check your STU email regularly for updates on verifying existing health insurance, enrolling for student health insurance, and for all applicable deadlines. It is each student’s sole responsibility to assure full cooperation with the guidelines for health insurance enrollment every calendar year. Each student is required to submit proof of health insurance. Active insurance status will be checked for accuracy. Both enrollment for the insurance and providing proof of alternative insurance must be done entirely online during the period of July 1 through September 9.

For complete details of the plan benefits, enrollment and waiver deadlines, please visit: <https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>

**Health Record Requirements:** All incoming first year and transfer students (Undergraduate, graduate and Law)

must submit immunization records and physical forms prior to starting the semester. Student athletes will have their own physical forms coordinated by the athletic department, but are still required to submit the immunization forms.

**All first-year students residing on campus must show proof of a recent meningitis immunization.** Check the Student Health Center webpage for information and University Immunization Guidelines and for health forms. <https://www.stu.edu/students/student-affairs/student-health-center/insurance-and-forms/> You may submit your health forms via e-mail at [studenthealth@stu.edu](mailto:studenthealth@stu.edu), via mail, or in person at the student health center (building 9). Students who reside on-campus may give their health forms to their Resident Advisors or Housing Officers when checking in. Health forms are maintained by the Student Health Center in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

#### Hours:

Clinic: Monday – Friday..... 8:30 am – 5:00pm

### 4.6.3 Counseling Center:

The Counseling Center provides students with assistance and support with mental-health and overall well-being. Professional staff provides a variety of assessment, treatment and psycho-educational services. Services typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Through STU’s comprehensive educational wellness programs, students engage in “hands on” learning opportunities on special integrative wellness topics. The center 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.

#### Counseling Services

- **Virtual Care App:** St. Thomas University offers free, unlimited access to therapists and on-demand crisis counseling by the Virtual Care web and mobile app. It is easy for students to get started by registering at [thevirtualcaregroup.com/stu](http://thevirtualcaregroup.com/stu). Students simply enter STU's zip code 33054 when prompted to do so. See the attached STU Virtual Care flyer for more information.
- **In-Person Counseling:** Students may schedule an in-person appointment with a counselor by calling 305-474-6893 or visiting the Office of Student Affairs (Student Union, 2<sup>nd</sup> Floor, Suite 205E).

#### Crisis Services

- The Office of Student Affairs and Counseling Center will assess and assist students who are experiencing various levels of distress. Crisis appointments with a staff member are reserved for students who are experiencing suicidal thoughts, have been the victim of a recent crime, or have experienced a life-altering event. During business hours, students may walk into the Office of Student Affairs (Student Union, 2<sup>nd</sup> Floor, Suite 205E) or call 305-474-6893 to request an immediate appointment.

#### After-Hours Services

- **Virtual Care App** - Services are available 24/7 and 365 days a year by logging onto the Virtual Care app, [thevirtualcaregroup.com/stu](http://thevirtualcaregroup.com/stu).
- **STU Staff - After Hours Emergency** - If a student's situation is an emergency after business hours, they are encouraged to contact:
  - **Department of Public Safety** - 305-682-6500.
  - **Resident Assistant On-Duty** - 786-298-0741

## Hotlines

- **National Suicide and Crisis Hotline** - Call 988 (<https://988lifeline.org/current-events/the-lifeline-and-988/>)
- **Crisis Text Line** - 741741 (<https://www.crisistextline.org>)

## CARE Team Reports

- The STU CARE Team is a behavioral intervention team that works collaboratively with faculty and staff to identify, track, and respond to students in distress. Faculty and staff are encouraged to report any incident or behavior that is concerning or may require intervention. The CARE Team uses these reports to assist the student, while also considering the behavior's impact on the greater campus community. When in doubt, make a report.
- To submit a report, please complete the [https://cm.maxient.com/reportingform.php?StThomasUnivFL&layout\\_id=4](https://cm.maxient.com/reportingform.php?StThomasUnivFL&layout_id=4) and provide as much information as possible.
- All submissions are reviewed as soon as they are received and are addressed within 24 hours. Due to privacy limitations, we may not be able to inform you of the outcome of your concern. If the team needs any further information, you will be contacted by a CARE Team member.

## Consultation

- STU's Office of Student Affairs and Counseling Center are available for consultation with faculty, staff, or fellow students who may have concerns about a student's well-being. We provide assistance regarding a student who may need resources, support, or an appointment to see a counselor or therapist.

Location: Student Union, 2<sup>nd</sup> Floor

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

## 4.6 International Student & Scholar Services

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

#### 4.6.1 Certificate of Eligibility SEVIS I-20

The U.S. Citizenship and Immigration Services (USCIS) Certificate of Eligibility SEVIS I-20 is issued to admitted degree seeking students who have provided an official financial affidavit. The I-20 allows an individual to apply for an F-1 student visa at a U.S. embassy or consulate abroad.

#### 4.6.2 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 for the issuance of the J-1 visa at a U.S. Consulate or Embassy to students or scholars. The U.S. Customs & Border Patrol officer will revise the DS-2019 and the J-1 visa at the port of entry and return it to the student/scholar. The DS-2019 must be valid at all times.

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

- Be fully admitted and registered as a full-time student each semester (for graduate/doctorate students, six credit hours; and undergraduate students, 12 credit hours), and may register for only one three-credit on-line course per semester towards the course load requirements;
- Check-in with the International Student Advisor within the first 15 days of the start of each semester, if the student is newly admitted;
- Keep a valid I-20 throughout course of study;
- Do not engage in off-campus employment without the authorization from USCIS or the designated school official (DSO);
- A valid passport at least six months into the future; and,
- A valid I-20's travel signature for re-entry to the USA; 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 into 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. Additionally, they are required under the insurance provisions in new Subpart A to have medical benefits of at least \$100,000 per accident or illness, \$25,000 for repatriation of remains and deductibles not to exceed \$500 per accident or illness. J-1 scholars are required to comply with their contract agreement.

The International Student Advisor (the 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. Advisors serve 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 meet regularly with the International Student Advisor for detailed information with regards to their F-1/J-1 status.

#### 4.6.3 Change of Immigration Status

If a current F-1/J-1 student or scholar changes his or her status to a different non-immigrant classification or that of a permanent resident, a copy of the I-797 Notice of Action or Alien Registration Receipt Card ("green card") must be submitted to the Office of Admissions and the Student Success Center. Additionally, the International Student Advisor must be notified to update the SEVIS and other University records to reflect the change of status.

Location: Student Union, 2<sup>nd</sup> Floor

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

## **4.7 Campus Ministry**

Campus Ministry, driven by a Catholic Identity at St. Thomas University, recognizes four essential characteristics and the uniqueness of a Catholic university highlighted in the Apostolic Constitution *Ex corde Ecclesiae* On Catholic Universities (Par. 13). The characteristics are: 1) Christian Inspiration– not simply individuals, but the Catholic university as a whole; 2) Faith Reflection– in the light of the Catholic Christian faith upon the growing treasury of human knowledge; 3) Fidelity to the Christian Message– in order to transmit the Christian message; and 4) Service to the Church and Humanity– keeping an institutional commitment of service to the people of God and to the whole human family. The word "Catholic" means universal. Therefore, Campus Ministry which is composed of faculty, staff and students, is also sensitive to the ecumenical and interfaith dimension of the University's population by "welcoming people from all religious and humanistic traditions (The Uniqueness of a Catholic University, Part I)."

### **4.7.1 Mission Statement**

The Mission of Campus Ministry Staff at St. Thomas University is geared towards the Church's Mission of New Evangelization and discipleship in which Pope Francis calls forth opened hearts to reflect on God's love and the joy of the Gospel, so these hearts invite and lead others to "going forth", tell the story and live out the Gospel. This Mission has been identified in the formation of student peer ministry leaders who are mentored by the Director of Campus Ministry and the Campus Ministry Staff at STU, so they can lead and participate in the different initiatives that ignite faith on Campus and beyond (their families, circles and own communities of faith). The staff invites all the community to participate by bringing different gifts and talents that enrich the community at St. Thomas.

### **4.7.2 Vision**

In view of the ongoing needs of the community to take Campus Ministry to the next level, Campus Ministry is envisioning a vibrant Campus Ministry based on relationships, discipleship and new evangelization and where the Eucharist and the Sacramental Life of the Church reaffirms its essence as the center and "the summit" of the community. College students are young and full of gifts and talents. They have so much to offer to the world if they are listened and mentored. This is only possible through personal relationships that eventually build sustainable friendships and life-long

commitment to their faith. Campus Ministry has identified that staff and faculty members are mentors in the student's journey. Campus Ministry Staff has taken seriously the task of empowering few student peer ministry leaders who lead youth programs, prepare in the gospel and eventually invite their friends. For this reason, beginning in the academic years of 2015-2017, Campus Ministry at St. Thomas University will count with the support of FOCUS missionaries (Fellowship of Catholic University Students) who are recent college graduates and work under the Office of Campus Ministry. These young Missionaries will be a great support to current student leaders in the ongoing task of establishing one-on-one relationships with the students and eventually invite them into a growing relationship with God, equipping them for a long-life relationship with Christ and friendship.

#### **4.7.3 Chapel of Saint Anthony**

The Office of Campus Ministry and its staff work in the organization of the liturgical celebrations and 77 Masses that happen at The Chapel of Saint Anthony at St. Thomas University. These liturgical celebrations are those such as daily Mass and Sunday Mass. Moreover, the Campus Ministry team is attentive to the liturgical celebrations that bring the seasons of Advent, Lent, Holy Week and Easter within the Catholic Church. Campus Ministry works in the organization of yearly celebrations such as Mass of the Holy Spirit, Baccalaureate Mass, Orientation Mass, Hispanic Heritage Mass, and International Mass. In addition, the Office of Campus Ministry and its staff extend solidarity with St. Thomas University students who observe feasts and religious holidays from other faith traditions. The Chapel is open throughout the day and provides our university community with a quiet place for private and communal prayer, worship and reflection. The chapel is also the place where liturgical and sacramental celebrations such as Mass, baptisms and marriages take place. The staff collaborates with other departments and student's organizations in the planning and initiation of prayer services, opening prayers, faith sharing groups, workshops and also advises in matters related to the building of the community of faith at St. Thomas and the spiritual needs of the students, faculty and staff. The Campus Ministry staff encourages all Students, Faculty and Staff to visit the office and learn about how the ministry can help during their journey at St. Thomas.

##### **Mass Services**

Monday – Friday at 12:15 PM

Sunday Mass at 7:00 PM

The Campus Ministry staff welcomes each person with open arms. They invite the community to take a few minutes and enjoy a cup of coffee in the Campus Ministry office!



## Section 5 University Resources and Services



*Admissions • Financial Aid • Academic Enhancement • Records Management • Student Success Center • Career Development • Financial Affairs • University Library • Mail and Copy Center • Campus Recreation*



## 5.1 Office of Admissions

The Office of Admissions is responsible for recruiting, admitting, and serving an eligible, diverse student population regionally, nationally, and internationally. Committed to “Developing Leaders for Life”, the University seeks undergraduate and graduate students that have shown a strong dedication to the pursuit of an education throughout their high school and college careers. The Office of Admissions also maintains the integrity of the admissions process by ensuring efficient and systematic evaluation of the credentials of applicants. Through multiple recruitment strategies, the Office of Admissions works to attract eligible students to higher education at St. Thomas University.

The Office of Admissions guides and supports students through all the processes related to enrolling in the undergraduate and graduate academic programs at the University. The Department works closely with all academic programs, the Department of Financial Aid, and other University offices that are relevant to undergraduate and graduate admissions.

The St. Thomas University community is a place where student learning thrives and where serving others is celebrated. Students possessing the aptitude and motivation to succeed at St. Thomas are encouraged to apply for admission. Applicants must demonstrate a level of scholastic achievement that would indicate the ability to succeed in an academic program at St. Thomas University. Holistic review processes are designed to identify students who will flourish at St. Thomas University.

Our Doors Are Always Open! No Matter Where You Want to Go in Life, You Can Get There from Here!

### OFFICE DETAILS

**Location:** Mimi Dooner Hall, Room 103

**Phone:** (800) 397-9010, (305) 628-6546

**Email:** [signup@stu.edu](mailto:signup@stu.edu)

**Hours:** Monday – Friday from 9:00 AM to 5:00 PM

**Facebook:** [St.ThomasUniversity](https://www.facebook.com/St.ThomasUniversity)

**Instagram:** [stthomasuniversitymiami](https://www.instagram.com/stthomasuniversitymiami)

## 5.2 Office of Financial Aid

At St. Thomas University, we are dedicated to providing the best education to our students. With the ever-increasing cost of a post-secondary education, more families are finding it necessary to seek assistance through financial aid. While the first resource for financing an education is one’s 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; and/or
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 follows:

1. Complete the annual Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov) using an FSA ID.
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.

### OFFICE DETAILS

**Location:** Mimi Dooner Hall, Room 101

**Hours:** Monday – Friday from 8:00 AM to 5:00 PM

**Website:** <http://www.stu.edu/Admissions/Financial-Aid>

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. The Office of Financial Aid is dedicated to providing our students with the services and information they need to meet their educational costs at the University.

## 5.3 Academic Enhancement Center

For disabled students, – information, application and accommodation is offered to students who provide the University with current and verifiable disability documentation.

### OFFICE DETAILS

**Location:** Institute for Workforce Enhancement

**Hours:** Monday – Friday from 9:00 AM to 5:00 PM

**Website:** [www.stu.edu/testing](http://www.stu.edu/testing)

**Phone:** (305) 628-6797

## 5.4 Office of Records Management

The Office of 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 written request for access. Students should submit to the Office of 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 id, dates of attendance/enrollment and degrees/certificates earned, if any.
4. 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 id and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW.  
Washington, DC 20202-4605  
<http://familypolicy.ed.gov/>

### 5.4.1 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 (id, 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 academic probation, suspension, or unauthorized withdrawal and may be expunged only by the procedures set out in the Academic Policy Manual (see 2.15.1.2)

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

1. Entered the personal information, when available, sufficient to identify the student as unique (id, 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 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 on January 1, 1982, the Office of Records Management of St. Thomas University maintains within an electronic data file in the Datatel/Colleague database of the University a complete Permanent Record of every student. This file contains all data as identified as part of the Permanent Record in accordance with this policy. The Office of 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.

#### **5.4.2 Other Student Records**

In addition to the Permanent Record contained in the electronic transcript, the Office of 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 student's permanent academic record. Paper records which are not part of the student's permanent record may be kept for more than five years after the students' last enrollment as storage space permits.

#### **5.4.3 Directory Information**

The following information is considered "Student Directory Information" and is available to the general public unless the enrolled student requests that such information be withheld: id of student, major, degrees awarded, and dates of attendance. Requests to have the information withheld must be made in writing to Student Success Center before the end of the third week of the semester.

