UNIVERSITY OF ST. THOMAS

STUDENT HANDBOOK

2006-2007

August 2006

Dear UST Student:

Welcome to the University of St. Thomas! Whether you are a new or returning student, live on campus or commute, or are an undergraduate or graduate, UST is **your** campus! This document, which is included in the last section of our printed *2006-2007 Student Planner & Handbook*, is crucial information for you. It is important to you because it allows us to create an atmosphere on campus that supports and enhances a set of community standards that promote your academic and co-curricular success. As the Vice President for Student Affairs & Enrollment Management, one of my primary functions is to maintain these community standards, which are grounded in our institution's core values and Catholic mission.

I strongly encourage you to take advantage of the various resources available to support your learning and involvement here at UST. Our University is blessed to have a host of helpful, energetic Student Affairs staff prepared to assist you in any way necessary. These offices include Residence Life, Career Services & Testing, Counseling & Disability Services, Student Activities, Recreational Sports, Campus Ministry, Volunteer Opportunities, Campus Security, and Health Promotion & Wellness.

In closing, please know that I welcome your input and feedback regarding any aspect of your UST experience. You can reach me by calling (713) 525-3570 or emailing at studentaffairs@stthom.edu.

Sincerely,

Dr. Stephen C. Sutton
Vice President for Student Affairs & Enrollment Management

POLICIES & PROCEDURES

The following policies and procedures are included in this planner to assist you by establishing a set of community standards designed to promote student success. You are encouraged to become familiar with the details of this information.

Section	Policy/ Procedure Title
1.	Disclosure of Campus Security and Campus Crime Statistics & Related Policies
2.	Student Parking Regulations
3.	Academic Dishonesty
4.	Student Grievances
5.	Disability Nondiscrimination Policy
6.	Student Complaints
7.	Policy to Promote a Drug and Alcohol Abuse Free Workplace and Campus
8.	Family Educational Rights & Privacy Act (FERPA)
9.	Solomon Amendment
10.	Alcohol Policy
11.	Policy on Professional Ethics Governing Faculty/Student Consensual Romantic or Sexual Relationships
12.	Political Speakers
13.	Demonstration Policy
14.	Smoking Policy
15.	Sexual Harassment
16.	Sexual Assault
17.	Suicidal Behavior
18.	Posting Policy
19.	Emergency Weather Plan
20.	Code of Student Conduct
22.	Residence Life Policies & Procedures

The University of St. Thomas makes every effort to include in the *Student Planner* accurate and current information on policies, services, programs, and procedures of the University. However, the University reserves the right to make changes considered expedient for its general well-being or that of any of its constituencies. Furthermore, the provisions of the *Student Planner* do not constitute an irrevocable contract between any student and the University, and all provisions of the *Student Planner* remain subject to revision at any time for any reason and without prior notice.

The University of St. Thomas is committed to providing equal educational opportunities without regard to race, color, religion, sex, age, national origin, disability or veteran status.

Section 1: Disclosure of Campus Security and Campus Crime Statistics & Related Policies

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092 (f)) the University of St. Thomas publishes specified information on campus crime statistics and campus policies. The information summarized in this document is available in the Campus Security Office in the Moran Center. This information is also available on the UST website located at http://www.stthom.edu/security/index.html

Related Policies for Campus Security

A. Procedures and facilities for reporting criminal actions or other emergencies occurring on campus and the University response to such reports.

1. Individuals wishing to report criminal activity, or other emergencies on the UST campus may avail themselves of the following methods of reporting:

   a. Calling UST Campus Security at (713) 525-3888, twenty-four hours a day (ext. 3888 from campus phones).
   b. Calling UST Campus Security from one of the emergency call boxes.
   c. Calling the Office of Student Affairs at (713) 525-3570 during business hours and asking to have Campus Security notified.
   d. Calling 9911 from any internal telephone or 911 from any external telephone for direct access to the local emergency services.

2. UST Campus Security will take reports of alleged criminal activity and an officer will either come to the scene immediately, or the case will be referred for investigation, depending upon the nature and seriousness of the alleged offense. All criminal incidents are investigated by UST Campus Security, and if deemed necessary, by the appropriate outside law enforcement agency. Campus Security responses include, but are not limited to:

   a. Immediate response to the scene of the criminal activity by one or more Campus Security personnel;
   b. Investigations of alleged reports in accordance with University of St. Thomas Campus Security's procedures;
   c. Detaining suspects and filing the appropriate charges against them, dependent upon the circumstances of the offense;
   d. Referring alleged offenders to appropriate campus officials, such as the Vice President for Student Affairs & Enrollment Management for action.

B. Security and access to campus facilities including campus residences, and security considerations used in the maintenance of campus facilities.

The campus and properties of the University are maintained for the use of students, faculty, staff and authorized visitors. As a private university, access to campus

facilities may be restricted as necessary to comply with UST rules and regulations and to meet the safety and security standards set forth by University officials.

The University has instituted safety and security procedures and services, but each individual who enters the campus must assume the responsibility for his or her own personal safety. The University will continue to promulgate new safety security procedures, but no measure can succeed without the support of the faculty, staff, and visitors of the University community.

On campus housing provides a range of services and security procedures to ensure a reasonable comfort for residents and their invited guests. Residents are provided information concerning these programs and services, but are advised that each person's safety and security is his or her own responsibility. Trained residential staff, who are assisted in their efforts to maintain a secure environment in on campus housing by UST Campus Security and the UST Facilities Operations, are on duty around the clock. Services provided in an effort to maintain a safe environment include attention to lighting issues (including emergency lighting during power outages), locking of the main entrance to on campus housing on a regular schedule and the Security Escort Program.

C. Authority of Campus Security personnel, relationships with other law enforcement agencies, and programs that encourage the prompt and accurate reporting of all crimes to campus police and local law enforcement agencies.

1. UST Campus Security employs non-sworn security officers.

2. The UST Campus Security Department maintains a cooperative relationship with all other Federal, State, and Local law enforcement agencies.

3. The University of St. Thomas Campus Security Department speaks to all incoming students at orientation on a semi-annual basis, making them aware of how to contact Campus Security and of the importance of reporting criminal activity. Additionally, UST Campus Security personnel also give verbal crime prevention tips to students on an informal basis, encouraging them to approach Security with information about crime on campus. Stickers with the Campus Security phone number are placed on all telephones and a booklet with numbers is available.

D. Programs designed to inform students and employees about campus security procedures and to encourage students and employees to be responsible for their own safety and the safety of others.

A computer-based internal campus e-mail listserv has been established, and campus crime information is sent to all subscribers on a regular basis. Please check your email on a regular basis and pay attention to information from the Security Department. Every student at UST has a UST email address.

E. Programs designed to inform students and employees about the prevention of crime.

There are numerous programs that are available at the request of the various groups or individuals on campus including Sexual Assault Protocol, Drug Awareness, and Theft Prevention. A variety of literature is also available to any student upon request, as well as one-on-one discussions.

F. Policy concerning the monitoring of local police reports at off campus student organization-owned property including residential facilities owned by recognized student groups.

The University of St. Thomas does not have any recognized student groups that maintain off-campus properties.

G. Statement(s) concerning possession, use and/or sale of alcoholic beverages and enforcement of State underage drinking laws and statement(s) regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws. Description of drug/alcohol abuse programs as required under Section 1145g.

Alcohol (beer and wine only, no hard liquor) is permitted on campus for people of legal drinking age, with the prior approval of the Vice President for Student Affairs & Enrollment Management. All laws of the State of Texas in regard to the underage consumption, sale, or possession of alcohol by underage persons are in effect on the University of St. Thomas campus.

Illegal drugs, narcotics, or hallucinogens are not permitted on the campus of the University of St. Thomas. Offenders will be dealt with accordingly, pursuant to State and Federal narcotics laws.

The Offices of Counseling Services, Residence Life, Health Promotion & Wellness have programs in place to deal with issues relating to drug and alcohol abuse. To contact Counseling Services, call (713) 525 – 3162. During evening or weekend hours, Counseling Services can be reached by calling the Security Department at (713) 525 – 3888.

Section 2: Student Parking Regulations

Eligibility
All students are eligible to park on University of St. Thomas (UST) property with purchase of a decal.

Cost per session (non-refundable, payable at the Business Office)
Fall $75 Spring $75 Summer I $25 Summer II $25

Student decals are required to park in the following areas:

• Students Lot S	8:00am - 7:00pm	Monday - Friday
• Parking Garage*****	24 hrs. a day	

*****The parking garage may be used by anyone who pays either the daily entry fee or the semester fee.

Student Vehicle Registration

- Vehicles must be registered with the Security Office.
- After submitting a completed registration form and proof of parking fee payment, applicant will be issued a parking decal. This decal must be properly displayed on the lower left side of the rear window of the vehicle. UST ID card required.
- Vehicle registration and fee payment do not guarantee a parking place.
- The person who registers the vehicle will be held responsible for any violations of the parking regulations.
- Students may register a second vehicle and obtain a second decal by paying an additional fee of $5.
  Additional permits can only be utilized by the student who has paid the $75 parking fee.
- Vehicles parked on University property without an appropriate decal displayed will be booted or towed at owner's expense.
- The $75 parking fee is non-refundable.

Lost/Stolen Decal: A lost/stolen decal should be reported immediately to the Security Office. A $5 replacement fee will be charged for a lost decal.

Parking Garage Entry Fee: There is a $2 per entry fee for the parking garage for those who do not pay the $75 session fee. Any member of the UST community or any visitor to the University may pay the daily fee.

Special Events: Any department or individual scheduling an event that will attract visitors to the University should contact the Security Office one week prior to the event to make appropriate arrangements for parking.

Parking Regulations

In addition to the University regulations, all Texas Criminal and Motor Vehicle regulations are in effect on University property 24 hours a day. Strict adherence to all regulations is required to protect pedestrians and vehicles. Security Office personnel have the jurisdiction to remove or impound any vehicle operated or parked illegally in violation of these regulations on University property. The owner of the vehicle will be required to pay the cost of moving and storing the vehicle. Security Office personnel have discretionary powers to enforce a policy of traffic control on the campus even if not specifically covered by these regulations.

1. Students are expected to be familiar with and abide by these regulations. The responsibility for knowing all current laws and regulations rests with the motor vehicle operator.

2. These regulations apply to all vehicles operated on the campus of the University of St. Thomas. The term “campus” means all property at the University of St. Thomas under the jurisdiction of the Security Office. The term “vehicle” includes automobile, trucks, motorcycles, motorbikes, scooters and mopeds. “Visitors” are persons other than UST students, staff, and faculty.
3. Each owner is expected to take the necessary steps to safeguard his/her property. The University is not liable for auto thefts or burglaries.
4. Students are not allowed to park in designated faculty/staff parking lots Monday – Friday from 8am-7pm when school is in session.
5. Vehicles with Handicap parking permits may park in any Handicap designated space in any lot at any time.

Operation of a Motor Vehicle

1. The maximum permissible speed on all campus parking lots is 15 miles per hour.
2. Pedestrians have the legal right-of-way at all crosswalks.
3. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
4. A vehicle shall not be operated on any sidewalk, the mall, or lawn areas. Exception: University owned vehicles, emergency vehicles, or contractors performing assigned duties.
5. Driving over or around the orange cones being used to reserve on street parking is prohibited.

Parking of a Motor Vehicle

No vehicles are allowed in any space or area designated for visitors or loading zone. Vehicles may be booted on the first offense.

1. Motor vehicles without proper identification parked in areas designated for handicap or fire zone may be towed on the first offense.
2. Vehicles should be parked so that the entire vehicle is within the limits of the marked parking space.
3. Drivers shall not park their vehicles in any place that may obstruct the normal flow of traffic.
4. No trailer shall be parked in campus parking lots.
5. The parking on the campus of “junked vehicles” or vehicles purchased for resale or trade is prohibited. “Junked vehicles” may be towed.
6. Motorcycles and scooters must be parked only in areas designated for motorcycles. Motorcycles must not be parked in bicycle racks and cannot be operated on sidewalks and malls. Mopeds may be parked in bicycle racks, but cannot be operated on sidewalks and malls.

Parking Violations

It is a violation of these regulations to park in the following places at any time. A vehicle so parked may be subject to removal at the owner’s expense.

1. On any sidewalk, mall or lawn on the University property.
2. In any place designated as “loading zone.”
3. In front of or on any service drive or driveway.

4. Outside of designated slots in any parking areas.
5. In front of mobile barriers.
6. Within 30 feet of a stop sign or intersection.
7. In a place marked “Reserved,” “No Parking,” “Visitor” or “Tow Away Zone”.
8. At the curb on any street where markings specifically indicate that parking is not permitted.

Failure to Comply with Regulations
When, in the judgment of the Vice President for Student Affairs & Enrollment Management (VPSA), a student fails to comply with traffic and parking regulations, the VPSA may file conduct and disciplinary charges against the student. The Security Office reserves the right to use automobile immobilization devices, commonly known as “boots,” to enforce parking regulations in problem areas. The boot, once placed, will be removed only upon the payment by the violator of a $50 fee. The officer removing the boot will accept this fee in cash or in a check made payable to “the University of St. Thomas,” and a receipt will be issued.

If the boot is not removed on the same day it is installed, an additional $50.00 fee will accrue each day the boot remains in place. This fee will continue to accrue for thirty days, at which time the Chief of Security will undertake such measures as are necessary to remove the vehicle from University property and recover the boot fees. A reasonable attempt to contact the registered owner of the vehicle will be made.

Any attempt to remove a boot by the owner of the immobilized vehicle will result in the filing of criminal charges. Removal or attempted removal of the boot where no damage occurs will be construed as Theft of Service. Removal of the boot where it is damaged will be construed as Criminal Mischief. If the boot is taken from the campus by the violator, it will be considered Theft of University Property. In all cases, the police will be contacted and the Chief of Security will file charges.

Bicycle Regulations
The University recognizes the beneficial effects of bicycle use to the health and well being of the individual cyclist, as well as to the environment. In order to provide for the safety of the community at large, the following regulations have been adopted:

1. Bicycles must be parked only at bicycle racks.
2. Bicycles may not block pedestrian traffic nor be chained to stairwells or arcade columns. Violators may have their bicycle booted ($25 removal fee) or removed by Security. Damaged locks will not be the responsibility of the University.
3. Riding a bicycle on principal pedestrian sidewalks, through building walkways (inside or outside) or other pedestrian paths is not permitted. Riders are expected to dismount when using pedestrian-only walkways.

UST Security bike patrol officers are exempt from these limitations when performing official duties.

More information on Parking Regulations can be found at www.stthom.edu/parking/.

Warrant and Arrest Policy
The University of St. Thomas will assist law enforcement agencies in carrying out their duties while minimizing disturbances to the campus community and preserving the confidentiality of students' personal affairs.

Representatives of law enforcement agencies should be directed to the Vice President for Student Affairs & Enrollment Management or the Chief of Campus Security, who will assist in locating the student and arrange for the warrant to be served in a secluded area. If the warrant is to be served in on campus housing, The Director of Residence Life will be contacted to accompany the law enforcement officers to the student's room.

If the agencies agree to it, the Vice President for Student Affairs & Enrollment Management or the Chief of Campus Security can inform the student of the existence of the warrant and provide him/her with the appropriate information to resolve the issue.

Section 3: Academic Dishonesty

1. Every offense against academic honesty seriously undermines the teaching-learning process vital to the University. Faculty must be acquainted with the University's "Policy on Academic Dishonesty" found in the *Undergraduate Catalog*.

2. Faculty are responsible for ensuring that high ethical standard prevail in all academic matters and for initiating the process, according to the guidelines, that deals with cases of alleged academic dishonesty.

Definition
Academic dishonesty includes but is not limited to:

1. Cheating on an examination or test, for example by copying from another's paper or by using unauthorized materials before or during the test;

2. Plagiarism, which one represents as one's own the work of another, whether published or not, without acknowledging the precise source;

3. Knowing participation in the academic dishonesty of another student even though one's own work is not directly affected;

4. Any conduct which reasonable persons in similar circumstances would recognize as dishonest in an academic setting.

Penalty
The penalty for an incident of academic dishonesty is, at the discretion of the professor, either a mark of zero for the work in question or the grade of an "F" for the course.

Procedures for Cases of Academic Dishonesty
Faculty who consider that they have a valid case of academic dishonesty against a student should inform the student of the charge and penalty in writing using the "Report of Academic Dishonesty Form" available from the Registrar. If necessary, the professor will send the student a copy of the report by registered mail. The student has the right to appeal the facts of the charge but not the penalty.

Procedure When There Is No Appeal

1. The original signed report will be submitted for the record to the Registrar, who will keep it in a locked confidential file until the student graduates.

2. The case will be treated as a matter of deferred adjudication--if and when the student graduates, the record will be expunged.

Procedure When There Is An Appeal

1. Graduate Student: A student whose appeal concerns a graduate course will appeal, in order, to the program director, the relevant dean, and the Vice President for Academic Affairs.

2. Undergraduate Student: A student whose appeal concerns an undergraduate course must write a letter of appeal to the Registrar within three days of receiving notice of the charge. The Registrar will notify the chair of the Academic Committee.
   a. The chair will schedule a special meeting of the committee in a timely manner but no later than 30 days and will notify the student and the faculty member accordingly.
   b. Copies of all pertinent written evidence will be submitted to the members of the committee a minimum of one week prior to the scheduled meeting.
   c. The committee may rule on the appeal immediately or first schedule a hearing. If the committee chooses to conduct a hearing, it will proceed as follows:
      i. The student may bring a member of the faculty to serve as an advocate during the hearing.
      ii. The student and the professor may each bring witnesses to speak to the facts of the alleged offense. Ordinarily the number of witnesses should not be more than two for each party; they must have direct knowledge of the alleged offense.
      iii. The student, the faculty advocate (if one is brought), and the professor will be present for all aspects of the hearing except the committee's deliberations.
   d. The hearing will be conducted by the chair of the committee in the following manner:
      i. The chair will ask the parties present to provide a more detailed statement of the circumstances and evidence than has already been filed in writing. Members of the committee may then ask questions for further information or clarification.
      ii. Witnesses to support the allegation will be heard one at a time. After a

witness' initial presentation, questions may be put in the following order: by members of the committee, by the student and the faculty advocate, by the professor, by members of the committee.

iii. Witnesses to support the appeal will be heard one at a time. After a witness' initial presentation, questions may be put in the following order: by members of the committee, by the professor, by the student and the student advisor and by members of the committee.

iv. The professor and then the student will each be given the opportunity to make a final statement to the committee regarding their respective positions in the matter, after which they will be withdrawn to allow the committee to deliberate.

v. Should the hearing be lengthy, the chair will have the option of postponing the committee's deliberations for not more than three working days.

vi. The chair will report the committee's decision to the Vice President for Academic Affairs who will notify in writing the professor and the student. The report of the decision will be handled in the same way as the report in "Procedure When There Is No Appeal" described above.

Procedure in Second Offense Cases:

1. Initially, second offense cases will be treated according to the procedures outlined above.

2. When a second charge of academic dishonesty has been upheld against a student, the student shall be dismissed from the University without the possibility for readmission. The transcript will note "Dismissed for Academic Dishonesty, Not Eligible to Return," with the date.

Section 4: Student Academic Grievances

1. Valid student academic grievances regarding a faculty member include but are not limited to:

PURPOSE

1. The Academic Committee hears student petitions requesting waiver of one or more academic policies related to academic matters at the University of St. Thomas (UST).
2. The Academic Committee also hears student grievances related to valid complaints against faculty members at UST.

AUTHORITY FOR RESOLVING STUDENT PETITIONS AND GRIEVANCES

3. Ultimate authority for resolution of student academic petitions and grievances is vested in the Vice President for Academic Affairs (VPAA) of UST. Authority may be delegated by the VPAA to University administrators, faculty members, committees, and organizations, as set forth under Section 6.6.9 of the *Handbook*

for Faculty and Staff (10th edition), or in other appropriate policies, rules, or regulations adopted by the Board.

DEFINITION OF VALID STUDENT ACADEMIC PETITIONS AND GRIEVANCES

4. Valid student academic petitions relate to the published academic policies of UST.
5. Valid student grievances regarding a faculty member at UST include, but are not limited to, the eleven items identified in Section 6.6.9 of the *UST Student Handbook.* These include:
   a. failure to provide a course syllabus and/or written statement describing the course content and objectives, method of determining the final grades, office hours and any other specific information relevant to the course or method of evaluation within the first full week of classes;
   b. failure to follow the syllabus and course description or to give adequate notice of changes in the planned conduct of the course;
   c. consistent digression from the proper content of the course without sound academic reason and/or failure to cover the necessary content of the course;
   d. failure to correlate examinations to the course content announced in the syllabus;
   e. consistent failure to grade and return assignments in a timely fashion or with adequate explanation of the grade assigned;
   f. failure to assign grades equitably;
   g. failure to follow the announced grading policy;
   h. consistent failure to be present and prepared for scheduled classes, to inform students of changes in the schedule or to provide alternative coverage for classes;
   i. consistent failure to be available to students for office hours;
   j. failure to protect the privacy of students or to respect the confidentiality to which they are entitled;
   k. failure to abide by those University policies which guarantee the orderly and equitable conduct of academic course work.

MEETINGS

6. The Committee will meet on the last Thursday of the month during activity period (12:30-2) during the spring and fall semesters only if properly and timely-filed petition(s) are pending. Special meetings for a maximum of two hours may be called as necessary at the discretion of the Chair.
7. The regular meeting schedule and a timeline will be posted and available on the UST Registrar's webpage and available through the office of the VPAA.
8. Copies of the minutes of the meeting will be on file with the Registrar and are provided to the VPAA.
9. The Committee will hear only those petitions filed by no later than two weeks before the next scheduled meeting of the Committee.
10. Hearings of student petitions or grievances will ordinarily be scheduled every half hour with a maximum of three per meeting.

COMMITTEE MEMBERSHIP

11. The names of the members of the Committee will be published on the Registrar's webpage and will be available through the VPAA's office.
12. The Committee will elect a chair for the next academic year, from among those faculty members with at least one year of experience on the Committee, during the April meeting of the prior spring semester.

STUDENT RESPONSIBILITIES

13. The student must petition within one calendar year of disputed situation.
14. The student must provide evidence of having followed the procedure for unresolved disputes, i.e., 1) meet with relevant instructor; 2) meet with department chair; 3) meet with dean of the school concerned, before filing a petition with the Committee.
15. The student is responsible for filing any academic petition or grievance, which includes securing and submitting all forms and documents to the Registrar, in a timely and complete manner, according to the published schedule.
16. Students are not permitted to contact members of the Committee, other than the Registrar, under any circumstances related to Committee business. Contact with the Registrar is limited to clarification of procedures.

FORMS AND SIGNATURES

17. All petition forms and supporting documents must be completed in full, including required appropriate signatures, in order to be considered by the Committee. Permission forms for transfer-credit for courses taken off campus must be signed by the department chair and the dean of the school and dated PRIOR to taking the courses.

REGISTRAR RESPONSIBILITIES

18. Upon receipt of a completed petition or grievance packet, the Registrar will inform all involved/interested parties related to the petition or grievance of the date, time and place of the meeting at which the petition or grievance is scheduled to be heard, within three business days of receipt of materials.
19. The Registrar will send copies of all submitted materials to the Committee members within three business days of receipt.

COMMITTEE CHAIR RESPONSIBLITIES

20. At the beginning of each petition or grievance heard, the Chair of the Committee will inform parties present of the published procedures of the Committee.

HEARING PROCEDURES

21. All involved/interested parties related to the petition or grievance may choose to be present for the fact-finding portions of the Committee meeting.
22. Only Committee members may address remarks to or question any/all involved/interested parties related to the petition during the Committee meeting.
23. Petitioner/Aggrieved Student
    A) may choose to be present at the hearing.

B) may choose to bring only witnesses with direct knowledge of, and bearing on, the specific petition or grievance. Any exceptions require prior permission from the Committee Chair.
C) may be asked at the meeting to provide a brief oral summary of the purpose, background and desired resolution of the petition or grievance.
D) will be prepared to be questioned by Committee members.
E) will be excused from the deliberations portion of the meeting.
F) will be informed of the Committee's decision by certified U.S. mail from the Registrar. The Registrar will send the letter within five business days.

24. Faculty Respondent
A) may choose to review the petition or grievance and all related materials prior to the meeting by consulting with the Registrar.
B) may choose to be present at the hearing.
C) may choose to bring only witnesses with direct knowledge of, and bearing on, the specific petition or grievance. Any exceptions require prior permission from the Committee Chair.
D) may choose to provide additional materials directly related to the petition or grievance to the Committee via the Registrar no later than one week before the scheduled hearing
E) may be asked at the meeting to provide a brief oral statement of response to the petition or grievance.
F) will be prepared to be questioned by the Committee.
G) will be excused from the deliberations portion of the meeting.
H) will be informed of the Committee's decision by interoffice mail from the Registrar within five business day.

SUMMER SUBMISSIONS OF PETITIONS AND GRIEVANCES

25. The VPAA acts in lieu of the Committee during summer sessions.APPEALS
26. Students may appeal decisions of the Academic Committee to the VPAA. Appeals must be made in writing and received by the VPAA no more than 14 calendar days after being informed of the decision of the Committee.

Section 5: Disability Nondiscrimination Policy

It is the policy of the University of St. Thomas not to discriminate on the basis of disability in admission and access to, or treatment or employment in its program or activities, as required by Section 504 of the Rehabilitation Act of 1973, as amended, (involving disability discrimination), and the implementing regulations.

If you have any questions regarding this policy, please contact the following persons:

Section 504 Coordinators:
Primary for Students: Executive Director of Counseling, Wellness and Disability Services (713) 525-3162

Primary for Faculty and Staff Employees: Assistant Vice President for Human Resources and Auxiliary Operations (713) 525-3813

Secondary for Students: Vice President for Student Affairs & Enrollment Management (713) 525-3570

Secondary for Faculty and Staff Employees: Vice President for Finance (713) 525-6960

University of St. Thomas
3800 Montrose Boulevard
Houston, Texas, 77006

If you believe you may have been discriminated against in violation of this policy, please immediately contact the Section 504 Coordinators, the Office of Human Resources or the Office of Student Affairs for a copy of the University's Discrimination Grievance Procedures.

Discrimination Grievance Procedures
The University of St. Thomas has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended (involving disability discrimination). Information will be kept confidential to the extent possible. The Section 504 Coordinators will maintain the files and records related to all complaints filed, the written findings, and resolutions. The Executive Director of Counseling, Wellness and Disability Services will maintain files and records for students; the Assistant Vice President for Human Resources and Auxiliary Operations will maintain files and records for faculty and staff employees. Federal law strictly prohibits any retaliation against a person who exercises the right to file a complaint of discrimination. Retaliation is prohibited whether or not the complainant prevails with the complaint. Charges of retaliation shall be treated as separate and distinct from the original complaint of discrimination and may be filed utilizing this grievance procedure.