#### **5.4.4 Registration**

Registration is a formal procedure, which represents both a financial and an academic commitment. The obligations, which a student incurs by registration, remain unless a course is canceled by the University or the student officially withdraws from a course by the deadline which depends on term for which the course offered—see the University’s Academic Calendar.

After registration, all changes of schedule must follow the formal procedure established by the Office of Records Management. This includes completion of a Change of Schedule form and submission for approval to the student’s assigned Professional Academic Advisor via Student Academic Planning. The changes become effective on the date it is approved by the student’s assigned Professional Academic Advisor in the Student Academic Planning.

Unless the official change of schedule procedure is followed, a student is financially responsible for those courses listed on registration form (and fee receipt), and receives a grade for each of those courses. **Stopping attendance of the registered course does not constitute official withdrawal, just as attending the course does not in itself constitute official registration.**

Undergraduate students are not permitted to register via the WEB.

#### 5.4.5 Add Period

Students may add classes during the first week of the semester (or A) term, as designated on the Academic Calendar. No course may be added after the first week of the semester (or A) term.

#### 5.4.6 Official Withdrawal

All withdrawals require completion of the online Change of Schedule form, available in the student portal, and approval of the student’s assigned Professional Academic Advisor. Students may withdraw from courses without academic penalty until the eleventh week of the fall and spring as designated on the Academic Calendar. Courses from which the student officially withdraws after the first week of classes will appear on the transcript with a grade of W.

#### 5.4.7 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.

#### 5.4.8 Veterans Administration (VA)

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 communicate with the VA directly.

Eligible students **MUST** contact the Office of 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, phone the Southeastern Regional Office at (800) 827-1000.

#### **Veterans Administration Regional Office**

P.O. Box 1437

St. Petersburg, FL 33731

### **5.4.9 TOEFL Requirements for Non-Native Speakers of English**

Lower Division Undergraduate: Paper – 525 Computer – 197

Junior, Senior and Graduate: Paper – 550 Computer – 213

#### **ETS-TOEFL IBT**

ETS-TOEFL IBT

P.O. Box 6153

Princeton, New Jersey 08541-6153

1-800-60-TOEFL /1-800-468-6335

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

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.

Information on test sites and dates for the TOEFL exam can be obtained by writing them directly. St. Thomas is an official site for administering the TOEFL exam.

## **5.5 Student Success Center**

St. Thomas University is constantly striving to enhance the services provided to students and assist them towards the completion of their academic endeavors. Based on our core value of student success, deriving from our mission, we have focused our efforts on implementing best practices to enhance student success and timely degree completion! The Student Success Center is designed to eliminate gaps from admission to placement to academic advising, and provides students with a single location for those services.

#### **OFFICE DETAILS**



**Location:** Mimi Dooner Hall, Room 117

**Hours:** Monday – Thursday from 8:00 AM to 7:00 PM

Friday from 8:00 AM to 5:00 PM

**Website:** [www.stu.edu/StudentSuccessCenter](http://www.stu.edu/StudentSuccessCenter)

**Email:** [studentsuccesscenter@stu.edu](mailto:studentsuccesscenter@stu.edu)

**Phone:** (305) 474-6900

**Fax:** (305) 474-6930

### 5.5.1 Student Success Technological Systems

Improving self-service systems for students, providing tools to improve communications between academic advisors and students, and proactive advising for students is critical to student success.

**Starfish:** Starfish has the ability to integrate data from multiple systems, easier use for faculty and academic advisors, the ability to generate communication based on system data as well as alerts entered by faculty. The student interface allows a student to track their academic progress.

Key Components of the Student success Center

- New Student Orientation
- Registration
- Professional Academic Advising
- Early Alert & Follow-up
- Academic Planning through Completion (semester by semester)
- Faculty Engagement
- Student Success Technological Systems
- Career Services
- Tutorial Services and Labs

**Student Academic Planning:** The Student Academic Planning system permits students to work with their assigned professional academic advisor to plan and schedule courses aligned with their chosen program of study. Additionally, the system facilitates communications between academic advisor and advisee related to academic planning and course selection. Its automation permits students to be more aware of their commitments.

**Focus 2:** Career Assessment tool, which aligns student's feedback and responses to the University's programs of study, and provides students with career exploration options.

### 5.5.2 Academic Advising



The Center employs Professional Academic Advisors to provide academic advising for all undergraduate students. Professional Academic Advisors are central players in the student success process. They are assigned to each student at the point of admittance based on student's selected program of study. Advisors work collaboratively with all other areas at St. Thomas University, including academic areas and faculty for referrals and assistance in helping the students in their case load. Academic advising intends to build student engagement from first semester course registration to completion.

### **5.5.3 S.O.C.R.A.T.E.S. Tutoring Center**

The Student Oriented Center for Retention through Tutoring and Educational Services is located on the second floor of STU's Library. It is designed to provide assistance to students who need or desire help in their academic endeavors. Tutorial Services and Labs: (1) Math Lab, (2) Writing Lab. (3) ESL Lab, and (4) Subject Area Tutoring.

### **5.5.4 Career Services**

Career Services fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities. We combine 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. Located in the Student Success Center.

Services available to students:

- Student Self-assessment
- Job Search Assistance
- Internships and Experiential Learning
- Career Expos
- Career Resources
- Career Workshops and Class Visits
- Mock Interviews
- Mentoring Program

#### **OFFICE DETAILS**

**Location:** Mimi Dooner Hall, Room 107

**Hours:** Monday – Friday from 9:00 AM to 5:00 PM

**Website:** [www.stu.edu/career](http://www.stu.edu/career)

**Phone:** (305) 628-6577

**Facebook:** STUCareerServices

**Instagram:** stu\_careerservices

## 5.6 University Library

The University Library provides quality student-centered services and information that meet the needs of St. Thomas University's students. We connect students with the tools necessary to become active, knowledgeable members of their chosen fields. The faculty and staff 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 223,000 e-books. The Library also has an in-house collection of over 250 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 id and password. The Library faculty and staff will be happy to teach you how to use these powerful products in person, by e-mail, chat, 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.

Upstairs, the library building houses two 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. 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).

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.

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.

### **5.6.1 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.

### **5.6.2 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 collection includes 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 DETAILS**

**Hours:** Monday – Thursday from 8:00 AM to 2:00 AM  
Friday from 8:00 AM to 5:00 PM  
Saturday from 9:00 AM to 5:00 PM

Sunday from 2:00 PM to 2:00 AM

**Website:** [www.stu.edu/library](http://www.stu.edu/library)

**Phone:** (305) 474-6860

**Front Desk:** (305) 628-6667

**Reference Desk:** (305) 628-6668

**Interlibrary Loan:** (305) 628-6671

**Archives & Museum:** (305) 628-6719

**Facebook:** STULibrary

**Instagram:** stulibrary

**Pinterest:** STU Library

**Twitter:** STULibrary

**YouTube:** STU Library & Archives

## 5.7 Campus Recreation

The Fernandez Family Center for Leadership and Wellness is a state of the art 62,000 square foot facility that is home to St. Thomas University's Men's and Women's Basketball teams, as well as the Women's Volleyball team, and a learning laboratory for the nationally ranked Sports Administration program. The center is equipped with a fitness center, an athletic training room, team locker rooms, fitness locker rooms, full size gymnasium for volleyball and basketball, a concession and lounge area, mezzanine level academic classrooms, a conference room, a racquetball/squash court/multi-purpose room, Bobcat Sports Administration offices, and Athletic Coaching offices. Additionally, the facility is used for intramural 59 sports, university commencement, and special events.

Our mission as the Fernandez Family Center for Leadership and Wellness is to enrich the quality of student life for the STU community by embracing all dimensions of wellness.

### 5.7.1 Intramural Sports

The Fernandez Family Center for Leadership and Wellness offers a variety of intramural activities featuring team and individual competition. These activities include flag football, soccer, basketball, volleyball, netball, table tennis (ping-pong), badminton, racquetball, squash, tennis instruction, and more. Register online at [imleagues.com](http://imleagues.com). All policies and procedures can be found online.

**No ID, NO ENTRY, NO EXCEPTION.**

ID cards will be confiscated if presented by any person other than the rightful owner. Proper STU ID must be presented before participation in all activities. If you do not have an ID card, please make your way to the Student Success Center.

#### OFFICE DETAILS

**Website:** [www.stu.edu/fitnesscenter](http://www.stu.edu/fitnesscenter)

**Phone:** (305) 628-655

## 5.8 Mail and Copy Center

The St. Thomas University Mail and Copy Center provides all the same services as regular United States Postal Service stations except for cashing money orders.

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.

### 5.8.1 Package Pickup Policy

When a package is received by the Mail and Copy Center, the staff will place a notice in the student's mailbox. Only the person to whom the package is address can take possession of the parcel. Positive ID (STU ID or driver's license) must be shown to receive a package. Packages are available for pick-up during regular hours of operation.

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. Students must remit monies to cover the cost of cash on deliver (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 Carrol Hall provides FED/EX Next Day Service, Second Day, and Ground Service.

#### OFFICE DETAILS

**Location:** Lewis Hall/Physical Plant

**Hours:** Monday – Friday from 9:00 AM to 5:00 PM (*Closed for lunch from 12:00 PM to 1:00 PM*)

## **Resident Student On-Campus Address**

Student Name

Building Name & Room Number

St. Thomas University

16401 NW 37<sup>th</sup> Avenue

Miami Gardens, FL 33054

## **5.9 Office of Financial Affairs (Business Office)**

Payments may be made 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 5% 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 8th day of the term.

### **OFFICE DETAILS**

**Location:** Mimi Dooner Hall, Room 10-

**Hours:** Monday – Friday from 9:00 AM to 5:00 PM

**Website:** [www.stu.edu/officeoffinancialaffairs](http://www.stu.edu/officeoffinancialaffairs)

**Business Office Bulletin:** <http://web.stu.edu/Portals/0/fybasic.pdf>

**University Tuition and Fees Information:**

<http://web.stu.edu/IMG/pdf/TUITIONFEESMAIN.pdf>

### **5.9.1 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.

## 5.9.2 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 (8th 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*).

## 5.9.3 Add/Drop Class Adjustments and Refund Policy

When you complete a Change of Schedule 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 undergrad (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.

## 5.9.4 "A" Session and Terms

Undergraduate students enrolled in "A" Terms or Sessions are allowed to withdraw by the 5th day of the first session. Graduate students, if registered for "A6" and "A7", may withdraw from either session during the first five (5) days of "A6" or "A7" and be eligible for a 100% refund.

## 5.9.5 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 the Student Success Center. The effective date of withdrawal is the date on which Student Success Center receives the form. See Business Office Bulletin online for details.

## 5.9.6 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 the Student Success Center at the time of registration.

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.

### **5.9.7 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 visit See Business Office Bulletin online for details.

### **5.9.8 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 id 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 id or ID # on any check payment sent by mail.

### **5.9.9 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.

### **5.9.10 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.



### **5.9.11 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 Student Success Center 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.

### **5.9.12 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 the Student Success Center 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 Student Success Center before the end of the specified 100% refund period. See pages 27-28 for further explanation of the role of the Student Success Center in the registration and change of schedule processes.

Students who wish to drop classes in order to receive a full refund must report to the Student Success Center 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 at or mailed to Student Success Center.

### **5.9.13 Wire Transfer Payments**

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

Wire Transfer information:

Sun Trust/Miami, N.A.  
Corporate Cash Management  
777 Brickell Avenue

Miami, Florida 33131

Phone: (800) 947-3786

ABA Number: 061000104

Account Number: 0189001210477

St. Thomas University  
16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, Florida 33054

Phone: (305)474-6977

### **5.9.14 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.*

## Section 6 Contracted Services



*Public Safety • Dining*

## 6.1 Emergency Management

The Public Safety Department provides protection and service on campus 24 hours a day. Public Safety should be called to report all emergencies, crimes, or suspicious situations. Public Safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving STU community members entry into locked buildings or offices.

1. The Public Safety emergency telephone system is advertised throughout the University community. Emergency telephones are located at strategic locations on campus to provide communication with Public Safety at any time, especially in an emergency. These are blue light telephones.
2. The Public Safety staff works in conjunction with all emergency and care-giving services, including: local law enforcement, the fire department, emergency services, and other University or community service units.
3. To help boost crime prevention on campus, the Public Safety staff performs several informational sessions for students and staff regarding safety and security, when requested.
4. Public Safety officers are highly trained in life safety and security. Each is certified in CPR/AED. Each officer is oriented through an intense training program. Regular refresher training is given to staff in patrol, reporting, investigation and in relating to the campus community.

The Public Safety Department provides uniformed Public Safety supervisor and officer presence, patrol and inspection for the campus.

### 6.1.1 Emergency Management and STUAlert!

The University's Office Physical Plant's Risk Management, Environmental Compliance, and Emergency Management works collaboratively with Public Safety and local, regional, state and federal partners as it focuses on emergency preparedness, prevention/mitigation, response and recovery.

STUAlert! messages are sent via voicemail, text, email, wall-mounted in-class/common-area notification system, and public address system. When an emergency occurs, an alert will be sent to you via the method(s) you have selected on MyBobcat. Update personal contact information and the methods by which you want to be notified of an emergency by clicking the appropriate link: Students, Faculty, Staff. Students are responsible for maintaining their contact information for STUAlerts! to maximize the University's capability to notify them of a life threatening emergency and issue appropriate protective actions.

**Location:** Lewis Hall/Physical Plant

**Phone:** (305) 628-6500

**Website:** [www.stu.edu/publicsafety](http://www.stu.edu/publicsafety)  
[www.stu.edu/emergency](http://www.stu.edu/emergency)

Emergency notifications will also appear on the University's [Facebook](#) & [Twitter](#) accounts.

## 6.2 Culinary Management/Dining Services

Metz Culinary Management offers three (3) dining locations to service the campus community.

### 6.2.1 Bobcat Cafe

**Breakfast** (Monday through Friday from 7:30 AM to 9:00 AM): A wide variety of delicious items are offered at breakfast, including cooked-to-order eggs and omelets, fresh fruit, hot and cold cereals, breakfast meats and potatoes, a Belgian waffle station, assorted beverages and pastries plus much, much more.

**Lunch** (Monday through Friday from 11:30 AM to 2:00 PM): Lunch will feature options at our full soup and salad bar, Market Street Deli, Just Desserts and all-you-care-to-drink beverages.

**Dinner** (Monday through Friday from 5:00 PM to 8:00 PM ½ Saturday and Sunday from 4:30 PM to 6:30 PM): Dinner consists of a full salad bar with freshly prepared soups, a variety of hot entrees at our Main Plate Station, J. Clark's Grille, Live Well & a made-to-order Bravo Station for culinary specialties.