1. Complaints

a. Disability Discrimination of Students. Complaints by students involving disability discrimination should be filed with the Section 504 Coordinator. The Section 504 Coordinator for students is the Executive Director of Counseling, Wellness and Disability Services.
Location: Crooker Center, second floor.
Telephone: (713) 525-3162

b. Disability Discrimination of Faculty and Staff Employees. All disability discrimination complaints by faculty or staff employees should be filed with the Assistant Vice President for Human Resources and Auxiliary Operations.
Location: T.P. O'Rourke Hall, first floor
Telephone: (713) 525-3813

c. Discrimination Grievance Officers. The persons designated above to receive complaints under these procedures shall be referred to as Discrimination Grievance Officers. If the designated Grievance Officer is the accused party, the complaint may be filed with the other Grievance Officer or the Vice President for Student Affairs & Enrollment Management (for students) or the Vice President for Finance (for faculty and staff employees).

d. Complaints by Mail. Complaints may also be mailed to the appropriate Discrimination Grievance Officer at the following address:

University of St. Thomas
3800 Montrose Boulevard
Houston, TX 77006

The complaint and its envelope should be marked "Confidential."

2. Procedure.

a. Contents of Complaint. Complaints must be filed in writing with the Discrimination Grievance Officer and must contain:

1) Name and address of the person making the complaint ("Complainant").
2) A brief description of the alleged discriminatory action or actions.
3) The date or dates of the alleged discriminatory actions.
4) The person or persons alleged to have engaged in the discriminatory action or actions.

b. **Deadline for Filing the Complaint.** The complaint must be filed with the appropriate Discrimination Grievance Officer within 30 days after the Complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis, or under other appropriate grievance procedures.)

c. Informal Resolution. The Grievance Officer will notify the appropriate Vice President of the complaint, if deemed necessary. If the accusing individual is a student, the Executive Director of Counseling, Wellness and Disability Services will address the complaint. If the accusing individual is a faculty or staff employee, then the Assistant Vice President for Human Resources and Auxiliary Operations will address the complaint.

The Grievance Officer shall determine whether the matter may be promptly resolved informally (for example, when the complaint arises from miscommunication between the parties, or when the accused party admits wrongdoing and agrees to take appropriate corrective action). Informal resolution will be attempted as soon as possible and need not wait for the written response of the accused party, unless deemed appropriate by the Grievance Officer. If the Assistant Vice President for

Human Resources and Auxiliary Operations is the accused party, the Complainant will contact the Vice President for Finance instead of the Assistant Vice President for Human Resources and Auxiliary Operations. If the Executive Director of Counseling, Wellness and Disability Services is the accused party, the Complainant will contact the Vice President for Student Affairs & Enrollment Management instead of the Executive Director of Counseling, Wellness and Disability Services. If the area Vice President is the accused party, the Grievance Officer will contact the President instead of the Vice President.

d. Response. The accused party will be provided a copy of the complaint and will provide the Grievance Officer a written response within five business days after receiving a copy of the complaint. The Grievance Officer may waive the requirement for a written response if the matter has been informally resolved.

e. Investigation. If it appears that the matter cannot be informally resolved, the Grievance Officer will proceed with the investigation. The investigation may be informal, but shall be impartial and as thorough as appropriate under the circumstances. The Complainant and the accused party shall be given an opportunity to submit evidence relevant to the filed complaint. The Grievance Officer may also interview persons who the officer believes may have knowledge bearing on the matter and may require the Complainant or accused party to provide additional documentation, information or evidence that the officer deems appropriate.

f. Determination and Resolution. The Grievance Officer will prepare written recommended findings as to the validity of the complaint and will, after consultation with the area Vice President recommend resolution of the complaint, if any ("Recommendation"). The Recommendation will then be given to the area Vice President, who will make the final decision and communicate the decision to the Complainant and the accused party ("Determination").

g. Reconsideration. Either party may appeal the Determination by filing a notice of appeal ("Notice") with the President of the University. The Notice must be filed within five business days after receipt of the Determination, and must include a copy of the Determination and a description of the issues being appealed. Copies of the Notice shall be provided by the appealing party to the Grievance Officer and the appropriate area Vice President. The Grievance Officer will provide a copy of the Notice to the other party. The other party may file a rebuttal statement to the appeal within five business days after receipt of the Notice. The President (or designee) shall review the matter and take any appropriate action, including, but not limited to affirming, modifying or reversing the Determination or requiring that additional investigation be performed. The President shall provide a written decision to both parties, the appropriate area Vice President and the Grievance Officer.

Section 6: Student Complaints

Students who have a complaint concerning the management or conduct of (their – or possibly University) programs or concerning misleading advertisement or promotion of programs should contact the Vice President for Student Affairs & Enrollment Management or the Coordinating Board of Higher Education. Complaints regarding institutions shall be in writing. At (their - modifying staff rather than Board) discretion, the Board staff may accept an oral complaint, and if so, will (covert) the complaint to writing. Complaints made to the Vice President for Student Affairs & Enrollment Management must be in writing. No anonymous complaints will be accepted.

Texas Education Coordinating Board

P. O. Box 12788
Austin, Texas 78711
Phone: (512) 427 – 6101

Vice President for Student Affairs & Enrollment Management
University of St. Thomas
3800 Montrose Blvd.
Houston, TX 77006
Phone: (713) 525 – 3575
studentaffairs@stthom.edu

Section 7: Policy to Promote a Drug and Alcohol Abuse Free Workplace and Campus

Dangers: There are millions of employed individuals whose job performance and productivity are adversely affected by their progressive dependence on drugs or alcohol. As many as 20% of all college students use chemical substances and drugs at a level of concern to themselves and others. Some experts estimate that 70% of the working population and 90% of college students consume mood-altering chemicals of some type, and the cost to the United States economy is estimated to be more than 26 billion dollars per year.

Health Risks: The abuse of drugs or alcohol in the workplace can lead to a variety of serious consequences, including poor decision making; poor morale; work errors; wasted time and materials; damage to equipment; theft; tardiness; absenteeism; accidents which injure the drug abuser; accidents which put all employees and students at risk of injury and which may lead to drug abuser disciplinary action, prosecution, illness, and even death. Abusers of these substances experience depression, isolation, loss of memory, loss of coordination, impaired judgment, reduced morale, anxiety, paranoia and loss of self-respect.

Philosophy: In coordination with the Drug Free Workplace Act of 1988 and the Drug-Free School and Communities Act of 1989, the University of St. Thomas believes the unlawful use of drugs and the excessive use of alcohol are inconsistent with the behavior expected of the members of a university community. The University is committed to the development and maintenance of a drug free environment on the campus as well as an environment that prohibits abuse of other drugs and alcohol. The University is

committed to the expansion of a drug and alcohol abuse prevention program and to the dissemination of drug awareness information to the members of the entire University community. In addition, the University is committed to enforcing the provisions of the Drug Free Workplace Act of 1988 and the Drug-Free School and Communities Act of 1989 and believes that these acts and their implementation regulations provide a proper framework for the drug and alcohol abuse policies of the University.

Policy: It is the policy of the University of St. Thomas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (as defined in 21 U.S. C. 812 and 21 CFR 1300.15) by employees and students in the workplace, on the campus, or as part of any University sponsored business activities and/or student activities off University premises, is prohibited.

Penalties for Violation of Policy: *THE POLICY TO PROMOTE A DRUG AND ALCOHOL ABUSE FREE WORKPLACE AND CAMPUS* is a protection and support for the faculty, administration, employees and students of the University of St. Thomas. In addition, the University is committed to a caring relationship among its students and employees; therefore, its disciplinary procedures are intended to be constructive and redemptive. Any employee or student seeking assistance through the Office of Student Affairs or the Human Resources Department, in consultation with Counseling Services, will be treated in a confidential manner. This does not shield either the employee or student from disciplinary action if this policy is violated. Therefore, the employee or student violating this policy is subject to the following actions:

1. Any employee or student admitting to or convicted of unlawful possession, use or distribution of unlawful drugs and alcohol on campus, or at campus sponsored events held off campus, will be subject to disciplinary action.
2. Employees and students may be referred to a drug and alcohol assistance or rehabilitation program in which they must maintain satisfactory participation.
3. Employees may be subject to disciplinary action up to and including suspension, suspension without pay, termination, and may be referred for prosecution.
4. Students in violation of the University of St. Thomas "Student Norms of Conduct" and disciplinary procedures may be subject to disciplinary action up to and including probation, suspension, expulsion, and may be referred for prosecution.

Further information concerning disciplinary action and appropriate procedures for employees is available from the Human Resources at ext. 3142 and for students from the Vice President for Student Affairs & Enrollment Management at ext. 3570.
Employee and Student Assistance Programs – The University of St. Thomas recognizing the need to have available to its students, employees and officers a program or accessibility to a program dealing with all forms of alcohol and drug problems, offers the following:

A. Employee and Student Initiated Assistance

An employee or student experiencing problems resulting from drug or alcohol abuse or dependency should seek information on resources and referral from his/her supervisor, the Human Resources Office, Counseling and Disability Services, the Office of Health Promotion and Wellness, or the Vice President for Student Affairs & Enrollment Management. Such assistance will be kept confidential and will not influence performance appraisals or grades. Job or academic performance alone, not the fact that an employee or student seeks help, is the basis of all performance appraisals/evaluations.

B. University Initiated Assistance
   1. Education
      a. On-campus speakers presenting programs related to drug and alcohol abuse prevention, recognition or treatment.
      b. Brochures describing drug and alcohol abuse prevention.
   2. Information and Referral
      a. The University's Office of Health Promotion and Wellness makes available information about drug and alcohol abuse prevention.
      b. The Counseling and Disability Services office makes information available about local community drug and alcohol abuse rehabilitation programs.

Application of Policy: *THE POLICY TO PROMOTE A DRUG AND ALCOHOL ABUSE FREE WORKPLACE AND CAMPUS* which applies to every person in the University workplace, is supported by a drug free awareness program available to the faculty, administrative staff, support staff and students of the University. Specific compliance and reporting items enumerated in the policy (items B, C, D, E) are applicable to all employees on federal contracts and grants.

In support of this policy, the University of St. Thomas:

A. Has established an ongoing drug and alcohol free awareness program to inform its faculty, administrative staff, support staff and students about:

   1. the campus policy of maintaining a drug and alcohol abuse free workplace,
   2. the dangers of drug and alcohol abuse in the workplace,
   3. the availability of drug and alcohol abuse counseling/rehabilitation,
   4. the development of employee and student assistance programs,
   5. the penalties that may be imposed upon employees and students for drug and alcohol abuse violations.

B. Will provide each employee a copy of this policy. In addition, all faculty, administrative staff, support staff and students will be notified of this policy through appropriate publications.

C. Will notify each University employee and student that they must abide by the terms of this policy. All employees must notify their supervisor and Human Resources, and

in the case of students, the Vice President for Student Affairs & Enrollment Management, of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

D. Will notify the appropriate federal agency within ten (10) days after receiving notice of criminal drug statute convictions occurring within the workplace of any University employee engaged in performance of the federal grant or contract.

E. Will impose sanctions or require the satisfactory participation in a drug abuse assistance or rehabilitation program of any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension with or without pay and termination.

F. Will not test for drugs.

G. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act of 1988 and the Drug-free Schools and Communities Act of 1989.

H. The Campus Life Committee will conduct a review of its programs to assess their effectiveness, to determine changes, and to ensure the uniform application of sanctions to employees and students.

Implementation of Policy: Implementation of this policy is a joint responsibility of the Human Resources Department, Office of the President, Office of Financial Aid and the Vice President for Student Affairs & Enrollment Management.

Section 8: Family Educational Rights & Privacy Act (FERPA)

Each year The University of St. Thomas is required to give notice of the various rights accorded to students pursuant to the Family Educational Rights and Privacy Act (FERPA). For FERPA purposes the University defines a student as one who has attended or is attending the University of St. Thomas and whose records are in the files of the university.

In accordance with FERPA, you (student) are notified of the following:

1) You have the right to review and inspect all of your education records maintained by or at the University of St. Thomas within 45 days of the date the University receives a request in writing from you for access. Such a request should be submitted to the Registrar.

Education records are those maintained by the University of St. Thomas, or a party acting for the institution, which are directly related to a student. Records containing your name, social security number or other personally identifiable information (personally

identifiable means data or information which may include 1] your name; the names of your parents or other family members; 2] your address; 3] a personal identifier such as a social security number or your student ID number; or 4] a list of personal characteristics, or other information which would make your identity easily traceable) in whatever medium (handwriting, print, tapes, film, microfilm, microfiche, any form of electronic data storage), are covered by FERPA unless identified in one of the Act's excluded categories. Excluded categories include: sole possession records; records maintained by a law enforcement unit for law enforcement purposes; student employment records other than employment records for positions that are included in a student's financial aid package; medical, pastoral counseling, counseling center and mental health records; information gathered on individuals who are no longer in attendance (alumni surveys/achievements).

2) You have the right to prevent disclosure of personally identifiable information contained in your education records to third parties with certain exceptions allowed by Federal regulations. It is the intent of the University of St. Thomas to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure, or when the provisions of FERPA allow such disclosure without prior written consent. Parents/legal guardians of traditional-age (17-22) students have no inherent rights to inspect a student's education records. The right to inspect is limited solely to the student.

Information **may** be released to parents/legal guardians only if one of the following is met:: a) through written consent of the student [form for this purpose available in the Office of the Registrar], b) in connection with a health or safety issue, c) in compliance with a subpoena, or d) by submission of evidence that *one or both* parents declared the student as a dependent (providing more than 50% of support in the previous calendar year) on their most recent Federal Income Tax form.

One exception which permits disclosure without consent is disclosure to a school official at the University of St. Thomas who has a legitimate educational interest in a student's education record. A **school official** is a person employed by a postsecondary institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Directors or a student serving on an official committee or assisting another school official in performing his/her tasks.