**Brunch** (Saturday and Sunday from 11:00 AM to 1:00 PM): Hot breakfast selections vary weekly, including made-to-order omelets, pancakes hot off the griddle are offered, along with a variety of hot luncheon items.

### 6.2.2 Rathskellar

Located in the Student Center, Rathskellar offers a variety of dining options such as J. Clark's Grille, Pizza Express, Up for Grabs items and the convenience of the C-Store.

**Hours:** Monday - Thursday 6:00 PM to Midnight  
Friday - Sunday 5:00 PM to 10:00 PM

### 6.2.3 Einstein Brothers Bagels

Located in the STU campus library, Einstein's features a large selection of bagels, pastries and sandwich options for breakfast or any other time of the day. Einstein's also offers you a full line of gourmet coffee options.

**Hours:** Monday - Thursday 7:30 AM to 6:00 PM



## Section 7 Academic Community Standards



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.

## **7.1 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.

### **7.1.1 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:
  - I. 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.
  - II. Copying homework assignments from another student or source when not permitted by the instructor or giving your homework to another student to copy.
  - III. Submitting as your own work any academic exercise prepared by someone else.



- IV. Submitting the same paper in two or more courses without the permission of the appropriate instructors.
  - V. 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:

- 1. 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.
- 2. Using information from printed/video/audio materials produced by others and presenting it as your own.
- 3. 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:
  - I. Giving or selling a term paper or project to another student.
  - II. Stealing a term paper or project for the purpose of giving or selling it to another student.
  - III. Taking an exam or preparing work for another student.
  - IV. Offering money or a gift to a faculty member or anybody else in an attempt to gain an academic advantage.

## 7.2 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

### 7.2.1 Offense Involving A Student's Grade Relating to Plagiarism

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.

## **7.2.2 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.

## 7.3 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.

## 7.4 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.

## 7.5 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 30 days after the end of the semester or term which the grade was received. Requests for an appeal filed after the 30 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 program director of the academic department responsible for the course. In disciplines where there is no program director, 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 program director 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.



## Section 8 University Policies and Procedures



## 8.1 Abuse/Physical Assault

STU has expectations of the student body to resolve differences in a mature and respectful manner. Students will be held accountable for any acts of violence, including but not limited to:

1. Physical abuse/assault/fighting
2. Verbal abuse, threats, intimidations, coercion, stalking
3. Any conduct that threatens or endangers the health, safety, and/or welfare of others
4. Sexual assault (see the Title IX policy below for further information)

If the University deems these behaviors have occurred to any other member of the University community, on or off campus, the party or parties responsible may have their privileges removed either temporarily or permanently, to ensure a safe environment at the university.

## 8.2 Alcohol Policy

Students are expected to comply with all federal, state, and local laws pertaining to alcohol as well as the comprehensive Alcohol Policy (below). Potential violations of the Alcohol Policy include, but are not limited to:

1. Possession, consumption, manufacturing, or transportation of alcohol by a person under 21 years of age under any circumstances.
2. Distribution of alcohol to persons under the age of 21.
3. Behaving in a disruptive, intoxicated, or disorderly manner while under the influence of alcohol.
4. Alcoholic beverages (beer and wine only) may be served on campus at student sponsored function with the approval of the V.P. of Student Affairs or designate. The sponsoring organization must be registered with the University at least six months and will be responsible for enforcing state law regulations. Such privileges are limited to the area where the event is taking place.

### Alcohol at University Student Events

5. 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.
6. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

7. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Metz Culinary Management. No other alcohol is permitted.
8. The sponsoring organization is responsible for ensuring that all University policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other University policies.
9. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all STU policies and procedures are strictly obeyed.
10. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to Judicial Affairs for review. The University can take disciplinary actions as a result of violations of these guidelines.

### **8.3 Appropriate Clothing**

The wearing of inappropriate clothing, accessories, and head or foot coverings while utilizing any University facility is prohibited. 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.

Shoes must be worn in all public buildings, i.e., the Administration, Academic, Library, Science and Athletic/Convocation buildings. This does not apply to the Residence Halls, but students must wear shoes when coming to the public buildings for class or for meals.

### **8.4 Arson**

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the University or the personal property of any member of the University community.

### **8.5 Bomb Threats**

The placement of a bomb threat is an intolerable violation of University policy, which will result in expulsion from the University.

### **8.6 Breaking and Entering**

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.



## **8.7 Children and Minors on Campus**

St. Thomas University values its employees and students and recognizes the importance of families in the lives of employees and students. These guidelines address when it is acceptable to bring non-student, minor children to the workplace or classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of non-student, minor children in the workplace, the classroom, the Library or other areas on campus.

St. Thomas generally does not permit non-student, minor children to be present on a frequent or continuing basis in the workplace, classroom, library or other areas on campus even when accompanied by a supervising parent. At no time may a non-student, minor child be left unsupervised by a parent in a workplace, classroom, or library or other areas on campus.

## **8.8 Classroom Decorum**

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty and students have a joint responsibility to develop and maintain an optimal learning environment. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting.

Accordingly, instructors should establish, communicate and enforce reasonable expectations of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion, or disagreement, but rather to promote respectful interactions.

Classroom rules and expectations may be established by the instructor and communicated to the students via the syllabus and classroom discussion at the outset of the course. Classroom rules and expectations must be reasonable and appropriate in light of the classroom and instructional setting, learning objectives and teaching strategies. They may vary depending upon the educational context.

Any activities or behaviors that disrupt the learning environment can be considered as interfering with the learning process and a violation of this policy.

## **8.9 Complicity**

Students associated with, or present during, the commission of an act(s) that constitutes a violation of University policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation by another student.

## 8.10 Computers and Internet Usage Policies

Information technology on campus is provided as a resource for the development of STU's students. Members of the university community are to use these resources responsibly. Technology shall not be used to facilitate conduct that violates the University's policies, campus policies or the law.

Information composed, stored or transmitted through University technology is accessible to University staff authorized to view such material. Actions in violation of the computer usage agreement or campus policies will be adjudicated through the University Judicial Process. Personal information placed in the public domain can be used as the basis for the filing of discipline charges if such information is: 1. Submitted to the V.P. of Student Affairs' Office as a formal initiation of judicial action by a member of the University community, 2. The information submitted provides a clear indication that a campus policy was violated and 3. The violation occurred on the University's campus or in conjunction with a campus event or activity on or off campus.

## 8.11 Deceptive Behavior

Students will be held accountable, if responsible for the following behaviors:

1. Falsifying information submitted to a university official
2. Forgery
3. Deliberate deception (lying or withholding truths)
4. Producing or possessing a false record or instrument of identification (such as a Fake ID)
5. Failure to comply, or respond to, a legitimate oral or written request by a university official
  - i. Students are expected to be cooperative and respectful to university officials who are acting in performance of their duties. This includes, but is not limited to, university administrators, faculty, staff, and student leadership positions of authority (such as resident assistants); maintenance and custodial staff, as well as campus Safety Officers.
  - ii. A Failure to comply violation can result when a student knows or should have known of the instruction, request, or order.
6. Intentionally interfering with an investigation or disciplinary procedure
7. Students living in a residence hall room that is not assigned to that student
8. To give, offer, promise, request, solicit, accept or agree to accept for oneself or another any financial or other benefit with an intent or purpose to influence the performance of any act or omission is prohibited.

## 8.12 Dining Rules

1. See Sodexo rules and policies.

## **8.13 Accessibility Services**

St. Thomas University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any STU activity, service, or program of the University solely by reason of his or her disability. A disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activity, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in STU's programs shall be provided with equal access to educational programs through reasonable accommodation.

The student has the responsibility to provide St. Thomas University with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis via an interactive process. A request for a reasonable accommodation does not automatically entitle a student to an accommodation in general or the specific accommodation sought.

### **8.13.1 Academic Accommodation Guidelines**

At the postsecondary level, it is the student's responsibility to initiate the process for disability services by contact the Academic Enhancement Center. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation.

Requests for accommodation must be made in writing to the Academic Enhancement Center and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate chairperson and/or faculty member, he or she may appeal the decision through that department's or school's appellate process. If the issue cannot be satisfactorily resolved at the department or school level, the student may appeal in writing no later than 10 days after the final decision to the University's Provost for Academic Affairs.

### **8.13.2 Facility and Grounds Accommodation(s)**

Students requesting an accommodation involving modification to a facility or the grounds of the University must meet with the Associate Vice President for Compliance to discuss their specific needs.

### **8.13.3 Assistive Animals**

#### **Service Animals**

Service animals are individually trained to work or perform tasks for the benefit of a person with a disability. Service animals may do such things as guide a person who is blind; pick up or fetch things for a person with a physical impairment; act as "medic alert" animals for people with seizure disorders, heart problems, or hearing impairments; or perform a variety of functions for people with psychiatric disabilities. Service animals are not pets; they are working animals. If a student wants his or her service animal to live on campus with the student, then the student must work with student housing and submit the documentation identified below under Emotional Support Animal.

#### **Emotional Support Animals**

An ESA is animal whose sole function is to provide emotional support, well-being, or comfort. Emotional support animals do not qualify as service animals under ADAAA but may be permitted, with prior University approval, in University housing pursuant to the Fair Housing Act. Students with Emotional Support Animals are not permitted to bring those animals into any University buildings other than in University housing.

Students must submit the following documentation to the University at least 60 days prior to the start of the semester for which the ESA is requested:

1. ESA Registration Form
2. ESA Roommate Agreement signed by each of the requesting student's roommates.
3. ESA Mental Health Provider Recommendation Form
4. Authorization to Release PHI
5. Assistance Animal Veterinary Form

The Accessibility Coordinator will review the documentation and request any additional information, if necessary. An ESA will only be approved if the documentation provided clearly shows that the student has a disability, the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling, and there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

If the request for an ESA is denied by the Accessibility Coordinator, the Accessibility Coordinator will

provide a written explanation of why. The student may appeal the denial to the Associate Vice President of Compliance within 5 days of receiving the denial.

If the request for an ESA is approved, then the Accessibility Coordinator will inform the Director, Office of Residential Community Living and the Director, Office of Residential Community Living will work with the student to find an appropriate room and roommates.

### **Responsibility of Students with Assistive Animals**

Approved ESAs are permitted in approved campus housing and surrounding areas for the animal to relieve itself. ESAs are not permitted inside any other University controlled buildings or in common areas of the residence halls such as lounges, meeting rooms, laundry rooms, or dining facilities) Any animal left unattended in a vehicle or any other area is to be reported to Campus Security for appropriate response. A person who leaves an animal unattended may be prosecuted.

The animal must be properly housed, restrained, and under the control of the Handler at all times. If the animal is found loose or unattended outside the Handler's living quarters, the animal is subject to immediate removal from campus.

If the Handler leaves campus overnight, then the animal must accompany the Handler or the Handler must make arrangements to board the animal off campus. Any animal that is left overnight in campus housing without its approved owner is subject to removal from campus.

If an animal disrupts the University educational process, administrative processes, or other campus function, or if the animal poses a direct threat to the health or safety of the campus community, then the Handler must remove the animal immediately. Barking, aggressive behavior, excessive noise, damage to the property, wondering, could result in removal of the animal.

Students with approved an assistance animal will not be charged a fee or deposit for the assistance animal. However, the Handler will be held liable for any damage to person or property caused by the animal's presence on the property. The University provides no indemnification to the Handler.

The Handler must clean up all animal waste and dispose of that waste in outdoor trash receptacles. Individuals unable to do so may request specific accommodations. Animal waste is not to be disposed of in indoor trash receptacles.

Requests to allow assistive animals as housing accommodations must be submitted to Residential Life no later than 60 days prior to the scheduled move-in date.

## 8.14 Disorderly Conduct

Loud, threatening or aggressive behavior or any other behavior which disrupts the orderly functioning of the University or disturbs the peace and/or impedes the rights of other person(s) is not allowed;

- Lewd, indecent or obscene conduct or expression made by any means is prohibited; and,
- Disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of other attendees in the context of an STU event, or when travelling to or from an event, is not permitted.

## 8.15 Drones

The use of unmanned aircraft systems such as drones on campus is prohibited.

## 8.16 Drug-Free Campus

St. Thomas University is committed to fostering a learning environment free from illegal drugs, legal items intended to mimic the effects of illegal drugs, and misuse of legal drugs (substances). Potential violations to the Drug and Controlled Substances Policy include but are not limited to:

1. *Possession.* Possession is the actual presence of a Substance(s) on the student's person or within the student's control at the time of the incident (e.g. in the student's belongings, in a common space accessed by the student...etc.) When no Substances are actually present, consumption or paraphernalia violations may still apply.
2. *Consumption.* Consumption is the use of a Substance(s). Students need not be in the act of consuming at the time his or her incident is discovered; however, the student's consumption should have coincided with or precipitated the incident. Consumption does not necessarily require a finding of impairment or possession.
3. *Impairment.* Impairment is a student being in a diminished state of mind at the time of his or her incident due to the use of Substance(s). Due to the danger to the student and our community, impairment escalates the College's response.
4. *Distribution.* Distribution is the provision of a Substance(s) to others, whether or not for profit. Due to the danger and/or disruption to our community, distribution escalates the College's response. This includes students giving other students substances such as personal prescription medications for any purpose.
5. *Paraphernalia Indicative of Prior Consumption, Possession, or Distribution.* Paraphernalia are items found during an incident that would indicate to an objective, reasonable member of the STU community that the student engaged in consumption, possession, or distribution of Substance(s) in the past. Examples may include, but are not limited to:

*Marijuana pipes or pipes indicative of other drug use; bags with drug residue; scales; grinders; burnt or bent spoons; prescription pill bottles with labels scratched off or removed; rolling papers; and self-constructed devices used to mask the smell of smoke from drug use.*

6. *Complicity.* Complicity is a student being in the presence of a Substance(s) but not engaging in any of the above behaviors.

### **Escalated Response to Drug and Controlled Substances Violations:**

St. Thomas University takes its responsibility to educate students in a developmental and safe environment very seriously. The University's response to violations of the Drug and Controlled Substances Policy is consistent with the factors that it considers for all incidents, with certain additions. Factors that escalate the University's response to these violations include, but are not limited to: identified concerns for abuse or dependency on Substance(s), the amount or nature of the Substance(s) involved, a student's dishonesty or non-cooperativeness during the incident and its subsequent resolution, and the level of danger to the student/community posed by the behavior in question.

The University's response to a student's first violation for drug consumption, possession, impairment or paraphernalia may include separation from the community via suspension as well as additional sanctions. Students found responsible for drug distribution, as well as paraphernalia indicative of distribution may result in expulsion from the university on the first violation.

### **8.17 Emergency Situations**

To report an on-campus emergency situation from an on-campus phone, contact the police at 911 and Public Safety at extension 6500. If calling from off campus or cellular phone, dial the police at 911 and Public Safety at (305) 625-6500.

### **8.18 Escort Policy**

The St. Thomas University Public Safety Department provides an escort service for students, staff and faculty whose circumstances require them to travel alone on campus, in isolated areas after dark, during times of low activity on campus or whenever there is concern for one's own personal safety. Because of the various patrol functions required of any officer, there may sometimes be a short waiting period. The purpose of the public safety escort is to provide a safe means of transportation on the St. Thomas University campus during evening hours. This may be done by foot or by car within campus boundaries. The boundaries include all University facilities within the gated community.



1. Escorts are limited to only three riders at a time. After placing a call for an escort, one should proceed to the pickup location. Important to note: riders must provide the specific location for pick up and must be at the designated location within 10 minutes of the request.
2. Escorts are provided between campus boundaries only. There will be no off-campus escorts.
3. Escorts are provided between one campus building to another or from buildings to parking lots.
4. Escorts are not to be utilized for the purpose of moving students' possessions.
5. All escorts should be provided on a timely basis. There will be times when a student will be informed that officers are in the process of their duties and students may have to wait for their escort.

## **8.19 Expression**

### **8.19.1 General Statement on Expression and Assembly**

Students enjoy the essential freedoms of scholarship, inquiry and expression. Thus, students are free to express their personal viewpoints and expose causes both inherent and external to the University so long as these viewpoints do not infringe on the basic rights and freedoms held by other members of the University community.

### **8.19.2 Student Assembly and Protest**

Students are encouraged to raise concerns and grievances through the Student Government Association which is charged with advocating student issues to the administration of the University. Students that wish to form an organized demonstration, protest, display or statement outside of the Student Government must register their request with the VP of Student Affairs office no less than five working days prior to the event date. With approval of the VP of Student Affairs or designate, a permit will be issued allowing the activity and outlining the date, time, nature and place the event may take place. At no time shall a demonstration, protest, display or statement be permitted to interfere with classes, classrooms, residence halls, roadways or in an area that would prohibit the day to day operations of the University. Every effort will be made to accommodate the legitimate request of the students.

### **8.19.3 Non-Student Assembly and Protest**

No organized demonstration, protest, display or statement by a non-student group will be permitted on the campus of STU without prior authorization of the VP of Student Affairs. At no time shall a demonstration, protest, display or statement be permitted to interfere with classes, classrooms, residence halls, roadways or in an area that would prohibit the day to day operations of the University. A demonstration, protest, or statement will not be permitted that is contrary to the University mission and nature during the ordinary course of business. Demonstrations, protests, or statements during special events open to the public will be restricted to a designated area. At no time shall displays be erected on campus without prior approval from the VP of Student Affairs.

#### **8.19.4 Publications and Student Media**

St. Thomas University recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They can be a means of bringing student concerns to the attention of the University community and formulating student opinion. All student publications shall be published in accordance with guidelines established by the policies and procedures set forth by the governing documents of each particular publication, which shall be approved by the Office of Students Affairs.

If/when these publications exist at the University, the sense of free expression shall recognize the religious character of the University and shall be sensitive to that character.

Editors and managers of student publications shall be subject to sanctions only for proper and stated clauses in violation of the conduct in their roles as editors and managers, and when the conduct in question pertains to publications as defined in this Code.

All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the University community.

Posting or distribution of printed materials in or on University premises shall be in accordance with the Mission of the University and the University's Posting Policy.

#### **8.19.5 Speech**

The University promotes speech and expression that fosters the responsible exchange of ideas and opinions that enable the pursuit of knowledge and truth. All members of the St. Thomas University community, which includes students, faculty, staff and administrators, enjoy the right to freedom of speech and expression that is consistent with the University mission and its Catholic identity. STU seeks to foster an environment of global harmony and the incorporation of diverse perspectives. As is true with the society at large, this freedom is subject to reasonable parameters of time, place and manner, and of compatibility with the mission of the University.

The right to free speech and expression does not include unlawful activity or activity that endangers or threatens to endanger the safety of any member of the University community or any of the University's physical facilities. In addition, any activity that disrupts or obstructs the functions of the University or immediately threatens such disruption or obstruction is not permitted. Expression that is indecent is obscene or is grossly offensive on matters such as race, ethnicity, religion or gender is inconsistent with accepted norms of conduct at the University.

### **1.19.6 Communications to Administration, the President and Trustees**

Students are expected to communicate in a respectful manner with university staff and administration. Students may not contact the President regarding complaints or personal issues unless all other outlets have been exhausted and no remedy has been found for their specific situation. Students may not contact the University Trustees directly. All communications with the Trustees must be through the President.

### **8.20 Fire Safety**

Unnecessarily setting off a fire alarm; unnecessarily tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and otherwise impeding traffic may result in immediate University disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

Fire hazards such as candles, restricted appliances in Residence Halls (listed in Resident Hall Handbook), unauthorized possession or misuse of combustible materials including: fireworks, incendiary devices, gasoline, gunpowder, flammable chemicals, explosives...etc. are not permitted.

### **8.21 Gambling/ Games of Chance**

Gambling may include, but is not limited to, wagering on or promoting pools on any athletic or other event; possessing on one's person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other item of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to and including dismissal.

### **8.22 Guests**

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the University official(s) making the request. The University reserves the right to exclude all guests.

## **Guest Guidelines:**

To gain admittance to the campus, you must have a valid STU parking decal and student ID, be a guest or visitor of a student, faculty/staff member or be attending an approved contracted class.

Students entering campus in a vehicle without a valid parking decal must utilize the 'visitors' lane so as to be issued a temporary parking pass for that day. 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.

Guests or visitors may not bring animals on campus except service animals.

Students are responsible for the actions and behavior of their guest(s), or others 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 may be asked to leave. Residents are responsible for properly and accurately identifying their visitor(s) or guest(s) to University staff upon request.

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 the host 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 an academic year for that guest. It is the resident's responsibility to properly sign in guest(s) prior to the guest(s) being escorted into any residential housing facility.

## **8.23 Harassment**

Members of the St. Thomas University community are expected to respect the rights of others by refraining from any inappropriate behaviors that may negatively impact a student, staff, or faculty member's experience. The University's prohibition on harassment applies to members of the university community, visitors to the campus and contractors and others who do business with the university or use

university facilities. Harassment may include a single or repeated act. Harassing conduct includes but is not limited to:

1. Acts that invade the privacy of another individual (including but not limited to repeated contact in person, in writing, via phone, online...etc.), so as a reasonable person may be fearful of emotional or physical harm.
2. Sexual Harassment: Sexual Harassment is a form of sexual discrimination, prohibited by civil rights law. For the University's definition of Sexual Harassment, see The Sexual Misconduct Policy.
3. Harassment based on Protected Categories: the university prohibits harassment based upon an individual's race, sex, color, national or ethnic origin, age, disability, military service, sexual preference (or orientation).
4. Bullying: intentional actions towards another individual with the purpose of degrading or bullying another member (or guest) of the university community is a form of harassment. Bullying, whether direct (physical, in-person), or indirect (spreading rumors, cyber-bullying, slander) is a direct betrayal of the university commitment towards individual worth.

## 8.24 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 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.

Hazing includes, but is not limited to:

- Pressuring or coercing a student into violating University rules or local, state or federal law;
- Brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements;
- Forced/encouraged consumption of any food, liquor, drug, or other substance, or other forced/encouraged physical activity that could adversely affect the physical or mental health or safety of the student;
- Any activity that would subject the student to extreme mental stress, such as sleep deprivation;
- Forced/encouraged conduct that could result in extreme embarrassment;
- Forced/encouraged activity that could adversely affect the mental health or dignity of the student;
- or,
- Any other activity which is inconsistent with the regulations and policies of the University

It is not a defense to a charge of hazing that:

1. The consent of the alleged victim had been obtained;
2. The conduct of activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.
4. The conduct or activity was not done to intentionally cause physical or emotional harm.

## **8.25 Health and Safety**

St. Thomas University is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty, and staff.

The University prohibits threats and acts of violence on University property and within University facilities (owned and leased). In addition, St. Thomas prohibits threats or acts of violence at any University-sponsored event; while engaged in university business, educational or athletic activities; and while traveling in university vehicles (owned and leased). The university will also evaluate any conduct that occurs off-duty or outside the above-listed activities, when that conduct may impact an employee's or student's relationship with the University community.

STU will use a variety of strategies to educate members of the University community to identify, prevent and provide consequences for threats and acts of violence; and to mitigate the effects of threats and acts of violence on victims. While some threat assessment resolutions may result in disciplinary action against the student, it is the sincere hope that through the threat assessment process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and STU can continue to be a friendly, safe environment for all members within the University community. In some situations, University officials may determine that it is necessary to disclose personally identifiable information from a student's education records to appropriate parties to address a health or safety emergency. FERPA's health or safety emergency provision permits such disclosures, without the consent of the parent or eligible student, if necessary to protect the health or safety of the student or other individuals.

This exception to FERPA's general consent requirement is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. Typically, law enforcement officials, public health officials, trained medical personnel,

and parents (including parents of an eligible student) are the types of appropriate parties to whom information may be disclosed under this FERPA exception. Disclosures for health or safety emergency reasons do not include disclosures to address emergencies for which the likelihood of occurrence is unknown, such as would be the case in emergency preparedness activities. Rather, disclosures made under the health or safety emergency provision must be “in connection with an emergency,” which means it must be related to an actual, impending, or imminent emergency, such as a natural disaster, a terrorist attack, a campus shooting, or the outbreak of an epidemic disease.

## **8.26 Hurricane and Severe Weather Procedures**

Hurricane and severe weather procedures are available on MyBobcat.

## **8.27 Identification Cards**

The STU Identification (ID) card is the official STU identification card. 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. An STU ID 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.

The STU ID combines a multitude of features and uses, including:

- Access to campus
- Classroom access (School of Science)
- Fitness Center access
- Copier usage
- Library privileges
- Meal plans
- Identification purposes
- Use of the Bobcat Shuttle
- Discounts at participating vendors

Any lost or stolen ID must be reported to the Student Success Center immediately. There is a \$10 replacement fee.

## **8.28 Interference with University Investigations and Disciplinary Proceedings**



Interference with University investigations, administrative procedures, disciplinary proceedings, or judicial proceedings, such as those conducted by the Department of Public Safety, Office of Enrollment Services and Student Affairs, Department of Residential Life, or any other University office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in University investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy University investigations or destroy University records or evidence. Interference with University investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding. Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

## **8.29 Jurisdiction of University Policies and Procedures**

Students must adhere to STU policies and procedures on the main campus; at any other STU site; or while participating in any University-sponsored program, event, or activity.

## **8.30 Missing Student Policy and Procedure**

St. Thomas University takes student safety very seriously. If a student is missing, or suspected to be missing, please contact Campus Security.

## **8.31 Parent/Legal Guardian Notification**

University personnel may use administrative discretion in parental or legal guardian notification in writing and/or by phone of a student under 21 years of age when alcohol or drug violations of the University policy occur or when a student's health or safety is at issue.

## **8.32 Parking, Traffic and Vehicle Registration Policies**

Each student is responsible for operating his/her 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 prohibited.

All traffic control signs posted on University 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 University property.

A maximum speed limit of 20 MPH will be enforced on the campus at all times. Speeding, failing to stop at a stop sign, 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.

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.

### **Auto Registration**

Upon registering a vehicle each student is then issued a parking decal, which is to be fully affixed to the outside of the lower left corner of the rear 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 ask the St. Thomas University Department of Public Safety Office at ext. 6500 for assistance.

**St. Thomas University assumes no liability for damages to any vehicle parked or driven on campus.**

### **8.33 Pets**

No pets or animals, other than fish, are permitted on campus except for service animals and approved emotional support animals.

### **8.34 Sexual Values Policy**

As a deliberately Catholic community, we seek to create a climate of mutual respect and uphold high moral standards with regard to sexual behavior. Further, as a community, we appreciate the potentially negative effects consensual sexual behavior can have on the mental and physical health of those engaged in such behavior. Furthermore, the community appreciates the disruption such behavior can have on roommates, friends, and others sharing in a living-learning environment. Finally, St. Thomas University, as a Catholic, Diocesan University believes that sex belongs within the confines of marriage. Based on these philosophies, STU expects that students refrain from overt (or sexual) public displays of affection while on University premises or at university-related events so as to respect the values of the Catholic community STU aspires to create.

This policy also prohibits exposing oneself in an indecent manner while on campus, at a university- related event, or online via social media or electronic other means.

### **8.35 Solicitation and Sales**

Sales and solicitations are not permitted on the St. Thomas University campus. Exceptions are subject to the discretion of the VP of Student Affairs and Vice President for Finance and Operations. Sales within the Residence Halls are subject to the discretion of the VP of Student Affairs or designate.

### **8.36 Student Travel for Field Trips, Conferences, and/or Academic Programs**

The University's mission, in part, states that the University is "committed to the academic and professional success of its students who become ethical leaders in our global community." As such, members from the University community are encouraged to enhance their academic pursuits through University approved and/or University operated study abroad programs and opportunities.

This policy is in conjunction with the policies set by the Archdiocese of Miami and applies to all domestic and international travel that is coordinated or sponsored by, funded in part or manner by, or involves the granting of degree credits by St. Thomas University.

A "University Trip" includes any that is organized, administered, or sponsored by University personnel – any department or school within the University or any other trip outside the United States in which a faculty member and/or staff member is traveling with University students in conjunction with, or as part of, an academic, community service and/or humanitarian endeavor.

All students who are traveling with or on behalf of the University must register online at: [www.stu.edu/bobcattravel](http://www.stu.edu/bobcattravel).

### **8.37 Theft or Unauthorized Possession**

Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to University disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

### **8.38 Title IX Compliance Policy**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. The law forbids sex discrimination in all university student services and academic programs including, but not limited to, admissions, financial aid, academic advising, residential life, athletics, discipline, recreational services, health, wellness and support services, academic assignments and grading. Title IX also forbids sex discrimination in university employment and recruitment consideration or selection. To that end, the University has adopted a comprehensive sexual discrimination / harassment policy that addresses sexual harassment, discrimination, assault, and other related violations involving sex, such as dating violence, stalking, domestic violence and sexual assault. It can be found at <https://www.stu.edu/administrative-affairs/title-ix/> This site also includes contacts and reporting options, including the following:

Title IX Coordinator: TitleIX@stu.edu

Faculty, staff and students may also contact the Department of Education's Office of Civil Rights (OCR).