A legitimate educational interest exists if *the school official needs to review an education record in order to fulfill his or her professional responsibility.* Disclosure to a school official does not constitute institutional authorization to transmit, share or disclose any or all information received to another party. *Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.*

3) You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This

right includes the right to a hearing to present evidence that the record should be changed, if the University of St. Thomas decides not to alter the education records according to your request. Note: If a student questions any grade as recorded in the Registrar's Office, the student has a period of one year, beginning with the end of the term in which the grade was awarded, to challenge the accuracy of the grade. At the end of one year, the permanent record will become the absolute record, and changes may not be made.

4) You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202, concerning any alleged failure by the University of St. Thomas to comply with FERPA.

5) You have the right to obtain a written copy of the University's official notification to students regarding FERPA. A copy may be obtained in person or by mail from the Office of the Registrar or the Office of the Vice President for Student Affairs & Enrollment Management. Copy of the notification can also be found on UST's web site.

Directory Information

The University of St. Thomas has designated certain information contained in the education records of its students as Directory Information for purposes of the Family Educational Rights and Privacy Act (FERPA). This information may be released to persons or agencies outside the college without student consent unless the student has requested non-disclosure of some or all of this information using the form available for this purpose in the Office of the Registrar. This form must be filed prior to the add/cancel date for the current term.

Directory information for the University of St. Thomas is defined as: 1) full name, 2) major field of study; 3) participation in officially recognized activities and sports; 4) height/weight of members of athletic teams; 5) dates of attendance, including current classification and year, matriculation and withdrawal dates; 6) degrees and awards received; 7) most recent previous educational institution attended; 8) full- or part-time status; 9) email address; and 10) photograph. *Not included are social security number, race/ethnicity, or gender. An item of directory information may be disclosed by The University of St. Thomas for any purpose without the prior consent of a student, unless the student has forbidden its disclosure in writing.*

Students wishing to prevent disclosure of the designated directory information must file a non-disclosure form with the Registrar's Office. In the event that such written notification is not filed, the University of St. Thomas assumes that the student does not object to the release of the directory information. Students are urged to consider very carefully the consequences of a decision to withhold any information. *To remain in effect, such a request must be renewed annually during the time a student is enrolled. However, a non-disclosure request that is in effect when a student graduates or leaves the University of St. Thomas remains in effect until rescinded by the student in writing.* The effect of a non-disclosure request remaining in effect once a student leaves the University is that future requests for such information from non-institutional persons or

organizations will be refused until the student notifies the University of St. Thomas in writing that his/her information should be released. Copies of the policies and procedures governed by this Act are also available for review in the Registrar's Office or online at www.stthom.edu/registrar/ferpa.html.

Section 9: Solomon Amendment

The University of St. Thomas is required under the provisions of the Solomon Amendment to provide directory information on students who are at least 17 years of age to representatives of the Department of Defense for military recruiting purposes upon request. That information includes: student name, addresses, telephone listings, date and place of birth, level of education, degrees received, prior military experience and the most recent previous educational institutions enrolled in. If any of this information is not collected by the University of St. Thomas, the University is not required to collect it in order to provide it to military recruiters. The University of St. Thomas is not required to disclose the directory information of students who have requested nondisclosure of any or all directory information.

Section 10: Alcohol Policy

Alcohol Policy

This policy sets forth regulations regarding the service, consumption, and distribution of alcoholic beverages to members and guests of the University of St. Thomas. The University strictly adheres to all city, state, and federal laws governing the distribution and consumption of alcohol and is committed to the national initiative of preventing alcohol and substance abuse. The general policies of the University concerning the consumption, serving, or sale of alcohol are:

1. The on-campus sponsoring student organization or administrative department must identify a faculty or an administrative sponsor for any event at which underage students (i.e., under 21 years old) will be present. Student organizations sponsoring an event must identify a student who is responsible for the event and identify him/her on the alcohol permit.

2. The faculty or administrative sponsor and the student contact person must sign a completed "Application for Use of Beer/Wine at Student Social Events" form and submit it to the Chief of Campus Security no less than two weeks prior to the event. Forms are available in the offices of Facilities Reservations, Campus Security, and Student Affairs. If the sponsoring organization intends to charge for the alcohol in any manner (see point #12 below), a "Temporary Wine and Beer Retailers Permit" from the Texas Alcoholic Beverage Commission (TABC) will also be required. In the absence of the Chief of Campus Security, the form will be submitted to the Chief of Campus Security's designated representative or, in

his/her absence, to the Vice President for Student Affairs and Enrollment Management (VPSA/EM).

3. Advertising for the event must adhere to the following guidelines:
   a. The main purpose of the event shall not be the consumption of alcohol.
   b. Posters or flyers shall not mention the presence of alcoholic beverages to be served, nor shall free alcoholic beverages be the subject of any advertising.
   c. Alcoholic beverage consumption contests are strictly forbidden.
   d. Encouragement or reinforcement of irresponsible drinking behavior shall be prohibited in any advertising, as well as during the event.
   e. A drink limit may be set for each event.

4. The sponsoring organization is responsible for storage of all alcoholic beverages prior to the event. Kegs, casks, barrels, etc., will not be stored in cafeteria walk-in coolers, or in any area under the responsibility of University food service providers (Aramark).

5. Alcohol products are limited to beer and wine. Dispensation and consumption of hard liquor are strictly prohibited. Only those alcoholic beverages designated and purchased for the event prior to the event may be served and consumed during the course of the event. Additional alcoholic beverages may not be purchased, served, or consumed during the event. “Beer runs” are strictly prohibited, and are grounds for closing the event.

6. The sponsoring organization must have the required sponsor and as many security personnel from a UST approved security organization as are deemed necessary by the Chief of Security present for the entire event. The sponsoring organization will pay for the security personnel. Organizations may not provide their own security.

7. The faculty sponsor is responsible for ensuring that every attendee at the event shows proof of legal drinking age (21 or older) prior to being served any alcoholic beverage. The only acceptable forms of identification are driver licenses, identification cards, or passports issued by a governmental entity. Consumption of alcoholic beverages by any person under the legal drinking age will result in disciplinary action against that person as well as against the person(s) who provided the alcoholic beverage.

8. The faculty or administrative sponsor and the student contact person are responsible for supervising the event at all times and for immediately requesting the assistance of the security personnel present should circumstances warrant it. No sponsor shall interfere with security personnel in performing their duties of maintaining order or enforcing the law. If in the opinion of the security personnel present the sponsors have ceased supervising the function or are failing to comply with law or policy, security has the authority to shut the event down. In such a

case, the security details commander shall contact the Chief of Security and/or VPSA/EM as soon as practical.

9. The faculty or administrative sponsor and student contact person are also responsible for making sure that the rights and privileges of the attendees are respected and that all other University policies are upheld.

10. Non-alcoholic beverages other than water must be available for those who choose not to drink alcoholic beverages and must be free of charge if the alcohol is free. Additionally, a sufficient quantity of food/snacks to feed the number of people in attendance must be available.

11. Alcohol may not be served before 4:00 PM, Monday – Friday, and not before 12:00 PM, Saturday and Sunday. Last call for alcohol will be one hour prior to advertised ending time (e.g., 10:00 pm for an event ending at 11:00 pm).

12. Charging for the alcohol served at the event in any manner, including a cover charge for the event or through donation, must be approved by the VPSA/EM, and a "Temporary Wine and Beer Retailer's Permit" must be obtained from the TABC by the event sponsors at their sole expense and effort.

13. TABC-certified servers may only be contracted through UST dining services. If the event is to be held in the Ahern Room, all food and beverage service must be contracted through the University of St. Thomas' Dining Services**.**

14. Event participants are liable for loss, damage, or theft of institutional, contractor, or personal property occurring as a result of the event. If necessary, individuals or groups will be referred to the VPSA/EM for disciplinary actions under the *Code of Student Conduct*.

15. Sponsors shall ensure that the area where the event is held is cleaned promptly and thoroughly following the conclusion of the event. The director of the area where the event is held will determine the extent of the cleaning to be done. If UST personnel or contractors have to clean the area, the sponsoring organization will be charged.

16. Violation of any provision of UST policy will result in a review of the event. Penalties may include possible revocation of event privileges for the sponsoring organization and individuals for a period of six months to two years.

17. Additional limitations or regulations may be imposed at the discretion of the VPSA/EM, or his designee.

Please note that failure to obtain a "Temporary Wine and Beer Retailer's Permit" or other required documents from TABC, or violation of any other Texas Alcoholic Beverage Code laws, such as Providing Alcohol to a Minor or Minor in Possession of

Alcohol, may result in the arrest of the party sponsors, alcoholic beverage servers, or attendees by TABC agents or other law enforcement officers.

Revised July 5, 2006

Section 11: Policy on Professional Ethics Governing Faculty/Student Consensual Romantic or Sexual Relationships

The University of St. Thomas is committed to fostering a learning, working, and living environment that promotes the personal and professional growth of students and faculty and honors the dignity of every member of our community. Central to the life of the Academy are the professionalism and integrity of its faculty. It is the responsibility of the faculty to refrain from violating the dignity, trust and rights of those whom they serve. Truth and respect, indispensable to the well-being of the University, are violated when in romantic or sexual relationships with students; even if those relationships are consensual.

University of St. Thomas faculty, whether full or part-time, must not engage in consensual romantic and sexual relationships with students, since the faculty member is in a position of professional authority with respect to the student. It is understood that a faculty member has the primary obligation to discourage such a relationship and to discontinue the relationship if it should develop. A faculty member who violates this prohibition will be subject to disciplinary action ranging from verbal warning to suspension or termination of employment.

The Vice President for Academic Affairs, or his or her office designee, shall be responsible for investigating of complaints of violation of this policy. Confidentiality will be maintained in any investigation to the extent consistent with the need to conduct a thorough investigation. Nothing in this policy shall be construed to affect any rights a faculty member otherwise possesses to challenge any disciplinary action which may be imposed for violation of this policy.

Section 12: Political Speakers Policy

It is the policy of University of St. Thomas not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office (or any proposition) whether the election is local, city, state or national. The University cannot endorse or appear to endorse any political candidate or take a stated position in any political campaign. Therefore, the University will not grant official recognition to any group formed exclusively to promote or to oppose the campaign of a candidate for public office (or a proposition). In the absence of official recognition, organizations may not reserve University facilities for any purpose or use any finances collected by the University of St. Thomas.

However, provided that the University's formal neutrality in elections and campaigns is clearly stated, officially recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate (or his or her representative). But no organization or individual may:

1. Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.
2. Use University facilities for planning or participating in the operational process of a political campaign. Examples of operational processes include but are not limited to the following:
    a) Use of a University facility and University-owned equipment to host an organizational meeting of a campaign's staff or for the purpose of planning activities or politicking for the said campaign, or to store campaign materials of any campaign.
    b) Use of a University facility as a location for a political fundraiser.
    c) Use of University grounds, property, or structures to display an advertisement, billboard, or sign urging voters to support or oppose a specified political campaign.
3. Use recognized University organization or University funds to pay honoraria or cover transportation, accommodation or meal expenses for candidates for public office or their recognized representatives or provide other financial or symbolic support.
4. Use recognized University organization or University funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
5. Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, or facsimile and duplicating machines, for political purposes such as solicitation of funds for political campaigns or solicitation of endorsement of candidates for public office.

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized University organizations sponsor and/or use University facilities to hold political forums or debates, such organizations are expected to follow the following guidelines:

1. The format and ground-rules should be fair and impartial and should be agreed upon by the participants and relevant parties in advance of the event.

2. All of the major candidates and relevant constituencies should be invited to participate.

3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate by the University.

When the University as a whole officially invites one candidate to speak on campus, then all major candidates should be invited, although not necessarily at the same time. Defining who is a candidate is not always easy. Normally, candidates from major parties are obvious candidates, as are individuals who amass a certain degree of support. Incumbents are candidates at times during the season of elections, which may be sometimes difficult to judge. When questions arise on matters such as these, it is generally safer to ask the Vice President for Student Affairs & Enrollment Management or others for guidance.

These policies are normally self-policing. That is, all members of the campus community are expected to comply with their substance and spirit. Allegations of violations of these policies should be brought to the attention of the Vice President for Student Affairs & Enrollment Management, preferably in advance of any presumably inappropriate activities. The Vice President for Student Affairs & Enrollment Management will investigate the facts of any allegation. Should the Vice President of Student Affairs believe that there is reason for concern the Vice President will consult with a specially formed Political Speakers Committee (PSC). The composition of the PSC is normally the Vice President for Student Affairs & Enrollment Management (Chair), the Vice President for Academic Affairs, the Chair of the Political Science Department, the Past Chair of the Faculty Senate, the President of the Student Government Association, the Chair of the Council of Clubs, and two members designated by the President of the University. The Chair will call meetings of this *ad hoc* committee should the need arise.

It may rarely be the case that either the PSC or the University administration determines that due to the controversial nature of an invited political speaker (or speakers), the University may not be able to assure the adequate safety of either the University community or the speaker. Similarly, the University administration may decide that a given speaker or presentation threatens or conspicuously undermines the mission and identity of the University. In such exceptional cases, the University of St. Thomas reserves the right to reschedule, reformat or relocate the presentation or, in rare instances, cancel the event. The PSC is encouraged to suggest such solutions and the administration to consider or propose such compromises as well. In all cases, the decision of the President, to whom any decision may be appealed, is final.

Section 13: Demonstration Policy

The University of St. Thomas campus is private property. Our policy is to ensure a peaceful learning environment for all students. The University, at its sole discretion, reserves the right to deny entry onto its campus of anyone who may interfere with the University and its policies. In this regard, the University of St. Thomas is a Catholic

institution and community of higher learning, requiring a standard of moral conduct higher than that expected of a secular community.

The University's general policy is to require prior approval for demonstrations on campus. All individuals and groups wishing to demonstrate on campus must request permission in advance from the Office of Campus Security, who will inform them of the restrictions that govern their activities while on University property, including the following:

1. All demonstrators will remain orderly and peaceful at all times.
2. All demonstrators will remain on the sidewalks and crosswalks, or within such other outdoor paved areas as may be designed by Campus Security.
3. Demonstrators will not block building entrances or exits, and will not block driveways, public or private streets, or intersections.
4. Demonstrators will obey all campus rules and all instructions of Campus Security.
5. Demonstrators will not abuse verbally or physically any person or damage any property.
6. Demonstrators will not engage in indecent, lewd or obscene behavior.

The University is under no obligation to permit any demonstration on its private property. If the University elects to permit a demonstration, it may impose such conditions as are deemed appropriate under the circumstances by University officials. These include without limitation: requiring a certified list of the names, addresses, registered agents, and principal officers of incorporated organizations, and the names and addresses of

any individual persons, sponsoring the demonstration and who will be responsible for the actions and omissions of all demonstrators. The University may further require an indemnity bond or other security to afford assurance of protection of persons and property during any demonstration.

Demonstrators may be monitored by Campus Security, who may request assistance from the Houston Police Department. If any demonstrators create a condition believed by the University officials to threaten persons or property, to create a public disturbance or dangerous condition, or which may lead to the creation of a public disturbance or dangerous condition, or which otherwise is believed by the University unreasonably interfere with the University, or its faculty, staff, employees or students, Campus Security may order all demonstrators to leave the campus immediately. If demonstrators fail to leave the campus on request, University officials may request assistance from the Houston Police Department to expel demonstrators from the campus.

Section 14: Smoking Policy

The University of St. Thomas is committed to providing the members of its community with a safe, healthful, and smoke-free studying, living, and working environment. Since the health hazards of passive smoking appear to be substantial, the University's policy to

promote a smoke-free indoor workplace and campus is designed to be attentive to the preferences of non-smoking employees and students. Smoking is defined, for the purposes of this policy, as the possession of a lighted tobacco product. Smoking or possessing illegal substances, such as marijuana, hashish, any form of cocaine or any other substances prohibited by law, is addressed in other University policies but is in no way sanctioned by this policy.

Smoking is permitted in designated outdoor areas only. These areas are clearly marked. If a building has two or more entrances, smoking will be permitted only at the lowest-use entrance, as determined by normal pedestrian traffic. Both the Smoke-Free and the Smoking Permitted entrances will be designated by signs. Indoors, all buildings and facilities are designated entirely smoke-free. There will be no designated smoking areas inside any University of St. Thomas building; and signs will be posted near all entrances indicating that the building is a smoke-free facility.

All designated smoking areas must be in compliance with the City of Houston Ordinance #92-565 and consistent with the University's principle of providing a healthy environment for the University Community. (Violation of Ordinance #92-565 is a Class C Misdemeanor, punishable by a maximum fine of $200.00) All violations should be reported to UST Security.

Noncompliance with this policy (more than two instances of smoking in a designated smoke-free area) will be entered into an employee's permanent employment file and/or student's permanent non-academic file.

In order to assist full-time faculty, staff or administrators desiring to quit smoking, the University will reimburse a full-time employee, upon successful completion, the cost of an approved Smoking Cessation Program. Full-time employees must contact Human Resources for a list of approved programs, prior to the beginning of such program. On-campus housing is classified as a "residential area" rather than workplaces. Accordingly, there is a separate policy (please refer to the Residence Life Handbook).

Section 15: Sexual Harassment Policy

It is the policy of the University of St. Thomas that sexual harassment is unacceptable and shall not be tolerated, that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Definition – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or,

2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or,
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance creating an intimidating, hostile or offensive employment or educational environment.

Regulations – Sexual harassment is illegal under both Texas and Federal law (Title VII, Title IX). All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all substantiated acts of sexual harassment will result in immediate and appropriate corrective actions, including sanctions. Confidentiality consistent with due process will be maintained.

Accountability – The faculty, staff, administrators and students of the University of St. Thomas are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provision of this policy and ensure individual compliance. Any supervisor to whom harassment is reported or who becomes aware of harassment by a co-worker or subordinate is responsible for taking immediate steps to end the discriminatory practice and/or for reporting the harassment to administrators with authority to take such action.

Dissemination – Copies of this policy will be disseminated to all administrative units, placed in employee and student handbooks and posted at appropriate locations throughout the campus. Workshops and other activities will be conducted to foster awareness and prevention of sexual harassment.

Complaints – Any employee who feels that he/she has been subject to sexual harassment should report the incident immediately to his/ her immediate supervisor and/or to the Office of Human Resources at T.P. O'Rourke Hall, at (713)-525-3813. If the immediate supervisor is involved in the harassment, the violations should be reported to that supervisor's immediate supervisor. Students should report incidents of sexual harassment to the Office of Human Resources or to the Vice President for Student Affairs & Enrollment Management. Reports may be verbal, but written statements may later be taken in an effort to protect the rights of the individual alleging to be harassed. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

Section 16: Sexual Assault Policy

I. Educational Programs

Each semester the University will conduct programs to promote awareness of sexual assault, date rape and other sex offenses. Speakers from other universities, women's centers and the Houston Police Department will be used. Also, appropriate literature, pamphlets etc. will be made available to all students in a variety of locations throughout campus.

II. Sanctions

If the victim declines a Houston Police Department investigation and opts for a campus investigation only, the sanctions that can be imposed on the offender may vary, including, but not limited to, expulsion from school.

III. Procedures the Student Should Follow

When sexual assault, date rape or other sexual offenses occur off campus, the law enforcement agency with jurisdiction must be notified. In addition, victims are strongly encouraged to notify Campus Security so that the proper support may be given and referrals made. If one of these offenses occurs on campus, Campus Security must be notified by calling (713) 525-3888. The victim has the option of having Campus Security call the Houston Police Department on their behalf.

If the sexual assault occurred on or off campus, it is very important that all evidence be preserved for Campus Security and the law enforcement agency with jurisdiction (e.g., Houston Police Department). Evidence in this type of case includes bed sheets, pillowcases, all clothing worn by the victim, and anything the suspect might have touched. Also, it is suggested that the victim not bathe or shower until a follow-up is done at the hospital, if the victim wishes to go.

All reported incidents will be investigated and when necessary, referred to The Harris County District Attorney's Office for prosecution. Victim counseling and mental health services are available through UST Counseling Services by calling Ext. 3162 on campus, (713) 525-3162 off campus. If you require UST Counseling Services after normal business hours or on weekends, you may call the Security Department and the counselor on call will be paged. If a student, staff member, or faculty member is sexually assaulted on campus, **the university will pay for a sexual assault examination**. This examination is critical for the successful prosecution of the perpetrator. If you are the victim of a sexual assault, it is important to notify law enforcement and medical personnel as soon as possible.

IV. Procedures for On-Campus Disciplinary Action, Student Conduct/Disciplinary Action

In order to provide the optimal atmosphere for learning, the University of St. Thomas must enforce certain rules and regulations for student conduct (also known as Norms of Conduct) which are consistent with the University's Mission Statement, as it appears in the current Catalogue.

Such enforcement also is consistent with the University's objective to assist students to develop spiritually, socially and physically, as well as academically.

The authority and responsibility to review and sanction student non-academic violations of UST's rules and regulations belongs, under the direction of the President of the University, to the Vice President for Student Affairs & Enrollment

Management. It is the intention of the Office of Student Affairs to treat each student fairly respecting his or her rights.

The rules, regulations and discipline policy contained herein, in the Catalogue, and in the Faculty Handbook, and the rules and regulations published and promulgated from time to time by the University, outline some of the Norms of Conduct expected of this University community, and most of the penalties for deviance from that behavior. Within the Norms of Conduct are administrative procedures for handling all disciplinary cases brought before the Vice President for Student Affairs & Enrollment Management, whether they are minor or major violations.

The accuser and accused are entitled to the same opportunity to have others present during a campus disciplinary proceeding; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought about alleging a sexual assault.

V. Options to the Type of Law Agencies to Be Used

When a sexual assault, date rape, or other sex crime occurs off-campus, students are strongly encouraged to contact the law enforcement agency with jurisdiction (e.g., Houston Police Department) as well as UST Campus Security. If the crime occurs on-campus, Campus Security must be called immediately at (713) 525-3888. While Campus Security is taking the incident report the student will be informed of the option to file a complaint with the Houston Police Department. If the student elects to file a complaint with the Houston Police Department, Campus Security will notify them immediately. Campus Security will assist the Houston Police Department during the investigation.

VI. Available Counseling Services

The University has mental health counselors available to students at Counseling and Disability Services. If the student wishes to request services, he or she should contact Counseling and Disability Services at (713-525-6953 or (713) 525-3162. If the student wishes to see a mental health professional referrals will be provided.

Section 17: Suicidal Behavior Policy

For purposes of this policy, “suicidal behavior” shall include an actual attempt to commit suicide or any other act or behavior which could result in death or serious bodily harm to the individual. Also included is any utterance or verbal statement expressing an intention to commit suicide or to inflict serious bodily harm on oneself. The University of St. Thomas recognizes that a suicidal behavior is not only self-destructive to the individual, but may also adversely affect the lives of others within the University community. Accordingly, the University of St. Thomas has established the following policy:

1. All suicidal behavior will be taken seriously.

2. If suicidal behavior is brought to the attention of the Executive or Assistant Director of Counseling and Disability Services, these individuals are bound by professional ethics to keep this information confidential. An exception exists if the student is believed to be in imminent danger of harming him or herself. In such cases, the director would be obligated to break confidentiality in order to protect the student from harm. In any case, the Executive and/or Assistant Director of Counseling and Disability Services would work with the student to get the help necessary for stabilization.

3. If the initial notification of suicidal behavior is made to a UST Security officer, that officer shall immediately attempt to contact the Executive Director or Assistant Director of Counseling and Disability Services. The officer shall then notify the Vice President for Student Affairs and Enrollment Management. If physical self harm is eminent, the Security officer shall immediately call 911.

4. It is possible, that individuals within the University might bring a student's suicidal behavior to the attention of the Vice President for Student Affairs & Enrollment Management; for example, because of behavioral disturbances caused by the student and/or because the student has refused to receive professional help. In such cases, the Vice President for Student Affairs & Enrollment Management will take action that serves the best interests of the individual involved and the University community.

These actions may include one or more of the following:

- Require the student to consult with the Executive or Assistant Director of Counseling and Disability Services.
- If the student is known to be under the care of a physician or other mental health professional, require the student to consult with such mental health professional. The Vice President for Student Affairs & Enrollment Management may also require verification that the student is receiving professional mental health intervention.
- Upon advice of the Executive or Assistant Director of Counseling and Disability Services, require additional psychiatric evaluation to be performed by an outside or independent mental health professional who shall assess the student's emotional status and prescribe and/or initiate treatment intended to stabilize the student. Any fees and expenses incurred for such psychiatric evaluation and treatment shall be the sole responsibility of the student.
- Require the student to leave the campus until interventions acceptable to the Vice President for Student Affairs & Enrollment Management have been established.
- Prohibit the student from resuming class attendance and other campus activities until a psychiatric evaluation has been completed, mental health treatment has begun and has been verified through written documentation. Documentation should include a statement by the treating physician regarding the student's medical stability and ability to safely resume campus activities.

- Additional appropriate conditions regarding class attendance and participation in campus activities may be established by the Vice President for Student Affairs and Enrollment Management upon the advice of the Executive or Assistant Director of Counseling and Disability Services or other mental health professional and based upon the circumstances then known to the Vice President.

Persons having questions regarding this policy should contact the Office of Student Affairs at (713) 525-3570.

Section 18: Posting Policy

I. PURPOSE

The purpose of these guidelines is to make it known to all parties what can and cannot be posted on the University of St. Thomas campus. The policy covers all signs, posters, flyers and banners of any type designed to advertise a special event or election. It is intended to make advertising by signs, posters, flyers and banners more effective and reduce clutter that detracts from the beauty of the campus.

II. DEFINITION

The term "posting" here refers to all written and pictorial messages, (e.g. flyers, banners, signs, etc.) which are used for the purpose of advertising campus events.

III. GUIDELINES

1. Procedure for submitting materials for posting on campus:

   Any member of the UST community may advertise an event by using the University bulletin boards (locations follow). All members who wish to use these boards must comply with the following regulations:

   a. Approval may be obtained during regularly scheduled office hours in the Office of Student Activities (first floor, Crooker Center). Postings around campus are checked daily and removed if not properly approved and stamped. Improper posting could result in the temporary loss of posting privileges on campus.
   b. Limit size of material to 8 1/2 x 11. Smaller sizes are preferable.
   c. Postings cannot be posted for more than fourteen days.
   d. When the amount of material exceeds the space, first priority will be given to those members who are promoting events that are in direct association with UST, or the "date order" of the event.
   e. Taping on the outside glass of the bulletin board is absolutely prohibited. Members who violate this may lose posting privileges for the remainder of the academic year.

f. Should there be a question as to the nature and content of the material(s), the Vice President for Student Affairs and Enrollment Management should be consulted for approval/disapproval.

2. For UST events or elections:
   a. Signs may be posted on sticks placed 4 to 5 feet from the sidewalk one week prior to event.
   b. Be aware of the sprinkler system, which is located all around the mall area.
   c. Large signs may be attached with durable hooks to second level metal work on the mall.
   d. Signs may not be posted on the sides of buildings.
   e. Other posting restrictions may be imposed by the SGA electoral guidelines.

   NOTE: All the above must be approved with the signature of the Vice President for Student Affairs and Enrollment Management or his/her delegate.