The OCR office for Florida:

Atlanta Office

Office for Civil Rights

U.S. Department of Education 61 Forsyth St. S.W., Suite 19T10 Atlanta, GA 30303-8927

Telephone: (404) 974-9406

Fax: (404) 974-9471; TDD: (800) 877-8339

Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

The OCR National Headquarters:

U.S. Department of Education Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg. 400 Maryland Avenue, SW

Washington, DC 20202-1100

Telephone: (800) 421-3481

Fax: (202) 453-6012; TDD: (800) 877-8339

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Reports involving an alleged perpetrator may be filed at any time; prompt reporting can aid an investigation. A student may confidentially report a violation of this policy to those who serve in a professional role in which communication is privileged under Florida law and to those whom the University has designated as confidential reporters consistent with Title IX. Persons who may maintain strict confidentiality include:

- Student Health Center personnel
- Campus Ministries personnel
- Clergy acting in their professional role at STU

Students should be aware that, with the exception of these confidential resources, all employees who become aware of conduct that might fall under this policy are expected to notify the Title IX Coordinator/ Director of Human Resources with the ids of the parties involved and the details of the report. Students who serve in an ongoing peer-advising role (such as Resident Assistants) are also expected to share such reports with the Title IX Coordinator/ Director of Human Resources.

Amnesty will be given for various student code of conduct violations, for example, minor alcohol or drug infractions, for students reporting incidents of sexual assault or other sexual violence. Once a report is received, an investigation and possible remedial actions may occur, including adjudication through the disciplinary process described below, interim measures (e.g., a "no contact" directive, trespass from campus, interim suspension), reasonable academic or housing modifications, or other remedies designed to reasonably minimize the recurrence of such conduct as well as mitigate the effects of the alleged behavior.

### **8.39 Tobacco-Free and Smoke-Free Campus**

St. Thomas University is an educational institution dedicated to the promotion of healthy lifestyles and personal development and we believe that a tobacco-free campus will promote these objectives.

STU is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus. Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. As smoking is incongruent with the University's commitment to a safe and healthy environment, the University does not permit smoking on its premises.

The Tobacco-free Policy applies to all STU facilities and vehicles, owned or leased, regardless of location. Smoking shall not be permitted in any enclosed place, including student residential housing. Smoking shall also be prohibited outdoors on all campus property, including parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Cigarettes, including e-cigarettes, cigars, and pipes, including hookah pipes, shall not be permitted to be consumed, sold or distributed as samples on university grounds, in vending machines or any area on campus. Violations of this policy will result in appropriate disciplinary action as a violation of the Community Standards and/or the faculty and staff policy manuals. Repeated violations may result in suspension of student status and termination of employment.

### **Advertising, Sponsorships & Promotions including tobacco**

No tobacco-related advertising or sponsorship shall be permitted on University property, at University-sponsored events, or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by STU and which is lawfully sold, bought, or distributed on University property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

### **Chewing Tobacco**

Smokeless, chewing tobacco, (snuff, spit, twist) of any form is not permitted in any STU vehicle, building or facility on campus, including residence halls.

## **8.40 Trespass Policy**

St. Thomas University reserves the right to prohibit entry onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property

may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle, as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the University may be restricted to time and place by the agent of the University issuing the trespass warning.

## **8.41 Unauthorized Possession of University Property**

Students in possession of property owned or controlled STU without authorization for such property will be subject to University disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

## **8.42 University User ID, Password and Email**

Students are not allowed to: share accounts or passwords with friends or relatives, run password checkers on system password files, run network sniffers, break into other accounts, disrupt service, abuse system resources, misuse email, examine other user's files unless asked to do so by the file owner, download PC binaries, copy unlicensed software or allow other users to copy unlicensed software.

### **8.42.1 Password Policy**

It is vitally important that all students connected to the network understand the importance of keeping their password secret.

### **8.42.2 Password Guidelines**

- Password must not be written down, or disclosed via email.
- Default passwords should not be used.
- If a password is disclosed, it must be immediately changed.
- Students will be informed in detail of cracking dangers/successes.
- All vendor-defined default passwords must be changed before the system is used.
- Passwords should be stored in encrypted form and the encryption should be strong, resisting brute force decryption for weeks on a powerful workstation.
- A user should not be able to read other users (encrypted) passwords (from the password file).
- Embedding of clear-text passwords into software should be avoided at all costs and embedded encrypted passwords are also to be avoided where possible.
- A password minimum age, maximum age, minimum length & history list will be specified as follows:  
minimum age = 60 days, Maximum age = 90 days, Minimum length = 6 characters.



- Password history: the use of the last two passwords should be prohibited.
- The allowed password content is to be specified and the system will check the password content according to the above rules, before accepting the password.
- Students should not be able to change other user's passwords, but the account operator can change user passwords.
- Change of password will be forced on first login after the password has expired.

If any University faculty, staff member or student types or misspells his/her STU account's password incorrectly three (3) consecutive times, his/her account will be locked out for a 10-minute period. This counter for invalid attempts will then be reset after another 10-minute duration period.

### **8.42.3 Email**

Students should be aware that conventional email systems often guarantee neither privacy nor proof of origin or receipt. Class 2 data may be sent internally within the University without encryption. Class 3 should be encrypted. Class 4 data may not be transmitted via email. Only Class 1 data and information specifically allowed for projects with external entities may be emailed outside the University.

Users should be aware of the risks of opening documents with macros, postscript files, and installing programs received via email.

### **8.43 Vandalism or Destruction of University Property**

Vandalism is any act that intentionally, recklessly or negligently causes damage to the University's or an individual's property. Defacing, littering, or damaging property of the University or of an individual is prohibited and subjected to disciplinary action and maybe liable to criminal charges.

### **8.44 Weapons and Firearms**

Students may not be in the possession of firearms (guns of any kind), Tasers, archery bows, live ammunition, or knives (or swords) at an unlawful length.

Furthermore, items meant to look like guns or weapons are also restricted from campus – this may include, but is not limited to: airsoft guns, Nerf guns, cap gun lighters made to look like guns...etc. This includes any instrument of a projectile nature, such as potato guns or slingshots.

An exception is made when approval is given by the Office of Student Affairs for specific time-frames and only when supervised by a university administrator.

## **8.45 Withdrawals**

### **8.45.1 Voluntary Withdrawals**

Voluntary withdrawals follow the procedures laid out in section 5 of this Handbook

### **8.45.2 Involuntary Withdrawals**

St. Thomas University endeavors to provide a safe and orderly environment, insofar as possible, in which all qualified students, with or without disabilities, are able to participate in the University's programs and activities and to pursue their academic, physical, moral and social development.

The Vice President for Student Affairs or a designee reserves the right to take immediate, necessary and appropriate action to protect the health, safety, and well-being of an individual and/or the University community. A student who does not conduct himself or herself in a manner compatible with a safe and orderly environment is subject to discipline through the student conduct system. In an unusual case where a student engages in one or more behaviors such as those listed below or exhibits a pattern of such behaviors, the University reserves the right, consistent with applicable law, to require an involuntary withdrawal. These behaviors include:

- a. Student engages in, or threatens to engage in, behavior which poses a danger of causing physical harm to self or others;
- b. Student demonstrates an inability to satisfy personal needs, including nourishment, shelter, personal safety and well-being, etc. such that there is a reasonable possibility that serious physical harm or death might occur within a short period of time; and/or
- c. Student exhibits behavior(s) that substantially impede(s) the lawful and/or daily, normal activities of others and/or would interfere with the educational process and the orderly operations of the University. Behaviors include those that are disruptive to the surrounding community and community members and/or significantly impact the University's human resources in continued management of these incidents.

Prior to invoking an involuntary withdrawal, a student may be given the option to take a voluntary withdrawal. Involuntary withdrawals may be subject to approval by the Vice President for Student Affairs or designee.

Reinstatement following involuntary withdrawal normally requires a certification from the student's treatment provider which satisfies the University that the student's behavior is compatible with the academic and technical standards of the University.

## 8.46 Student Grievance Policy

St. Thomas University is committed to respecting and supporting all members of our University community and providing a quality educational experience for all students. Student grievances/complaints are usually the result of behavior that the person feels is unjust, inequitable, or creates an unnecessary hardship. Whenever possible, students, faculty and staff are encouraged to seek an informal resolution of the matter directly with the individual(s) or office involved. Often a grievance can be resolved in this way.

The University encourages an environment in which constructive complaints are valued and contribute to the positive experience of all who use its services. It is the University's goal to investigate issues thoroughly as close to the initial point of contact as possible and to find solution to the grievances promptly in the best interests of all parties, recognizing the value of using this as an opportunity to continuously improve our services, programs and policies.

Students should first try to resolve the grievance informally by talking with the individual(s) directly connected with the grievance. If talking to the individual has not resolved the problem, then review the list of existing resources to identify who best can assist with resolving the situation. Contact the office to schedule an appointment with appropriate University official to discuss your concern. This person may request that you provide some documentation, such as time, place, history of interactions, or people involved. See the list of Campus Resources available to help you get started. The College official will address the grievance with the individual in a timely manner and to the best of his/her ability. Appropriate actions and steps will be taken; if necessary, to resolve the issue for the good of the student and the department with the goal of service improvement.

If the problem remains unresolved, the Director or staff member may refer the student to the Vice President of Student Affairs, Vice Provost of Academic Affairs or his/her designee for further assistance.

If at any time the student is unsure how to begin the process or what office to contact, please visit Student Affairs at the main campus or School of Law.

## Section 9 University Disciplinary Procedures



## **9.1 Violation of University Community Standards**

The University Community Standards describes behaviors that are inconsistent with the essential values of the University community. The University retains the right to modify the University Community Standards at any time without advanced notice. The University reserves the right to discipline any student and/or a 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 University Community Standards. Intentionally attempting or assisting in violation of the Community Standards 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 University Community Standards, he/she performs any act that constitutes a substantial step toward the commission of that violation.

## **9.2 Application of University Community Standards**

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 all online social media sites, such as Instagram, Facebook, Snapchat and Twitter is a violation of the University Community Standards. In cases where the School of Law students have allegedly violated the University Community Standards, the Associate VP for Student Affairs (or designee) and/or the Dean of the School of Law will determine if the student will be held accountable to the University Community Standards or the School of Law Code of Conduct. In addition, other misconduct is described in the University Student Handbook.

## **9.3 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 University Community Standards, 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 inform Public Safety at (305) 628-6500.

## **9.4 Disciplinary Process**

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.

## 9.5 Judicial Process for Violations of Community Standards

The purpose of the Judicial Process is to determine the level to which a student (or students) is responsible for actions that violate the University's Community Standards.

\*The following applies to violations of the Community Standards. However, processes and policies related to incidents of Sexual Misconduct (see Sexual Misconduct Policy) may differ from statements in this section. Those differences supersede information provided here.

### 9.5.1 TERMS:

1. *Chief Conduct Officer* – The Associate Director of Community Standards and Social Responsibility oversees the community standards and student judicial process.
2. *Chief Appellate Officer* – Vice President of Student Affairs.
3. *Hearing Officer* – The Hearing Officer is a trained member of the faculty or staff at STU who is appointed by the Associate Director. The Associate Director (Chief Conduct Officer) may serve as a Hearing Officer.
4. *Respondent* - The individual who has been charged with violating STU's Community Standards.
5. *Complainant* – A student or community member who files a formal complaint against another student.
6. *Judicial Board* – A Judicial Board convenes to hear a student conduct case. Whenever possible, the Judicial Board consists of three members (combination of students, faculty, and staff).
7. *Preponderance of Evidence* – The evidentiary standard used when determining a student (or students) responsibility. "Preponderance of Evidence" means that the information as a whole, shows that the fact(s) supports the conclusion that is "more likely than not" that the student engaged in the alleged behavior.

8. *Responsible and Not Responsible* – A student is asked to make a declaration of “Responsible” or “Not Responsible” during their Preliminary Conference. When a student declares that he or she is “Not Responsible” for an alleged violation – a Hearing Officer(s) is appointed to decide whether or not the student is responsible by the preponderance of evidence in a hearing.
9. *Hearing* – A hearing is the opportunity for the University to determine the level to which a student is responsible/not-responsible for an alleged violation of the Community Commitments.

### 9.5.2 Types of Hearings

- A. *Administrative Hearing* – An Administrative hearing will be conducted by the Chief Conduct Officer or an appointed Hearing Officer.
- B. *Judicial Board Hearing* - The Judicial Board consists of up to three STU community members (students, faculty, staff). If a Judicial Board cannot be established in a timely manner, the case will be resolved through an Administrative Hearing.
- C. *Informal Hearing* - During an Informal Hearing, the student responsible for the behavior will be provided a document describing the charges against them and a list of sanctions, determined by the Chief Conduct Officer. The student will have the opportunity to sign the document, accepting responsibility for the charges, or to choose to schedule a formal hearing.

The Office of Student Affairs will consider severity and frequency of the charge(s) and will determine the appropriate hearing format. During the Preliminary Conference, the student(s) in question will have the opportunity to submit a written request for their preferred hearing format. The Associate Director, Community Standards and Social Responsibility, or designee will make the ultimate decision how the case will be processed. This determination is made on a case-by-case basis.

The format for cases that fall under the University’s Sexual Misconduct Policy (Title IX) will follow the University’s Title IX process. The Title IX policy and procedures supersede those listed here.

## 9.6 Investigations

Any member of the University community may file a complaint against a student for violating a Community Standards.

Upon receiving an alleged complaint that an individual or group of students has violated one or more Community Standards, the complaint shall be investigated by the Office of Community Standards and Social Responsibility.



- If it is determined that the allegation is without merit, the investigation will cease.
- If it determined that a violation may have occurred, the student(s) will be notified to schedule a preliminary conference with the Chief Conduct Officer.

## 9.7 Preliminary Conference

The purpose of the preliminary conference is to provide guidance to the accused in the disposition of the charges, to answer questions regarding the procedures and format of the campus judicial system, and to make arrangements for the hearing. The accused student will be allowed to give three possible business days and times when he/she is available to schedule a preliminary conference (Chief Conduct Officer will choose one) once notification of an alleged violation has been received.

During the Preliminary Conference, the accused will be given the opportunity to accept responsibility for all charges against them. If an individual accepts responsibility for all charges, the Chief Conduct Officer will conduct an *Informal Hearing*.

If a student is not present for their Preliminary Conference, their case will automatically be scheduled for a hearing. Hearings may be scheduled at the convenience of the appointed Hearing Officer (s) with consideration of the students' class schedule(s). The student(s) in question will be given notice of the date, time, and location for their hearing via their STU email account. Hearings will be scheduled a minimum of 24 hours after the preliminary conference.

## 9.8 Hearing Procedures

1. Hearing Procedures will be conducted in private. Judicial Board and Administrative Hearings may be recorded for University records. Students will receive notice of the date, time, and location of their hearing via their STU email account. Hearings will take place with or without the presence of the accused.
2. Admission of any person to the hearing shall be at the discretion of the Chief Conduct Officer. As conduct hearings are designed to ensure accountability for the STU Community, individuals who are not a part of this community are not normally permitted to be in attendance during university proceedings (parents, legal counsel...etc.). Students may petition to allow advocates or advisors to be present for the hearing to the Chief Conduct Office. These petitions must be submitted in writing 48 hours prior to the scheduled hearing. Permission for outside individuals does not equate participation. Outside guests are not permitted to speak or participate in judicial proceedings but will be asked to state their name and relationship to the student for the record. The Hearing Officer reserves the right to dismiss any individual from conduct proceedings based on an individual's failure to comply with direction.
3. In cases involving more than one accused student, the Hearing Officer may choose to conduct hearing proceedings together or individually.

4. During a hearing, the student will have the opportunity to present information, to challenge or clarify information, and to submit questions for anyone involved in the proceedings who appears in person to provide information.

### **9.8.1 Hearing Order of Events:**

1. Introduction
2. Statement of Charges
3. Respondent will be asked to accept or deny responsibility all charges
  - a. Respondent may accept responsibility for some but not all
4. Complainants information to support charges/Investigation Report
  - a. If there is not an active complainant in a case, the investigation report may be read aloud.
5. Respondent Opening Statement
6. Respondent is questioned by Hearing Officer(s)
7. (If there is an active complainant, 5 and 6 will be repeated for complainant. Respondent will also have an opportunity to submit questions to the complainant)
8. Witness Statements
9. Hearing Officer(s) question witnesses.
10. Hearing Officer clarifying questions (may be asked of complainant, respondent, or witnesses)
11. Closing Statements
  - a. Active Complainant
  - b. Respondent
12. Dismissal for Deliberations
13. Written notification of hearing results within 5 business days

## **9.9 Appeals Process**

Decisions or sanctions made as a part of an Informal Hearing, Administrative Hearing or Judicial Board Hearing can be appealed. The Chief Student Affairs Officer hears all appeals. In the event that the Chief Student Affairs Officer is not able to hear an appeal, they will designate a Hearing Officer (who played no role in the case) to hear the appeal. All appellate responses are final.

### **Appeal Procedures:**

1. Appeals must be submitted in writing in the form of an Appeal Letter to the Appellate Officer through the Office of Student Affairs within 48 hours of delivery of the Outcome Letter.
2. Appeal letters must be authored and signed by the student submitting the appeal.

3. The Appeal letter should state the reason(s) for the appeal and the supporting facts. In order for an appeal to be considered valid, the request and supporting facts must be directly connected with one or more of the Scope of Appeal Criteria.
  - a. The Scope of Appeal Criteria lists the parameters within which a student may file an appeal. To be considered valid, any appeal must reference one of the following criteria:
    - i. *Procedural error*, which had a bearing on the original decision.
    - ii. *New information* that was not available at the time of the inquiry which had a bearing on the original decision.
    - iii. *Bias*. Information demonstrating that there is no way a reasonable person could have arrived at decisions similar to the original decision absent of bias.
    - iv. *Disproportionate Sanction*– Whether the sanction imposed was in due proportion to the gravity and nature of the conduct.

## 9.10 Sanctions

In all cases, sanctions for violation(s) of the Community Standards can include, but are not limited to, the following:

1. Verbal Reprimand.
2. Written Reprimand.
3. Removal from Residence Halls. A person removed from STU housing for accountability reasons will be responsible for all housing charges assessed for the semester in which he/she is removed. Students will forfeit any housing deposits. Additionally, students will be responsible for the complete payments of his/her current meal plan.
4. Restitution and/or fines.
5. Reflection Essays.
6. Letters of Apology
7. Required attendance to an educational or intervention program, seminar, etc.
8. Required participation in assessments and screenings to assist in determining additional actions to be taken by the student.
9. Loss of privileges, such as the privilege to move off-campus, to live on campus, membership in STU co-curricular organizations or activities, athletics, attendance at special events, etc.
10. Permanent No-Contact Orders between involved individuals.
11. Permanent No-Trespass Order on University campus(s) or properties for an individual.
12. Disciplinary Probation – a conditional retention of a student’s status for a specific period of time. Students found responsible for violations of the Community Standards during their probationary period will likely be separated from the STU Community by either Expulsion or Suspension.
13. Interim Suspension – an immediate exclusion from class and other University privileges or activities until further notice. Interim suspension may be imposed to ensure the safety

and wellbeing of members of the STU community. Interim Suspensions include restriction of individuals' ability to be on University property.

14. Disciplinary Suspension – Separation from the University for a specified period of time, which includes loss of all tuition, fees, coursework and other privileges of an enrolled student.
15. Expulsion from STU – Separation from the University without the possibility of readmission. A Student will lose all tuition, fees, coursework and other privileges of an enrolled student.

## 9.11 Possible Fines

The following is a list of possible fines for some violations of the Community Standards. Along with the below fines, additional restitution and/or costs may be incurred depending on the incident and damages. Fines may increase based on the level of offense and the repetition of misbehavior. A student may be fined for any violation of the Community Standards. The following are the most commonly assigned fines.

1. Alcohol - \$100 - \$300
2. Destruction of grounds/lawns - \$50 - \$100
3. Altering or misusing fire safety equipment – up to \$1000
4. Quiet Hour Violation - \$25-\$100
5. Prohibited Items in buildings - \$25
6. Tobacco Free Campus Policy Violation - \$25 - \$100
7. Pet Policy Violation – up to \$100
8. Visitation Violations - \$25 - \$100
9. Vandalism - \$25 - \$100
10. Propping Secure Access Doors - \$100

## Section 10 Department of Athletics



### 10.1 Mission

Intercollegiate athletics at St. Thomas University is a program built on the rich cultural and international diversity in the Catholic tradition and committed to the academic and professional success of its student athletes stressing the values of integrity, respect, responsibility, sportsmanship, and servant leadership in building Champions of Character and global leaders for life.

## 10.2 Overview

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC) and an Associate member of the Mid-South Conference (MSC) for eSports, and the Appalachian Athletic Conference (AAC) for men's wrestling. Men's teams compete in baseball, basketball, football, golf, soccer, tennis, wrestling, swimming, indoor track & field, outdoor track & field, cross-country, and rugby; women's teams compete in basketball, bowling, golf, softball, volleyball, beach volleyball, flag football, soccer, swimming, tennis, indoor track & field, outdoor track & field, cross-country, lacrosse, and rugby. The University also has co-ed varsity Competitive Cheer & Dance and varsity eSports. On average, five athletic teams have annually qualified for national tournaments while the majority of the teams have also received NAIA Scholar Team honors. University athletes annually maintain a 3.0 overall GPA. According to the 2011 IPED report, the athletics program has a 58% graduation rate within a six year period. With increased academic support and mandatory study halls, this rate is sure to increase. The success of athletes is a true sign of the University's commitment toward its "student first" mission. St. Thomas University prides itself on being "Champions of Character" and has annually been sighted as a Five Star Champions of Character Institution by the NAIA.

## 10.3 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 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.

## **10.4 Eligibility**

### **Undergraduate Eligibility**

Student-athletes will follow all eligibility guidelines that are set forth by the National Association of Intercollegiate Athletics (NAIA), the Sun Conference (TSC) and the Mid-South Conference (MSC), and Appalachian Athletic Conference (AAC) in addition to the University's admissions requirements. Whichever is the more stringent rule will be the guideline to follow. Students with an earned Bachelor's degree (and with remaining eligibility, i.e., seasons of competition and terms of attendance) will be allowed to participate in intercollegiate athletics at any NAIA school provided they are enrolled in and pursuing a graduate program, professional school or fifth-year - post-baccalaureate degree teacher education program. The graduate must be enrolled in a full-time class load as defined by the school at the time of participation, and to maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

In order to participate in athletics, undergraduate student-athletes must maintain a minimum 2.00 overall GPA and pass at least 24 credit hours within the last two full-time terms of attendance while showing progress toward their degree. Any appeal of the 2.0 GPA requirement should be communicated to the Director of Athletics and FAR and will be heard by the Provost.

For specific NAIA rules, and for first time student-athletes participating in the NAIA, and all other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at <http://www.playnaia.org/>.

### **Entering Freshman**

As per the NAIA Eligibility Rules, 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 if they do not graduate high school with a minimum 2.3 grade point average:

1. Achieve a minimum of 18 on the Enhanced ACT or 970 on the SAT (math and verbal only). 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 970 or higher must be achieved on the **CRITICAL READING** and **MATH** sections of the SAT. Scores must be achieved on a single test date, and the test score must be sent directly from the testing center to the University and to the NAIA Eligibility Center

2. Graduate in the top half of your high school graduating class. If the class rank does not appear on the transcript, a letter from the principal or headmaster will be accepted but must be written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement.

## **Graduate Eligibility**

Student-athletes will follow all eligibility guidelines that are set forth by the National Association of Intercollegiate Athletics (NAIA) the Sun Conference (TSC) the Mid-South Conference (MSC) and the Appalachian Athletic Conference (AAC), in addition to the University's admissions requirements. Whichever is the more stringent rule will be the guideline to follow. Students with an earned Bachelor's degree (and with remaining eligibility, i.e., seasons of competition and terms of attendance) will be allowed to participate in intercollegiate athletics at any NAIA school provided they are enrolled in and pursuing a graduate program, professional school or fifth-year - post-baccalaureate degree teacher education program. The graduate must be enrolled in a full-time class load as defined by the school at the time of participation, and to maintain eligibility status, the student must successfully complete the full-time class load as defined by the institution.

## **Four –Year Completion**

Student-athletes have 10 semesters of full-time attendance (or terms of attendance) in which to complete four (4) athletic seasons in a sport, whichever comes first. Eligibility of student-athletes begins when a student first registers for 12 or more credit hours or when a student-athlete first competes (practices, scrimmages, or competes) at any two- or four-year collegiate institution. These years are continuous. Student-athletes will be charged a term of attendance upon enrollment in 12 or more institutional credit hours during the fall and spring semesters. Summer sessions are not considered a term of attendance. A student-athlete may be granted an extra year of competition if they participated in the equivalent to or less than 20% of the frequency of play limit for their particular sport or in post season competition, but 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.

## **Academic Progress and Study Halls:**

To ensure student-athletes are making normal progress towards graduation, the Department of Athletics monitors academic progress through the University's Starfish alert system and the TOTA3L Program (Take Off Toward Academics and Athletics Leadership). Upon notification of missed classes, incomplete assignments, or poor test grades, coaches meet with student-athletes individually. Reports are also generated throughout the semester via professors who deem students at risk. From these various reports, coaches can mandate study hall.

## **10.5 Institutional Day Off Policy:**

In accordance NAIA Bylaw Article I, Section H, Item 7, St. Thomas student athletes will have one day off

per week from athletic participation defined as athletically related activities. Athletically related activities are defined as any activity directed or supervised by any person on the coaching staff, including strength and conditioning coaches:

- Practice
- Competition
- Film Review
- Weight Training

Permissible activities related to the team or individual on a day off could include:

- Academic Meetings/Study Hall/Tutoring
- Team Travel
- Community Service
- Voluntary workouts initiated by the student

The day off applies to athletically related activities during the academic year and does not account for organized activities throughout the preseason, prior to the start of classes, or post-season competition. Student Athletes with questions or concerns pertaining to the enforcement of day off policy should contact athletic department personnel below.

Director of Athletics- Bill Rychel, [wrychel@stu.edu](mailto:wrychel@stu.edu)

Director of Compliance- Jeff Veitch, [jveitch2@stu.edu](mailto:jveitch2@stu.edu)

Faculty Athletic Representative- Dr. Jan Bell, [jbelle@stu.edu](mailto:jbelle@stu.edu)

## **10.6 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 additional funding for 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 staff in the Student Success Center. Athletic grants require certification of eligibility. If deemed ineligible, a student athlete may lose their athletic grant (scholarship).

## **10.7 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 travel roster for competition listing the names and dates that student athletes will miss class will be sent to the Deans to be distributed to Faculty, prior to the team leaving for competition. It is 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.

## **10.8 Alcohol, Tobacco and Other Drug Policy**

The Alcohol, Tobacco and Other Drug (ATOD) policy of STU is designed to promote healthy lifestyles. The ATOD policy is intended to protect the health and welfare of the student athletes through education, monitoring, intervention, and when appropriate, punitive and rehabilitative measures. It is the goal of St. Thomas University's Athletic Department to deter underage use of alcohol and discourage student-athletes from using illegal or performance enhancing drugs and/or controlled substances.

The Athletic Department is responsible for the protection of the health and safety of its student-athletes through prevention, intervention, and pertinent education on the abuse of substances that adversely affect their academic performance, athletic achievement, and/or well-being. The use of controlled substances, tobacco and alcohol can adversely affect their skills achievement, and poses a risk of serious injury to both themselves and others in the course of practice and competition.

It is the policy of the Athletic Department of St. Thomas University to create a drug-free environment in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees, students, student athletes, and visitors to the athletics department to unacceptable safety risks, and undermines the University's ability to operate effectively and efficiently. In this connection, a student-athlete found with the unlawful presence of alcohol or a controlled substance in his/her system, unlawfully in possession of, using, selling, trading, or offering for sale controlled substances or alcohol while on St. Thomas University's premises or during events associated with the Athletic Department, will be subject to disciplinary action up to and including discharge as set forth by the policies of the Athletic Department at St Thomas University.

The Athletic Department will develop and provide education seminars and programs in drug, alcohol and tobacco abuse and the dangers of addiction in line with this responsibility for the athletes' well-being. The seminars and programs will help identify those student-athletes requiring assistance. If necessary, they will be referred to the appropriate counseling and treatment sources.

### **Tobacco Use**

As a member of the NAIA, STU enforces the NAIA tobacco policy. The use of tobacco products is prohibited by all student-athletes and game personnel (e.g. coaches, athletic trainers, managers and game officials) in all sports during practice or competition. A student-athlete who violates this tobacco policy will be sanctioned as outlined by this STUAD Alcohol, Tobacco and Other Drug policy.

#### **First Offense**

- 10.8.1.1 An official warning issued by any STU staff member and/or game personnel.
- 10.8.1.2 The staff member who issued the warning will alert the student-athlete's Head Coach and the Director of Athletics of the warning.

#### **Second Offense**

1. Expulsion from practice, game, tournaments and events.

## **Alcohol Abuse**

The Athletic Department recognizes that student-athletes who are cited for a Residence Hall/Campus Alcohol Violation or Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) place themselves in danger and put the community at risk. The Athletic Department will take a proactive approach in discipline as well as seeking the proper medical and other professional assistance for these student-athletes. Any coach or athletics personnel that are alerted to the violation of a student-athlete for alcohol on campus, DUI or DWI is required to immediately alert the Director of Athletics. The Director of Athletics will then seek through the appropriate athletics personnel a plan of sanctions.