3. Outside of Buildings other than Bulletin Boards
   The only type of signs allowed outside of buildings other than those on bulletin boards will be signs placed on sticks 4 to 5 feet from the sidewalk. Signs may be placed within the mall, from in front of the library to the north side of Welder Hall and along each side of the sidewalks connecting Mt. Vernon and Graustark Streets. Signs may also be placed in and around Crooker Center parking lot and along the sidewalks in front and to the side of Guinan Hall on Branard and Graustark Streets.

   Posters Inside Academic Buildings and Classrooms
   a. Limit size of material to 8 1/2 x 11. Smaller sizes are preferable.
   b. Signs will be posted on the bulletin boards only.

   NOTE: All the above must be approved with the signature of the Vice President for Student Affairs and Enrollment Management or his/her delegate.

4. Posters inside of Crooker Center
   a. All signs should be approved by the Vice President for Student Affairs & Enrollment Management or his/ her delegate.
   b. They may be posted on bulletin boards or hung with string from the second level metal railings (tape should not be used). Signs should not touch the floor or block exits.

5. Banners/Tarps
   a. Banners or tarps must be approved by the Assistant Director of Student Activities **prior** to hanging.
   b. Banners or tarps can not hang in the walkway or intrude upon people's ability to pass through the area safely.
   c. Banners or tarps cannot be posted for more than fourteen days.

IV. RESTRICTIONS

A. Postings may not be placed on painted surfaces, glass windows or doors, trees, sidewalks, benches, telephone poles, outside walls of buildings, trash receptacles, lamp posts, telephone booths, vehicles or windshields, bathroom stalls, and walkways, stairways or entrances unless otherwise authorized.

B. Advertising should not be posted earlier than two weeks prior to the event.

C. In the event of high priority or emergency situation, to be defined by University Administration, posting may be permitted on doors, windows, or walls in any building.

V. SIGN REMOVAL

A. The group or individual that places a "posting" (including tarps or banners) is responsible for its removal (including tape, hook or string) no later than two days following the event.

B. In the case of an election, the signs should be removed when the polls close on election day.

C. Signs without appropriate approval may be removed by a person in charge of the building or a representative of the Office of Student Affairs.

VI. EXEMPTIONS

A. Exemptions from the above policy will rarely be given, and then only by the Vice President for Student Affairs and Enrollment Management or his/her delegate.

B. Building supervisors may alter posting regulations within their facilities as needed, but the Vice President for Student Affairs and Enrollment Management should be informed of any changes in writing

VII. LOCATIONS FOR POSTINGS ON CAMPUS

A. Ten outdoor campus bulletin boards (glass cases) around campus on the Academic Mall, Moran Center, Crooker Center and Jerabeck.

B. Bulletin boards located in Malloy basement, Anderson basement, Crooker Center, Jerabeck, Cullen Hall, Doherty Library, Robertson, and Welder Hall.

C. Guinan and Augustine residence halls (must be approved by Director or Coordinator of Residence Life).

Section 19: Emergency Weather Plan

In the event of severe weather, the University of St. Thomas will follow the procedure outlined below:

The President or Vice President for Academic Affairs or Vice President for Institutional Advancement will notify the Director of Public Affairs to inform the news media and UST staff that the University will cancel classes. In cases when the Director of Public Affairs cannot be reached, the Assistant Director will assume this responsibility.

The following news media will be informed of class cancellations for the current day only. In addition, a message will be left on all campus voice mailboxes regarding school cancellation for the current day.

If the University is closed for more than one day, follow-up calls will be made to the same news media list and voice mailboxes at the beginning of each subsequent day.

Only the Director of Public Affairs, Assistant Director, Vice President for Institutional Advancement, Vice President for Academic Affairs and President may notify the news media of class cancellations. The officially recognized media outlets include:

KTRH 740 AM	KUHF – FM 88.7	Houston Chronicle
Channel 2	Channel 11	Channel 13
Channel 26	Channel 45	Channel 47

Section 20: Student Clubs and Organizations

All students are encouraged to become involved in campus life through the many activities, clubs and organizations at UST. All student clubs must be consistent with the Mission Statement of the University of St. Thomas. All clubs must register in the Office of Student Activities. Clubs may belong to and cooperate with the Student Government Association's Council of Clubs. All clubs must also have a faculty or staff member as an advisor and be self-sufficient financially. A proposed club must obtain the approval of the Assistant Director of Student Activities and the Council of Clubs by submitting to both the following:

- A copy of the constitution,
- The name of the faculty advisor,
- The name, address, email address, and phone number of the primary student contact(s).

The Vice President for Student Affairs and Enrollment Management holds the ultimate responsibility and authority for final approval of any University recognized student organization.

An established club will have the following benefits, subject to the approval of the Assistant Director of Student Activities and the Council of Clubs (if appropriate):

- Use of University facilities for meetings and for promotion of memberships,
- Authorization to conduct on-campus fund-raising,
- Assistance from the Student Government Association or the Student Activities Board, and/or a modest financial stipend allocated from the student activity fee (applies to COC organizations only),
- Listed in the University Catalog.
- A separate e-mail account for member communications

- FREE - UST sponsored web space for each group
- FREE – technical assistance for web design and publishing
- A Blackboard "course" to administratively manage each club

Maintenance of a club's University status requires a yearly approval at the start of the fall semester by the Office of Student Activities. Additional policies and procedures governing approved student clubs and organizations may be found in the Code of Student Conduct (Section 21 of this policy section). Additional information, policies, and procedures are available in the Office of Student Activities.

Section 21: Code of Student Conduct

Purpose

1. This *Code of Student Conduct* is established in order to uphold the academic mission and core values the University of St. Thomas. It is the students' responsibility to adhere to the rule, regulations and policies of the University as well as Federal, State, and local laws.

Authority for Student Discipline

2. Ultimate authority for non-academic student discipline is vested in the Vice President for Student Affairs & Enrollment Management of the University of St. Thomas. Disciplinary authority may be delegated to University administrators, faculty members, committees, and organizations, as set forth in this *Code of Student Conduct*, or in other appropriate policies, rules, or regulations adopted by the Board.

Student Participation

3. Students are asked to assume positions of responsibility in the University disciplinary system so that they may contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Vice President for Student Affairs & Enrollment Management, and in the University administration.

Definitions

4. When used in this *Code of Student Conduct*:

a. the term ''group'' means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization;

b. t he terms ''institution'' and ''University'' mean the University and all of its undergraduate, graduate and professional schools, divisions, and programs;

c. the term ''organization'' means a number of persons who have complied with University requirements for official recognition and registration as a student club;

d. the term ''reckless'' means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which

would otherwise be likely to result in interference with normal University or University sponsored activities;

e. the term ‘’student’’ means any person who is taking or auditing classes at the University, or is matriculated in any University program;

f. the term ‘’University premises’’ means buildings or grounds owned, leased, operated, controlled or supervised by the University;

g. the term ‘’weapon’’ is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury;

h. the term ‘’University sponsored activity’’ means any activity on or off University premises that is directly initiated, supported, or supervised by the University;

i. the term “Distribution” means any form of exchange, gift, transfer or sale

Interpretation of Regulations

5. The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior and their rights and responsibilities during the disciplinary process. This *Code of Student Conduct* is not written with the intention of replacing or superseding criminal statutes.

Inherent Authority

6. The Vice President for Student Affairs & Enrollment Management reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. The University reserves the right to pursue disciplinary action for any violation of University policy and/or state or federal law -- on or off-campus -- that affects the University’s educational interests.

Disciplinary Action while Criminal Charges Are Pending

7. Students may be accountable both to civil/criminal authorities and to the University for acts that constitute violations of law and of this *Code of Student Conduct*. Disciplinary action at the University will normally proceed while awaiting the outcome of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Interim Suspension

8. Pending a Discipline Committee Hearing, the President of the University and/or the Vice President may take immediate interim disciplinary action against any student who violates a rule or regulation of the University or a law of the Federal or State Government, when such action would be considered necessary to serve the best interests of the student defendant and/or the University of St. Thomas. Such “best interests” include the student defendant’s physical or emotional safety and well being, or the safety of students, faculty, community members, staff, administrators, or University property.

9. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Vice President for Student Affairs & Enrollment Management or a designee in order to discuss the following issues only:

a. the reliability of the information concerning the student's conduct, including the matter of his or her identity;

b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal University functions.

Prohibited Conduct

10. Students at the University are expected to obey the norms of conduct of the University community, as well as the range of sanctions that can be applied for violating these norms.

a. Intentionally or recklessly causing physical harm to any person on University property or at University activities on or off campus, or intentionally or recklessly causing reasonable apprehension of such harm including: actions dangerous to the physical or mental well-being of others and/or actions, either physical or verbal, that are harmful to others

b. Sexual assault or harassment, as defined in University policies on sexual assault and sexual harassment.

c. Possession of a weapon: No student may possess, keep, carry, or store any fireworks or other explosives, firearms, firearm ammunition or other weapons (such as bows and arrows, crossbows, swords, hunting, or "survival knives, billy clubs, etc.) upon the University's campus or in, on or within any property of the University. Anyone violating this policy is subject to disciplinary action. Title 37, Section 644 (3) of the Texas Administrative Code expressly prohibits even licensed persons from carrying handguns upon the physical premises of an education institution such as the University of St. Thomas.

d. Intentionally or recklessly interfering with normal University or University sponsored activities, including but not limited to, studying, teaching, research, University administration, judicial procedures or fire, police or emergency services.

e. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.

f. Violating the terms of any disciplinary sanction imposed in accordance with this *Code of Student Conduct*.

g. Intentionally furnishing false information to the University or failure to provide a valid picture ID card.

h. Violation of University policies on possession, use, or distribution of illegal drugs. Possession, use, and/or distribution of marijuana or other controlled drugs or substances (as defined by Federal or State of Texas Narcotics laws) without a prescription is strictly prohibited.

i. Violation of University policies on possession, use, or distribution of alcohol. Minors are strictly prohibited from possessing, using, or distributing alcoholic

beverages on all University premises. Individuals of legal age must adhere to the items outlined in the *Alcohol Policy*.

j. Forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.

k. Intentionally and substantially interfering with the freedom of expression of others.

l. Theft of property or of services; knowing possession of stolen property.

m. Intentionally or recklessly destroying or damaging University property, or the property of others.

n. Failing to comply with the reasonable directions of University officials, including campus security officers, acting in performance of their duties.

o. Intentional violations of other published University regulations or policies, filed in the office of the Vice President for Student Affairs & Enrollment Management. Such regulations or policies may include, but are not limited to, the University's Acceptable Use Policy, Residence Hall lease agreement and accompanying regulations, policies related to the entry and use of University facilities, campus demonstrations, alcohol policy, parking rules and regulations, and regulations governing student organizations.

11. Sanctions that may be imposed in accordance with this *Code of Student Conduct* include:

a. Admonition - a written reprimand from the Vice President.

b. Disciplinary Warning - indicates that further violations may result in more severe disciplinary action. The probation shall not exceed a period of one calendar year and shall be removed automatically when the imposed period expires.

c. Disciplinary Probation - indicates further violations may result in additional disciplinary sanctions, up to and including expulsion. Such probation may last longer than one calendar year.

d. Restitution - reimbursement for damages, or misappropriation of property. Reimbursement may take the form of service in kind.

e. Suspension of rights and privileges - this is a flexible penalty which may impose limitations to fit the particular case.

f. Suspension from the University - prohibits the student during the period of suspension from entering the University campus, attending University-sponsored functions, and from registering for or attending classes.

g. Expulsion from the University - permanent severance from the University.

12. Repeated or aggravated violations of any section of this *Code of Student Conduct* may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.

13. Attempts to commit acts prohibited by this *Code of Student Conduct* may be punished to the same extent as completed violations.

Case Referrals

14. Any person may refer a student or a student group or organization suspected of violating this *Code of Student Conduct* to the Vice President for Student Affairs & Enrollment Management.

15. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in hearings or conferences. The complainant may request the assistance of an advisor, as set forth in part 25 of this *Code of Student Conduct*.

Conference and Hearing Board Referrals

16. The Vice President for Student Affairs & Enrollment Management or designee (henceforth known as "The Vice President") reads the discipline report, written and signed by the complainant. The Vice President or designee may consult with the complainant as well. If the Vice President or designee decides to dismiss the allegation(s) as unfounded, the case will be closed. If the Vice President or designee finds the allegation(s) have merit, that individual will summon the student:

a. The Vice President or designee will request that the student's response to the allegation(s) be in writing and signed by the student.
b. Upon receiving the written statement, the Vice President or designee will decide to dismiss the allegation(s), or to proceed with the disciplinary process.
c. If he proceeds, the Vice President or designee decides whether the matter is a minor or major violation of UST's *Code of Student Conduct*. A major violation of the code is defined as any violation that may result in suspension or expulsion from the University, which includes violations of State and Federal law.
d. If the alleged violation is determined to be a potential minor violation of the *Code of Student Conduct*, an administrative hearing will be initiated.
e. If the alleged violation is determined to be a potential major violation of the *Code of Student Conduct*, then the student will be given a choice between an administrative hearing and a hearing with the Disciplinary Hearing Board. The choice must be made in writing at the time of election and presented to the Vice President or designee.

Students who are subject to suspension or expulsion will be entitled a hearing before the Disciplinary Hearing Board, as set forth in part 20.

17. Students referred for a hearing by the Vice President or a designee may elect to have their cases resolved in accordance with part 19 of this *Code of Student Conduct*. Such an election must be in writing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the University.

18. The Vice President or a designee may defer proceedings for alleged minor violations of this *Code of Student Conduct* for a period not to exceed sixty (60) days. Pending charges may be withdrawn thereafter, at the discretion of the Vice President or designee.

Disciplinary Conferences

19. When the facts are not in dispute, the Vice President or designee may impose any of the penalties listed in part 11 of this *Code of Student Conduct*.

a. The Vice President or designee presents the administrative disposition to the student in writing, which includes:
   - the violation charged,
   - whether the student is guilty or innocent
   - the sanction (s) imposed
   - the right to appeal through a hearing,
   - the recording of the penalty on his/her permanent record if it is from part 11 f or g.

b. The student has 14 calendar days to appeal the disposition in writing and submit it to the Vice President.

c. If the student requests an appeal, the Vice President or designee prepares and files a written summary of the case and forwards it to the Disciplinary Hearing Board, as well as the student.

d. If the student does not elect to appeal the case, the Vice President or designee notifies the appropriate University personnel of the disposition, (e.g., the Registrar). This having been done, the case is closed.

Disciplinary Hearing Board

20. The Vice President selects an ad-Hoc Disciplinary Hearing Board. This board is comprised of three faculty members from the membership of the Standing Hearing Committee of the Faculty Senate and two students from membership of the Student Judiciary.

21. The committee members shall select a Chairperson from among their number whose duties will be to:

a. See to the proper conduct of the hearing.

b. Rule on the admissibility of evidence, motions and objectives. A majority of committee members can override the Chairperson's rulings.

c. Certify the hearing record when notice of appeal is given.

d. Prepare a letter listing the outcome of the hearing, including any applicable sanctions.

22. Both the findings and the sanctions determined by the Disciplinary Hearing Board shall be regarded as recommendations to the Vice President for Student Affairs & Enrollment Management.

23. Members of the Disciplinary Hearing Board who are themselves charged with a violation of this *Code of Student Conduct* or with a criminal offense may be suspended from their position on the board by the Vice President for Student Affairs & Enrollment Management during the pendency of the charges against them. Members found

responsible of any such violation or offense may be disqualified from any further participation in the University judicial system.

Disciplinary Hearing Board Procedures

24. The following procedural guidelines shall be applicable in hearings conducted by the Disciplinary Hearing Board:

a. The Vice President shall send a letter summoning the student to the hearing. The letter can be sent via certified mail or hand delivered. It must state the date, time and place for the hearing. It should be dated no later than a week and no earlier than two weeks before the date of the hearing. The letter should include:

- A copy of the complaint.
- An advisory to the student defendant of their rights of due process, which include:
  - the right to a private hearing
  - the right to appear in person at the hearing
  - the right to summon witnesses, to examine documents used in evidence, to offer evidence, to question witnesses, and to present a defense to cross-examine
  - the right to appeal under part 30
- A list of the names of the Disciplinary Hearing Board members.
- Instructions on the Hearing Process
- An advisory that the Hearing Committee may cross-examine the student defendant, on witnesses testifying on their behalf.
- An advisory hearing may not be postponed except for a serious reason, as determined by the Vice President. Should the student defendant not show up for the scheduled hearing, the Vice President may decide to proceed with the hearing in their absence.

b. The hearing should be formal with the Chairperson providing ample opportunity for witnesses to be heard. The hearing should be closed and generally proceed as follows:

- The Vice President reads the complaint.
- The Chairperson informs the student defendant of their rights to due process as outlined in 24a.
- The Vice President presents the University's case, using the testimony of witnesses and/or other evidence.
- The student defendant presents their defense, using the testimony of witnesses and/or other evidence.
- The Vice President and the student defendant each are given the opportunity to present rebuttal evidence and question each other. Questioning must be directed through the Chairperson.

- Members of the board have the opportunity to question the Vice President, the student defendant and the witnesses.
- The Committee deliberates in private and decides on a verdict of “guilty” or “innocent”.
- If the student defendant is found guilty, the board issues a sanction(s).
- The Committee states in writing its findings and any sanction(s) imposed.

c. Legal rules of evidence do not apply to these hearings except that hearsay evidence is not acceptable. In hearing evidence, the board shall be governed by reasonableness. Committee members may freely question witnesses.

d. The student defendant is presumed innocent unless the committee decides that he or she is guilty.

e. The student defendant may not be compelled to testify.

f. The board shall determine innocence or guilt based only on testimony given and evidence presented during the hearing. The Committee may consider the student’s previous disciplinary record only in determining an appropriate penalty after finding that he or she is guilty of the alleged violation.

g. A tape recording may be made of the hearing under the supervision of the Chairperson.

h. A record of the hearing should contain:

   o A copy of the notice required under part 24a.

   o The recording or typed digest of the hearing, together with all documents and other evidence offered, as certified by the Chairperson.

   o A copy of the committee’s decision.

Advisors

25. Complainants and accused students may be assisted by an advisor. The role of an advisor will be limited to:

- Making brief opening and closing statements, as determined by the presiding officer.
- Suggesting relevant questions which the presiding officer may direct to a witness.
- Providing confidential advice to the complainant or accused student.

Even if accompanied by an advisor, an accused student must respond directly to inquiries from the presiding officer and the hearing board.

In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, the work of the hearing board will not be delayed due to the unavailability of an advisor. Should an accused student elect to have an advisor present at the hearing, the name and credentials of the advisor must be presented to the Vice President at least 48 hours in advance of the hearing. If the accused

student elects to have an attorney present as the advisor, the University maintains the right to also have an attorney present and may postpone a hearing to a later date until such an individual can be in attendance.

Student Groups and Organizations

26. Student groups and organizations may be charged with violations of this *Code of Student Conduct*.

27. A student group or organization and its officers may be held collectively and individually responsible when violations of this *Code of Student Conduct* occur by those associated with the group or organization. In addition, those that have received the consent or encouragement of the group or organization, or of the group's or organization's leaders or officers, may able be held responsible for violations of the *Code of Student Conduct*.

28. The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Vice President for Student Affairs & Enrollment Management to take appropriate action designed to prevent or end violations of this *Code of Student Conduct* by the group or organization. Failure to make reasonable efforts to comply with the Director's order shall be considered a violation of this *Code of Student Conduct*, both by the officers, leaders or spokesmen for the group or organization and by the group or organization itself.

29. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

Appeals

30. A student defendant or the Vice President for Student Affairs & Enrollment Management may appeal the decision of a Disciplinary Hearing Board to the President of the University. Notice of appeal and the reasons for such an appeal will be given in writing to the President of the University within ten (10) class days of the final decision of the Disciplinary Hearing Board. The Vice President shall make available to the President the full record of the discipline hearing. The President shall determine within fifteen (15) class days of the day the appeal was received to sustain or suspend the decision.

31. The imposition of sanctions will be deferred during the pendency of the President's review, unless, in the discretion of the President the continued presence of the student on the campus poses a substantial threat to him/her self or to others, or to the stability and continuance of normal University functions.

Student Record Encumbrances

32. In pending cases involving alleged violations of the *Code of Student Conduct*, a temporary encumbrance may be placed on a student's records by the Vice President for Student Affairs & Enrollment Management or designee. This encumbrance will remain in effect until the case has been adjudicated and any sanction(s) imposed.

Section 22: Residence Life Policies & Procedures

OFFICE OF RESIDENCE LIFE MISSION STATEMENT

The Office of Residence Life supports the mission of the University of St. Thomas through the creation of living-learning environments that meet the developmental needs of students and embrace the religious and intellectual traditions of Catholicism. Our Goal is to create a community where every individual feels secure, respected and at home. We therefore hold all residents and their guests to the highest intellectual and moral standards.

RESIDENCE LIFE STAFF

Augustine Peer Mentors (PM)

Joseph Morton	Ashley Mosing
James DeVera	Elizabeth Rinaldi

Sophomore Advisors (SA)

Laura Aveidi	Laure Hamzo
Thomas Mendez	Christopher Ruhnke
Cimela Kidonakis	Kelly Kleczynski
Francisco Guzman	Miguel Robles-Coles

Resident Assistants (RA)

Rebecca (Becky) Becan	Guendalina Guidotti
Tiffany Dyer	Kimberly Buckert
Matthew Giampietro	Amanda (Mandy) Rodgers
Catherine (Cathy) Monroe	Rachel Hansbury
James Jackson II	Leila Hamzo
Allison Micus	Nathan Prihoda
Kayleigh White	Camille Schroder
Gency Abraham	Luke Suckey
Ashley English	Giancarlo Toledanes
Yang (Sabrina) Yang	

Services for Residential Students

A. *Mail distribution*

1. Incoming mail should be addressed as follows:

Guinan Hall:
Your Name
1303 Sul Ross, Room # ____
Houston, TX 77006

Hennigan House:
Your Name
4219 Yoakum
Houston, TX 77006

Augustine Apartments:
Your Name
4119 Graustark, Apt # ____
Houston, TX 77006

2. At least two weeks prior to leaving campus housing, residents should notify creditors, magazine publishers, etc. of their change of address. The Residence Life Staff is not responsible for forwarding residents' mail. Residents are responsible for the daily collection of their mail. The Office of Residence Life and other University offices will communicate by mail. Residents are responsible for all information/notices placed in their mailboxes.

B. *Housekeeping* - Housekeepers are contracted by the University to keep public areas clean and to clean private bathrooms in Guinan and Augustine. The Housekeepers are required to report unsanitary living conditions to the Office of Residence Life.

C. *Repairs* - Residents should submit a written repair request to the Guinan Hall front desk or report their repair requests to the Office of Residence Life at (713) 525-3836. After hours emergency requests should be reported to the RA on call at (713) 208-0244. All repair requests must be processed through the Residence Life Staff.

D. *Energy usage and conservation* –The University wants residents to be comfortable in their homes. However, residents should use energy responsibly. Utility bills that are deemed to be excessive will be forwarded to the resident for payment. The definition of the term "excessive" will be determined by Facilities Operations and the Office of Residence Life.

Related Policies for Residence Life

The following policies apply to any person who is on residential properties of the University of St. Thomas. We ask that residents communicate policies to their guests, as guests are expected to respect and adhere to all policies outlined below when visiting residential facilities. Residents will be held responsible for their own actions and that of invited guests. It will be assumed that all residents have read and understood these policies.

A. Roommates and Housemates

1. *Roommate conflicts* - Whenever roommates/housemates are experiencing a conflict, the Residence Life Staff will do its utmost to assist them in resolving their problem. Except in extreme circumstances, the staff will first attempt to resolve the conflict by use of a contract. If, after a two-week period, the residents have not resolved their conflict with the aid of the roommate contract, they will be permitted to change roommates/housemates. When roommates/ housemates are unable to decide upon who will relocate, the staff will assist in making that determination.
2. *Room changes* - In order to provide ample opportunities for roommates to adjust to their new environments, room changes will not be considered until the third full week of classes. If a resident desires a new roommate, s/he must locate a new roommate. The resident's assigned Resident Assistant must approve all housing changes. Any resident making an unauthorized change will forfeit his/her security deposit and may be required to return to his/her original space. A resident who is making an authorized room change must properly check-out with his/her RA (see check-out policy for more details). The resident must then conduct a room inventory of the new room upon receipt of a new key. Failure to properly check-out/check-in may result in forfeiture of the security deposit and possible additional fines.
3. A resident who requests and is granted a room change or roommate change will be expected to relocate within 48 hours of the request being granted. The requestor may not demand that his/her roommate be forced to move.
4. Residents who are unable to maintain a healthy and productive relationship with roommate(s) or housemate(s) will be given the option of contracting a single room (when available) at the single room rate. Otherwise, the University may choose to sever its housing contract with the resident. The University may take such action for one or more of the following reasons:

    a. The resident is unwilling to maintain a clean, uncluttered living environment.
    b. The resident verbally abuses his/her roommate(s)/housemate(s) or is otherwise considered to be a possible threat to the physical and or emotional well-being of the roommate(s)/housemate(s).
    c. The resident creates a disruptive living environment.
    d. The resident consistently entertains guests without the consent of the roommate(s)/housemate(s).
    e. The resident uses or consumes his/her roommate's/housemate's personal possessions without permission.
    f. The resident consistently demonstrates an inability to compromise.
    g. The resident refuses to speak to his/her roommate(s)/housemate(s).
    h. The resident smokes or drinks alcoholic beverages in violation of policy.
    i. The resident's family is creating a disruptive living environment.
    j. The resident has a history of roommate conflicts.

B. Decorations and Furniture

1. In an effort to preserve our housing facilities, the following items are also prohibited in campus housing:

• Incense • space heaters	• nails • molly bolts	• drug paraphernalia
• flammable liquids	• barbecue grill	• explosives
• pornography	• screws	• fireworks
• aquariums over ten gallons • hot plates • toaster ovens • sun lamps • extension cords	• microwave ovens (Residence Hall) • electric blankets • electric skillets • satellite dish • hot oil popcorn popper	• illegal drugs • weapons (including facsimiles) • mercury thermometers
• alcohol • additional refrigerators • dart boards • paint ball guns • unauthorized pets • colored adhesives	• hot pot • open-flame devices • toaster (Residence Hall) • candles • torchiere halogen lamps	• waterbed • water chair • expensive jewelry • stickers attached to ceilings, walls, doors, windows, furnishings or equipment

2. University furnishings and equipment must remain in their designated locations. Residents may not remove University furniture from their rooms. Also, furniture should

   not be taken from public areas. The University's indoor furniture may not be used outdoors, and the University's outdoor furniture may not be brought indoors.

3. Residents may not install any service or device that requires alteration of the physical structure without prior written permission for the Office of Residence Life.

4. Residents may use painter's tape to hang posters and pictures. Residents should not mount items on their doors, ceilings or windows. Any décor that damages paint or varnish is unacceptable. Damage will be charged to the occupants of the room.

5. Items that may be viewed as racist, sexist, bigoted, or in any way offensive are prohibited in Housing. These items may be removed from corridors, including residents' doors and bulletin boards. Any resident who decorates their housing

space with such items that may be viewed as racist, sexist, bigoted, or in any way offensive, may lose the right to reside in campus housing.