## **DRUG ABUSE**

It is the responsibility of each student-athlete to report and submit a copy of any medical prescriptions or dietary supplements to the Head Athletic Trainer. This includes but is not limited to: diet pills, allergy medications, attention deficit disorder medications, and birth control medication. A vital part of this program will be drug screening for all St. Thomas University student-athletes. This will be done in order to deter drug abuse, to identify the substance abusers, to remove the threat of injury they represent, and, if necessary, to remove the abusers from the athletic environment. While the Athletic Department recognizes that drug testing is not the final answer to substance abuse, the objective of the program is to aid in the prevention of substance abuse, to educate the student-athlete to the dangers of substance abuse, and to remove that threat of serious injury to the student-athlete. Substance abuse includes unlawful possession, use, purchase or sale of controlled substances on University premises, including all athletic facilities. It also includes reporting to University sponsored events under the influence of drugs or alcohol.

**DRUG TESTING CONSENT FORM** Consent forms must be signed by any and all student athletes, upon reporting for the 1st day of practice and/or when physicals are conducted, whichever comes first of each year the student-athlete is participating.

**TRANSFER STUDENT** 1. If a student-athlete transfers from an institution while ineligible, the institution from which the studentathlete transferred must notify St. Thomas University that the student-athlete is ineligible. 2. St. Thomas University reserves the right to notify another institution of a previous positive drug test of a student-athlete who is transferring from STU.

**METHOD OF TESTING** The Athletic Department, in order to comply with the rules and regulations set forth in the St. Thomas University drug policy; will conduct drug testing via urine collection to ensure fair and equitable competition and to safeguard the student-athletes against potentially harmful agents.

**PROCEDURES FOR SELECTION** St. Thomas University shall conduct continuous and unannounced

drug testing throughout the academic year on the basis of team, position, class, random or reasonable-cause selection without prior notification to the studentathlete.

Methods of Selection. All student-athletes are subject to testing during the academic calendar year for the use of any banned drug, under a protocol established by the Athletic Department within the following parameters:

- a. Random Testing. All student-athletes are subject to random testing. On an annual basis, the Athletic Department shall designate the number of random testing windows and the number of student-athletes to be tested during each window, but there shall be no fewer than two such windows during the year with testing of at least 5% of the student-athlete population during each window.
- b. Pre-Participation Testing. The Athletic Director shall have the authority to designate teams subject to drug testing as part of a pre-participation physical required of all incoming studentathletes, including whether to test all incoming student-athletes on the designated team or a random sample thereof.
- c. Team Testing. The Athletic Director shall have the authority to designate teams subject to drug testing at any time during the course of the year, including whether to test all student-athletes on the designated team or a random sample thereof.
- d. For-Cause Testing. If the Athletic Director has a good-faith basis to believe that a studentathlete is using a banned drug, he or she may notify the Athletic Training Staff, who shall arrange to have the student-athlete tested.

## SPECIMEN COLLECTION PROCEDURES

1. St. Thomas University will pay for the administration and all lab fees for the first random drug test. If the first sample results in a positive test, the student will be responsible for the fees of all and any retests.
2. The student-athlete will be given a sealed container for specimen collection.
3. The specimen to be collected will be a urine sample.
4. A test administrator will monitor the furnishing of the specimen by observation to insure the integrity of the specimen until the desired amount is achieved.
5. Once an adequate specimen is provided, the test administrator will transfer the specimen to the appropriate packing for transportation in the presence of the student-athlete.
6. Fluids given to the student-athlete having difficulty voiding must be from sealed containers (certified by the test administrator) that are alcohol and caffeine free. NO food can be administered.
7. If the specimen is incomplete, the student-athlete must remain at the collection site until an adequate amount is achieved. During this period, the administrator will possess the collection beaker.
8. Once an adequate specimen is achieved, the student-athlete must remain present until the specimen container has been sealed and stored.

## NOTIFICATION OF RESULTS AND APPEALS PROCESS

1. The drug-testing lab will notify the Head Athletic Trainer of the drug test results via electronic (e-mail) notification.
2. St. Thomas University shall notify the student-athlete of a positive drug test result. The notification will be made in person by the Athletic Trainer in private. The information will remain confidential.
3. The Athletic Trainer will notify the Director of Athletics and the student-athlete's coaching staff of the positive test results.
4. The student-athlete must call his/her parent/ legal guardian in the presence of the Athletic Trainer, Director of Athletics and/or Head Coach to notify them of their positive test results and athletic suspension status.
5. The student-athlete may appeal to have the remaining specimen re-tested at the time of initial notification at his or her own expense.

## CAUSES OF LOSS OF ELIGIBILITY

1. Failure to complete and sign the drug testing consent form prior to the date set forth by the Athletic Department.
2. Failure to arrive at the collection station at the designated time without notification or justification.
3. Failure to provide urine sample according to protocol.
4. Leaving the collection site without providing a sample according to protocol.
5. Attempt to alter the integrity or validity of the urine sample.
6. All student-athletes found positive for substances banned by St. Thomas University.

## PENALTIES FOR POSITIVE DRUG TEST

1st positive drug test:

Student-athlete must call and inform parent/guardian that he/she has tested positive for drug use in the presence of the Director of Athletics, Head Coach, and/or Athletic Trainer.

If suspended, it will be for 10% of season (rounded up). Student-athlete may not participate in practices or games during this time; however, they must be present at all practices and home games. No travelling is permitted during the time of suspension. Example: Football 17 games =  $1.7 = 2$  game suspension

Counseling (minimum 4 sessions) with verification of completion from STU counselor. Student-athlete must abide by any additional recommendations from STU counselor.

Nine hours of community service. Hours will be monitored and reported by Director of Athletics.

Student-athlete will be required to submit to a follow up test (at the student-athlete's expense)



30 days from the most recent positive test. The re-test must be negative or show no evidence of increased drug use or it will be considered as the second offense. All positive drug tests will have a follow-up drug test.

The Director of Athletics will consult with the head coach of the student-athlete, the Athletic Trainer, the student-athlete and any other appropriate staff of the history of the student-athlete regarding academics, attitude, history of substance abuse and other factors to determine if any additional penalty is appropriate.

This may include but are not limited to: I. Additional suspension from competition. II. Revocation of scholarship effective immediately.

2nd positive drug test:

Student-athlete must call and inform parent/guardian that he/she has tested positive for drug use in the presence of the Director of Athletics, Head Coach, and/or Athletic Trainer.

Student-athlete could be suspended for 365 days from date of positive drug test.

20 hours of community service. Hours will be monitored and reported by Director of Athletics. Counseling (minimum 8 sessions) with verification of completion from STU counselor. Student-athlete must abide by any additional recommendations from STU counselor.

Student-athlete will be required to submit to a follow up test (at the student-athlete's expense) 30 days from the most recent positive test. The re-test must be negative or show no evidence of increased drug use or it will be considered as the second offense. All positive drug tests will have a follow-up drug test.

The Director of Athletics will consult with the Head Coach of the student-athlete, the Athletic Trainer, the student-athlete and any other appropriate staff of the history of the student-athlete regarding academics, attitude, history of substance abuse and other factors to determine if any additional penalty is appropriate.

This may include but are not limited to:

- I. Additional suspension from competition.
- II. Revocation of scholarship at the end of the current semester.

3rd positive drug test:

Revocation of scholarship and dismissal from Athletics Department

Once a student-athlete has tested positive once, they will be periodically tested throughout the rest of their athletic career at St. Thomas University.

The Director of Athletics and each Head Coach retains the right to dismiss and / or suspend a student athlete from the team and to recommend immediate cancellation or non-renewal of all athletically related financial aid after any positive test.

## POLICY REGARDING SELF-REPORTING OF DRUG PROBLEM

Self-reporting will be accepted prior to notifying the first subject of the impending test on the given test day. It should be noted that a student who self-reports a violation after notifying the first subject on any given test day will be subject to the penalties for a positive drug test, based on whether the positive test is a first, second, or third offense.

### Safe Harbor Program

The STUAD is committed to assisting student-athletes who have a drug and/or addiction problem. To that end, if a student-athlete of his or her own volition brings use, addiction or dependency to the attention of a senior staff member of the STUAD outside of the notification of drug tests, and seeks assistance, penalties will not be pursued. A treatment plan will be used to track recovery and cooperation with treatment by the student-athlete.

### Self-Referral

A student eligible for the STUAD Safe Harbor Program may refer himself or herself to the Safe Harbor Program through the Head Athletic Trainer for voluntary evaluation and counseling. A student athlete is not eligible for the Safe Harbor Program under the following conditions:

1. If the student has been informed of an impending drug test.
2. If the student has received more than one positive drug test.
3. If the student has been previously granted Safe Harbor.

### Treatment Plan

A student who self-reports a drug problem and who has not had a previous offense will follow remedial guidelines as set forth below:

1. The Head Athletic Trainer will meet with the student and arrange counseling and evaluation sessions with STU student health center; however, no other individuals from the Department of Athletics will be notified.
2. The student will be encouraged to notify his/her parents or guardian.
3. The student will be allowed to practice and compete once enrolled in a rehab program under the supervision of a physician; however, the student may be suspended from play or practice, if medically indicated.
4. A student will be permitted to remain in the Safe Harbor Program for a reasonable period of

time decided upon by the treating professional.

5. The student will be tested randomly as often as deemed necessary. If the student tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student tests positive in a subsequent retest or the student fails to comply with the treatment plan.
6. A subsequent positive test will be considered a second offense and therefore the guidelines for a second positive test will be followed which include a yearlong suspension and twenty hours of community service.

## INTRAMURALS AND RECREATION

The Fernandez Family Center for Leadership and Wellness' Intramurals and Recreation department offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, basketball, volleyball, soccer, billiards, beach volleyball and more. The Intramurals and Recreation programs also offer many special event opportunities 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 Fernandez Family Center for Leadership and Wellness. The Center includes a full-size gymnasium for volleyball and basketball, athletic department offices, media room, and three classrooms. Additional recreational facilities include the AutoNation Turf Field, Dooner Turf Field, track, a swimming pool, outdoor basketball courts, and tennis courts. Use of all recreational facilities requires a valid STU ID.

## Section 11 Residential Community Living



*Villanova Hall • Cascia Hall • University Inn • Sullivan Hall • New Hall*

St. Thomas University Office of Residential Community Living provides the opportunity for community living based upon the Catholic philosophy of mutual respect for the rights of each individual. Our residence hall arrangements encourage autonomy and the development of interpersonal relationships.

### **11.1.1 Introduction**

Residence Community Living at St. Thomas University is a department within the Office of Student Affairs. This addendum to the University Community Standards specifically addresses expectations of students within the residential living-learning community. The policies outlined in this section apply to any individual in the Residence Halls whether they are a resident or guest. All policies outlined in the University Community Standards supersede any policies outlined here.

### **11.1.2 University Community Standards**

Students are expected to conduct their behavior in the classroom, outside the classroom, and online in a manner that reflects the Community Commitments described in the STU Community Standards. The Standards identify five community commitments - individual worth, integrity, critical thinking, self-control, and community responsibility. The students of our community are expected to uphold and portray these characteristics in all aspects of their life while enrolled at St. Thomas University. As a student at STU, you are expected to understand and know the policies and procedures as outlined in the University Community Standards, Sexual Misconduct Policy (Title IX) and the Catalog.

### **11.1.3 Residential 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 University Community Standards and any housing publications.

### **11.1.4 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.

#### **Sustainability Statement**

The Office of Residential Community Living 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.

### **11.1.5 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.

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 assistant (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.

### 11.1.6 Residence Life Agreement

- 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 Community Standards, the Contract and other residence halls or University publications.
- 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.
- 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.
- 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.

### 11.1.7 Occupancy

- Occupancy begins when the student signs for the University room key(s) thus becoming a resident. 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 Residential Community Living.
- 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 Residential Community Living. 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.
- Students may not change or exchange rooms without prior approval from the Office of Residential Community Living.
- 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 Residential Community Living. 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.

- Upon entering at the beginning of the occupancy period each resident must complete a Room Condition Report (RCR) 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 account will be charged accordingly.
- When a residence hall room becomes half-vacant, the remaining resident 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.
- Students who do not claim their room assignment by 5:00 PM on the second day of classes, or who do not notify the Office of Residential Community Living 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 Residential Community Living will make a new assignment on a space available basis.
- 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.
- 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.
- Alterations of the physical structure, property, appliances or furnishings of the residence halls are not permitted without the written authorization of the Office of Residential Community Living. 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.
- 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 remaining items or property.
- 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.

- Before vacating the residence halls, whether at the end of the academic year, semester end, or for other reasons, residents must complete a proper check. 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 Residential Community Living 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 Residential Community Living. Any items left in the room after checkout or the occupancy date(s) will be discarded.

### **11.1.8 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 thereafter a fine will be charged; \$15 fine for the second unlock; \$20 fine for the third unlock and subsequent unlocks. 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 charged to the student account.

#### **Lockout Schedule**

Midnight to 5:00 PM: Call Public Safety at (305) 628–6500

5:00 PM to Midnight – Call the RA on duty at (786) 298–0741

### **11.1.9 Laundry Facilities**

Washers and dryers are located in each residential complex. The facilities may be used only by residents. Laundry machines are free for all students living on campus.

### **11.1.10 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.

### **11.1.11 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.

### **11.1.12 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.

### **11.1.13 Guest Policies**

- A host or hostess shall be permitted to entertain guests only with the express permission of his/her roommate(s).
- 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.
- 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.
- The curfew for non-overnight guests is 12 midnight Sunday through Thursday and 2:00 am Fridays and Saturdays.
- All guests/overnight guests must be registered with the Resident Assistant on Duty and Public Safety.
- Guests/overnight guests found without proper registration will be asked to leave campus immediately and the host may face disciplinary action.
- The number of overnight guests permitted in any residence will be equal to the number of University beds in the room or apartment.
- The host or hostess accepts full responsibility for his/her guest(s)/overnight guest(s).
- 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.
- 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.

- The Office of Residential Community Living 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.
- 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.
- 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.
- 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.

## **11.2 Posting Policy**

### **11.2.1 General Statement**

The objective of the policy is to ensure that St. Thomas University maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum of publicity outlets. Cooperation is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni and visitors.

### **11.2.2 Policy**

Student Affairs must authorize all student organization materials before they may be posted on campus. Student Affairs is the official registration point for posters, signs, notices, flyers, banners and announcements. Permission is given if the materials comply with established university policies.

### **11.2.3 Poster Removal:**

Materials posted must be removed no later than two (2) days after the conclusion of the event. The sponsoring group or organization is responsible for the removal of posted material. Undated material may remain posted for a maximum of two (2) weeks.

### **11.2.4 Sponsorship:**

Materials to be distributed or posted must list all of the sponsoring organizations.

### **11.2.5 Identification of Publicity:**

All advertisements, announcements and signs must be identified with the id and phone number of the person or organization responsible.

### **11.2.6 Language:**

Publicity written in any language other than Standard American English must contain an English translation.

### **11.2.7 Alcohol:**

Events sponsored by STU that includes the availability of alcohol may NOT be advertised. No off-campus alcohol event may be posted.

### **11.2.8 Other Promotion Methods (Handbills, Circulars, Flyers and Table Tents):**

Distribution of flyers and circulars not in violation of campus regulations is permitted on campus. The campus retains the ability to exercise its right to regulate the time, manner and place of the distribution. Student organizations wishing to distribute any materials must obtain permission from Student Affairs. Distribution is not allowed in buildings, other than the Student Center. Interference with the normal flow of motor vehicle or pedestrian traffic is not permitted. The disposal of discarded handbills, circulars or flyers is the responsibility of the sponsoring organization. Generally, the placement of table tents in the dining hall and food court is allowed with prior approval from the VP of Student Affairs.

### **11.2.9 Student Government Elections:**

During student government elections, exceptions to this policy may be established by Student Affairs and in consort with the student government. This information is distributed with the election materials to all candidates.

### **11.2.10 Mass Mailings:**

Registered student organizations may distribute information through resident student mailboxes if

the material is approved by the Student Affairs, and all pieces are folded, addressed, bundled according to residence hall and delivered to the Mail and Copy Center for distribution.

#### **11.2.11 Chalking:**

Chalking is not allowed on the pedestrian walks, patios and stone surfaces on campus.

#### **11.2.12 Room Distribution:**

Placing material under residents' room doors is prohibited. Special permission may be granted by Residence Life for major campus programs.

#### **11.2.13 Noncompliance:**

Materials are not to be posted in areas other than designated posting areas. If Student Affairs becomes aware of any violation of this policy, it notifies the sponsor in writing. If a second violation occurs, the sponsor loses all posting privileges for a time period equivalent to one semester and may be assessed a fine. If violations continue to occur after this sanction is assessed and the sponsor is a registered student organization, Student Affairs has the option to revoke the organization's registration for a time period equivalent to one semester. The loss of registration status results in the loss of scheduling facilities and events and the possible loss of using funds. If a student violates this policy by posting or distributing handbills for an unrecognized organization, the student may be subject to disciplinary procedures.

#### **11.2.14 Reasonable Accommodations:**

In addition to reviewing the University Policy on Reasonable Accommodations at University Events, all student organization flyers must include the following accommodations statement:

"To request accommodations please contact [event organizer] at [phone or e-mail]" Only recognized student organizations and University departments are permitted to post flyers/posters in the Residence Halls.

### **11.3 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.

### **11.4 Accidental 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.

## **11.5 Health and 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.

## **11.6 Community Standards**

### **11.6.1 Wi-Fi**

STU provides wireless internet (Wi-Fi) for each of the Residence Halls. Students may not bring their own wireless routers, as they interfere with the strength and reliability of the signal for the entire building. Residents should refer to the computer usage policies in the Community Standards for expectations related to appropriate behaviors online. The University also restricts some devices that broadcast a wireless signal as they often interfere with the Wi-Fi experience for all students. If there is



not an option on the device to turn off the wireless signal (mode/function), the following electronics may not be permitted in the halls: Including but not limited to: Smart TVs, Roku, Wireless Printers, Chromecast, or similar devices to these.

### **11.6.2 Trash**

Residents are expected to dispose of their room trash in one of the residence hall dumpsters. Placing trash in common area trash cans or in laundry room trash cans is not permitted.

### **11.6.3 Appropriate Attire**

While your residence hall room is your home, our residence hall buildings are also home to many different students and support staff. Because of this, it is important to always wear appropriate attire in the Residence Halls. Please do not wear athletic cleats inside.

### **11.6.4 Public Displays of Affection**

Residents are expected to be conscious of the ways in which their public displays of affection may affect the resident community around them. Public displays of affection should be kept at a minimum and will be addressed if they are inappropriate or sexual in nature.

### **11.6.5 Cleanliness/Personal hygiene**

Part of the upholding the Community Standard to Individual Worth is remembering that your health is essential to your success at STU. Students are expected to maintain good personal hygiene and to keep their living environments clean. During frequent health and safety inspections of the Residence Halls, students may be sanctioned and/or fined for living environments that have become unhealthy because a student has failed to clean up after themselves or report any health concerns.

### **11.6.6 Bed Bugs/Lice**

A resident must promptly notify the Office of Residential Community Living of any known or suspected bug infestation. The resident must permit facilities staff and residence life staff to access the room at reasonable times to inspect for and/or treat bed bugs. The resident must cooperate and not interfere with inspections or treatments. The Office of Residential Community Living has the right to select licensed pest control professionals to treat the living area and building or adjacent living areas or buildings as necessary. The Resident is responsible for having resident's own personal property, furniture, clothing and possessions treated according to accepted treatment methods established by a licensed pest control firm that Residence Life approves at the time that Housing requests. If the Resident fails to follow these provisions, the Resident may be liable for damages, and Residence Life will have the right to terminate Resident's right of occupancy and exercise all rights and remedies under the Housing Contract.

### **11.6.7 Quiet/Courtesy Hours:**

Residence Halls are under Courtesy Hours 24 hours a day – meaning any behavior or noise that is disruptive to student learning should cease upon request by another resident. Quiet Hours are in effect in the evenings only.

**Quiet Hours:** Sunday through Thursday from 9:00 PM – 9:00 AM  
Friday and Saturday from 1:00 AM – 10:00 AM

During quiet hours, no students may play amplified or excessively loud music or audio. No musical instruments may be played or practiced. Conversations and activities in lounges or lobbies should be kept at a low volume. 24-hour quiet hours are always placed in effect during the week leading up to final exams.

### **11.6.8 Roofs/Window Ledges**

Students are not permitted on roofs or window ledges. Items are not to be placed on the outside of window ledges or hung outside the windows or balcony.

## **11.7 Prohibited Items**

In an effort to establish a safe and respectful living-learning community, St. Thomas University prohibits the following list of items in the residence halls:

### **11.7.1 Alcohol**

Possession and consumption of alcohol is not permitted by or in the presence of any student under the age of 21 years. 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 but not in the presence of underage students.

### **11.7.2 Weapons**

Are prohibited from campus and the residence hall community including but not limited to: Firearms, explosives, swords, pocket-knives with a blade longer than 5 inches, nerf guns, slingshots, BB (pellet or airsoft) guns, paintball guns, brass knuckles, Tasers, whips.

### **11.7.3 Pets**

The only pets allowed in the Residence Halls are fish. Fish must be kept in a tank smaller than 15 gallons. Residents may not have more than one fish tank per resident. Residents must inform their RA of their fish. If a resident is found to be in possession of a pet, a \$100 fine will be assessed to each resident of the room.

### **11.7.4 Cooking Devices**

Students in residence halls may not have any cooking device except for microwaves.

### **11.7.5 Extension Cords**

- Any extension cords must contain their own internal circuit breaker. Power strips are recommended for students.
- Two-prong extension cords are prohibited
- Fines for possession of extension cords can include \$25 per cord found in a room.
- Cords will be confiscated and disposed of at the cost of the resident.

### **11.7.6 Paraphernalia**

- Paraphernalia indicative of drug, tobacco, or alcohol use are prohibited. Items include but are not limited to: beer bongs/funnels, empty alcohol containers, hookahs, marijuana smoking devices (water bongs, bowls, rolling papers, filters, pipes. etc.), prescription pill bottles with scratched labels or names other than that of the resident's, and any paraphernalia indicative of the use of e-cigarettes and vape pens/devices.
- Fines and further judicial action may be assessed if a student is found in possession of paraphernalia. Students may be dismissed from the residence halls if found responsible for multiple offenses or if residents fail to comply with directives from University officials.

### **11.7.7 Candles/Incense/Open Flame/Heat Source**

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls. Candles, incense, and any item with an open flame exposed heat source will be confiscated. Residents found in violation of this policy may be documented and face judicial sanctions.

## **11.8 Room Inspections/Searches**

Residence Life or Campus Safety officials may enter any residence hall room at any time for the purposes of addressing potential violations to the Community Standards (including Residence Life Policies and Procedures), identifying health and/or safety hazards, or if there is reason to believe a person(s) may be in danger. During a room search, any containers or appliances (fridges, microwaves...etc.) will be searched. Residents are not required to be present for a search to occur. Only professional staff members in Residence Life or Public Safety may conduct a search. Resident Assistants are not permitted to conduct a room search and may not inspect a room for health or safety hazards without a professional staff member present.

\*Head Resident Assistants may inspect a room for the purposes of assessing damages that are in plain sight.

## 11.9 Inappropriate Behaviors

In an effort to establish a safe and respectful living-learning community, STU prohibits the following behaviors, as well as any other behaviors that betray a community commitment, cause harm to people, property, or the integrity of the residence halls.

1. The use of athletic equipment in the residence halls.
2. Horseplay, climbing on the roof or buildings, being in restricted areas.
3. Fighting
4. Moving or removing lounge furniture or any University property.
5. Lofting or un-lofting residence hall beds, unbolting residence hall furniture from the floor or walls, leaving any furniture in the hallways or lounges.
6. Altering residence hall rooms (painting, removing or adding permanent affixations, removing doors)
7. Intentionally slamming residence hall room doors.
8. Handling or removing another student's belongings from the laundry facilities.
9. Propping of Residence Hall access doors (front doors, swipe card doors, fire doors)
  - a. The minimum fine for students found responsible for propping an access door is \$100

The use of disrespectful language towards, or failure to comply with, direction of a University official, including a Resident Assistant or Public Safety staff may result in dismissal from the residence halls without the eligibility to receive a refund as well as additional judicial action.

## 11.10 Accommodations

It is the student's responsibility to initiate the process for disability services in housing by contacting the Office of Residential Living. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of a disability and a request for a reasonable accommodation.

### 11.10.1 Facility Accommodations

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the Academic Enhancement Center to discuss their specific needs. Requests for accommodation must be made in writing to the Academic Enhancement Center and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the University will be considered on an individual basis. When considering the request, the Academic Enhancement Center will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of Physical Plant. If the student disagrees with the facility or grounds accommodation proposed by the Academic Enhancement Center, he or she may appeal in writing no later than 10 days after the decision

to the University's Provost.

## **11.10.2 Assistive Animals**

### **Service Animals**

Service animals are individually trained to work or perform tasks for the benefit of a person with a disability. Service animals may do such things as guide a person who is blind; pick up or fetch things for a person with a physical impairment; act as "medic alert" animals for people with seizure disorders, heart problems, or hearing impairments; or perform a variety of functions for people with psychiatric disabilities. Service animals are not pets; they are working animals. If a student wants his or her service animal to live on campus with the student, then the student must work with student housing and submit the documentation identified below under Emotional Support Animal.

### **Emotional Support Animals**

An ESA is animal whose sole function is to provide emotional support, well-being, or comfort. Emotional support animals do not qualify as service animals under ADAAA but may be permitted, with prior University approval, in University housing pursuant to the Fair Housing Act. Students with Emotional Support Animals are not permitted to bring those animals into any University buildings other than in University housing.

Students must submit the following documentation to the University at least 60 days prior to the start of the semester for which the ESA is requested:

6. ESA Registration Form
7. ESA Roommate Agreement signed by each of the requesting student's roommates.
8. ESA Mental Health Provider Recommendation Form
9. Authorization to Release PHI
10. Assistance Animal Veterinary Form

The Accessibility Coordinator will review the documentation and request any additional information, if necessary. An ESA will only be approved if the documentation provided clearly shows that the student has a disability, the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy a dwelling, and there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

If the request for an ESA is denied by the Accessibility Coordinator, the Accessibility Coordinator will

provide a written explanation of why. The student may appeal the denial to the Associate Vice President of Compliance within 5 days of receiving the denial.

If the request for an ESA is approved, then the Accessibility Coordinator will inform the Director, Office of Residential Community Living and the Director, Office of Residential Community Living will work with the student to find an appropriate room and roommates.

### **Responsibility of Students with Assistive Animals**

Approved ESAs are permitted in approved campus housing and surrounding areas for the animal to relieve itself. ESAs are not permitted inside any other University controlled buildings or in common areas of the residence halls such as lounges, meeting rooms, laundry rooms, or dining facilities) Any animal left unattended in a vehicle or any other area is to be reported to Campus Security for appropriate response. A person who leaves an animal unattended may be prosecuted.

The animal must be properly housed, restrained, and under the control of the Handler at all times. If the animal is found loose or unattended outside the Handler's living quarters, the animal is subject to immediate removal from campus.

If the Handler leaves campus overnight, then the animal must accompany the Handler or the Handler must make arrangements to board the animal off campus. Any animal that is left overnight in campus housing without its approved owner is subject to removal from campus.

If an animal disrupts the University educational process, administrative processes, or other campus function, or if the animal poses a direct threat to the health or safety of the campus community, then the Handler must remove the animal immediately. Barking, aggressive behavior, excessive noise, damage to the property, wondering, could result in removal of the animal.

Students with approved an assistance animal will not be charged a fee or deposit for the assistance animal. However, the Handler will be held liable for any damage to person or property caused by the animal's presence on the property. The University provides no indemnification to the Handler.

The Handler must clean up all animal waste and dispose of that waste in outdoor trash receptacles. Individuals unable to do so may request specific accommodations. Animal waste is not to be disposed of in indoor trash receptacles.

Requests to allow assistive animals as housing accommodations must be submitted to Residential Life no later than 60 days prior to the scheduled move-in date.

### 11.10.3 Single Rooms

Single rooms will only be provided as a reasonable accommodation to students with medical, psychological, psychiatric, mobility or other impairment related conditions, whose conditions prohibit the student from living with a roommate.

Please note that providing the University with medical information does not guarantee a special housing accommodation and that the desire to have a quiet, undisturbed place to study, for example, is insufficient to warrant a special housing accommodation.

In order to determine eligibility, the student must meet and speak with Residencial Life and provide an explanation of how the disabling condition impacts their daily life and their ability to live in a standard housing assignment. This includes providing official documentation from an appropriate medical professional that includes 1) a statement of the condition(s), including diagnosis, functional limitations, and expected duration of the condition(s), 2) an explanation of how your functional limitations substantially limit a major life activity, 3) a description of how a single room, specifically, is necessary to enhance your treatment or lessen the your functional limitations or why a standard room assignment would deny you access to student housing due to your disability, and 4) supporting information as to whether the accommodation of a single room is "helpful/beneficial" or "medically necessary/required" in order for you to have access to the student housing.

Examples of conditions that ordinarily do not warrant a medical single include:

- Asthma
- Allergies
- ADHD / learning disorders
- Insomnia and sleeping problems
- Orthopedic problems
- Depression
- Anxiety

If granted, the request for a single room as a medical accommodation must be renewed each academic year.

All requests for single rooms as an accommodation must be submitted no later than 60 days prior to the scheduled move-in date.