C. *Pets* - Subject to the prior approval of the Office of Residence Life, animals that are self-contained in an aquarium, ten gallons or less, may be allowed in campus housing. Residents of Hennigan may, with the approval of their housemates and the Office of Residence Life, have one dog or one cat of 30 lbs or less. Animals that consume live prey will not be allowed in Housing. All pet owners are responsible for the care and policing of their pets. Pet owners will also accept full responsibility for any/all costs associated with the treatment of fleas. Dogs/cats must meet all county/city vaccination requirements and must be maintained on a leash at all times when outside of assigned unit and on campus housing property.

D. Smoking and fire safety

1. *Smoking* – Residents must be outside and at least 25 feet from the entrance of any facility when smoking. The term "smoking" is intended to mean the inhaling, exhaling, burning, or carrying of a lighted cigarette, cigar, pipe, or other lighted tobacco product, in any manner, or in any form. Smoking is not allowed within the courtyards or gates of Guinan or Augustine Halls.

2. *Disposal of tobacco products* - Cigarette/cigar butts, tobacco, ashes, matches and match boxes/ books must be properly extinguished and then placed in a trash receptacle.

3. *Cooking* - Due to the possible fire hazard, Guinan residents are not permitted to use any cooking equipment in their rooms other than their assigned microwave/refrigerator unit. Residents may not leave any item being cooked unattended or use any cooking equipment for anything other than its intended purpose.

4. *Guinan Hall kitchen* - The Guinan kitchen is intended for use only by the Residence Life Staff for programming purposes. Under special circumstances and with at least twenty-four hours advance written approval from the Office of Residence Life, residents may be permitted to use the kitchen oven.

5. *Safety equipment* – The misuse of fire alarms, tampering with fire equipment, or

   blocking evacuation routes or exits is prohibited. In addition, residents must not attach items to or hang items from sprinkler heads, and residents must maintain all fire safety equipment in their contracted space in proper working condition at all times.

6. *Power strips and surge protectors*
   a. Power strips and surge protectors must be approved by a national testing agency (Underwriters Laboratory or Factory Mutual).

b. Do not plug a power strip/surge protector into another strip/surge protector (piggybacking).
c. There should not be more than one power strip/surge protector plugged into a dual electrical outlet.
d. Use only power strips/surge protectors that have a built-in breaker. These units are designed to trip the breaker if the strip is overloaded or there is a surge in electricity.

E. *Firearms/Weapons/Explosives* - Possession or storage of firearms (including facsimiles), fireworks, explosives, BB guns, pellet guns, paintball guns, bows, arrows, spear guns, sling shots, switchblades, hunting knives, or any weapons that are potentially dangerous or hazardous in campus housing is prohibited. Residents are also prohibited from carrying or maintaining such items on their person while on campus housing property. Storage of weapons in vehicles parked on campus is also prohibited.

F. Trash and maintenance of grounds

1. *Littering* - Residents must keep their facility grounds free of trash/litter.

2. *Trash* - Trash/garbage must be maintained in bags specifically designated for this purpose. As soon as an interior receptacle becomes full, the trash bag should be removed, tied and placed in a designated collection bin in the trash room. Guinan residents should dispose of their trash in the collection bin on the north side of the building. Augustine residents should dispose of their trash in the bins located across the street on the corner of Colquitt and Graustark. The City of Houston provides trash collection services for Hennigan. The City has provided a receptacle for this facility. The designated collection day is Tuesday.

3. *Hennigan grounds* - Hennigan residents are responsible for maintaining cleanliness on the grounds of their assigned facility. It is expected that residents will not have loud parties on their grounds or otherwise create noise that will disturb their neighbors. Residents may not place any furnishing, signs, lawn ornaments or other equipment on their front lawn.

4. *Public trash receptacles* - The trash receptacles in the public areas within University housing are intended only for the disposal of small items (paper products, cans) and are not to be used by residents to dispose of their private room/unit/facility trash or garbage. No items should be placed on top of or around these receptacles and receptacle lids should be kept closed at all times. If the trash bin cannot accommodate your trash items, residents should use the larger collection site on the parking lot at Facilities Operations.

5. *Courtyards and gardens* - The courtyards and gardens may not be used for any purpose other than their intended design. Residents may not engage in sporting activities on these grounds, and they are responsible for adhering to courtesy and

quiet hours, as well as all other policies, when traveling through or otherwise using them.

G. *Keys* - Residents are responsible for the proper use of all University issued keys (including card keys). Duplication and lending of a University key is strictly forbidden. Lost keys, including mailbox keys, should be immediately reported to the Office of Residence Life. A fee will be assessed for the cost of the cylinder and the total number of replacement keys. Loaning or duplication of an assigned key, and failure to immediately report a lost or stolen key, may result in disciplinary action. Residents locked out of their rooms more than one time per semester due to failure to carry their keys with them, will be charged a room entry fee.

H. Entryways, fencing, balconies, roofs and pathways

1. *Entry/Courtyard gates* - All gates must remain locked upon entry to, and exit from all housing properties. Guinan gates are only to be used during official move-in/move-out times and in case of a building-wide emergency or evacuation. At no time (other than official check-in and check-out) may these gates remain propped open. Residents and guests should refrain from slamming gates and may not attempt to contact residents from outside of gates by screaming, banging on gates or otherwise creating noise that will disturb others.

2. *Propping doors* - Residents may not prop open any entry door other than that of their own for any period of time.

3. *Blocking entrances/exits* - Residents may not block or obstruct entries, exits or corridors so that an individual is intentionally prohibited from passage. Such action poses potential danger to residents and guests and will not be tolerated.

4. *Balconies, fences, railings and walkways –*
   a. Residents are permitted to have no more than two outdoor chairs on each patio/balcony. For reasons of safety and aesthetics, individuals may not place any unauthorized objects on or affix items to housing balconies, fences or walkways.
   b. Residents/guests may not place any objects on walkways that may in any way impede the flow of traffic during an emergency.
   c. Residents may not climb, sit, or stand on balcony, stairway, or other railings or fencing. Residents or guests may not climb poles, walls, trees, fences, or otherwise use any objects to gain access to a balcony or walkway. Sitting on or swinging from balcony railings is also prohibited. Entry access to balconies or walkways is via stairwells and interior entryways only.
   d. No more than three persons may be on a balcony at any one time.
   e. Residents must also refrain from using railings/fencing as bicycle racks, clotheslines, etc.

5. *Roofs* - Residents may not, at anytime, for any reason, be on any housing facility roof.

I. Alcohol

1. Under state law and Residence Life policy, it is unlawful for any person under the age of 21 to buy, possess, transport, or consume alcoholic beverages, and it is unlawful for a person 21 or over to furnish alcoholic beverages for anyone under the age of 21.

2. The possession, consumption, or distribution of alcoholic beverages will not be permitted in Guinan or Augustine Halls, regardless of age.

3. The possession, consumption, or distribution of alcohol will not be permitted in any unit housing anyone under the age of 21, regardless of the age of the consumers.

4. Drunk and disorderly conduct in private or public by any resident will be considered cause for referral to the Dean of Students with the recommendation that the University sever its contractual relationship with the resident.

5. Common sources of alcoholic beverages (which include, but are not limited to, kegs, more than one case of canned/bottled/boxed beer or wine, grain alcohol, and bulk quantities of alcoholic punch) are not permitted in or on any housing property. Open containers of alcohol are forbidden in all public areas.

6. The display of posters, banners, signs, etc. advertising alcohol is prohibited in University housing.

7. It is a violation of policy to use alcoholic beverage containers (empty or otherwise) to decorate the interior or exterior of any University housing property. It is also a violation of policy to possess any alcoholic beverage containers (empty or otherwise) in Guinan or Augustine Halls.

J. Drug and drug paraphernalia

1. *Drugs* –The University forbids the possession of drugs prohibited by federal and state narcotics laws. Students involved in the non-prescribed use, possession, or distribution of drugs or in the use, possession, distribution, manufacture, or transportation of amphetamines, barbiturates, hallucinogens, inhalants, opiates, steroids, or marijuana will be subject to immediate criminal prosecution, housing contract severance, and suspension or expulsion.

2. *Prescription drugs* – It is a violation of the law and University policy for a resident to possess or use any medication not specifically prescribed for him/her. Residents must maintain their prescribed medication in the container in which it was distributed by the pharmacy. These containers must be clearly marked with the resident's name, prescribing physician's name, medication, date, pharmacy and dosage. Residents are strongly encouraged to store their prescribed medications in a safe location such as a lockbox.

3. *Drug paraphernalia* – Bongs, cigarette papers, roach clips, syringes, CO_2 cartridges, and all other items that may be used for the purpose of smoking, diluting, cutting, manufacturing, injecting, or otherwise consuming, using, selling, or distributing illegal drugs, are not permitted on housing property. Residents with medically certified illnesses who must give themselves injections must notify the Office of Residence Life within the first two days of classes. Notification must include written authorization, and be dated and signed by a licensed, practicing Medical Doctor (MD).

4. *Other substances* – It is a violation of Housing policy for a resident to use any substance, including household items and other items not readily identified as drugs, for inhaling, injecting, consuming or otherwise using the substance in a manner inconsistent with the manufacturer's intended use.

K. Privacy and quiet hours

1. *Courtesy hours* - In order for a community atmosphere to flourish, respect of and courtesy for one another must be shown at all times. Residents should always comply with requests from fellow residents and neighbors to be quieter.

2. *Quiet hours* - Residents should assume that other residents and neighbors are either studying or sleeping and conduct themselves in such a manner as not to disturb anyone. The reasonable right to quiet will take precedence over the right of noise. Quiet hours are scheduled from 9 p.m. until 9 a.m., Sunday evening through Thursday evening, and midnight until 9 a.m. on Friday and Saturday. During all hours not specifically designated as "Quiet Hours," residents shall respect other residents by refraining from making unacceptable levels of noise.

3. *24-hour quiet hours* - Twenty-four hour quiet hours will be in effect forty-eight hours prior to the first scheduled final examination each semester, and will end at the start of the last scheduled final exam for that semester.

4. *Musical instruments* - Musical instruments cannot be played on campus housing property without prior written approval from the Office of Residence Life.

L. Guests, visitation, cohabitation and sexual interaction

1. *Escort policy* - To insure the safety, comfort, and privacy of residents, all guests must be escorted by their designated resident-host at all times when on University housing property. The designated resident-host may not pass his/her host responsibilities to any other resident. Each guest may have only one designated resident-host and it is the responsibility of this designated resident-host to remain with his/her guest at all times when on campus housing property. Non-escorted guests will be required to vacate housing property immediately. In such a case, the guest will automatically forfeit visitation privileges for at least one month (first offense) and the guest's designated resident-host will forfeit his/her visitation rights for at least the same period of time.

2. *Residents may be held responsible for the actions of their guests*.

3. *Visitation hours* - Restricted visitation hours exist to support students' rights to personal privacy and equal access to their rooms and floor facilities. The rights of roommates should not be infringed upon. The university expects students to act in a responsible, moral, Christian manner when hosting guests. With the prior approval of their roommate(s)/housemate(s), residents of Guinan, Augustine, and Hennigan may host non-resident guests and guests of the opposite sex in their contracted room/unit during the following designated visitation hours: Sunday-Thursday, 9 a.m.-midnight; Friday and Saturday, 9 a.m.-2 a.m. After visitation hours, residents may not host non-residents or other residents of the opposite sex in their rooms. Opposite sex residents may visit other residents in public lounges during non-visitation hours.

4. *Visitors to Guinan Hall* - Visitors to Guinan must contact their designated host from the lobby. Guests must sign-in at the lobby front desk and wait for their designated host to meet them and personally escort them from the lobby. Upon departure, guests must be escorted back to the lobby by their designated host and sign-out at the lobby front desk.

5. *Visitors to Augustine Apartments* - Visitors to the Augustine Apartments are expected to alert their host to their arrival from the alarm system directly outside of the courtyard gate. Guests must then wait outside of the gate until their resident-host arrives to act as their escort. Guests must be escorted at all times while on Augustine property and may not be left alone at anytime. Residents are responsible for escorting their guests outside of the gate upon their departure.

6. *Visitors to Hennigan* – Hennigan guests are to knock on the door of the unit of the resident they wish to visit. Guests must remain outside until their host meets them at the door and escorts them inside.

7. Guests may not, at any time, be in or on any of these locations without their designated resident-host present.

8. Within the guidelines of the policies above, residential students may visit other residents beyond guest hours; however, residents must be escorted when visiting outside of their own housing facility.

9. *Overnight guests* - Residents are allowed to have overnight guests of the same sex in their private residence in accordance with the following guidelines:
   a. The resident must obtain an overnight visitor's pass from their assigned RA, at least 24 hours prior to the arrival of their guest. Any overnight guest found to be without an overnight pass will be asked to leave housing and will lose his/her visitation privileges. Overnight guests should carry

their visitor's pass with them while on University property and present it to University officials upon request.

b. The resident must obtain his/her roommate's/housemates' approval for hosting an overnight guest.
c. Guests may stay no longer than three nights per month in University housing (this means that no one particular person may stay longer than three nights per month in campus housing).

10. Residents may not have overnight guests of the opposite sex.

11. Opposite sex residents and guests are not permitted to sleep together in public or private areas in University housing.

12. The University believes that sexual union should occur only in marriage. Students found in violation of this policy may be subject to disciplinary suspension or permanent dismissal.

M. Room entry

1. Routine entry, which may occur on a regular basis without additional notification, is characterized by the following:
   a. Regular or necessary housekeeping service for cleaning bathrooms in Guinan and Augustine Halls
   b. Necessary repairs by Facilities Operations personnel
   c. Maintenance checks by Residence Life, Facilities Operations, and contractual personnel
   d. Air control and safety checks by staff and contracted personnel
   e. Pest extermination
   f. Emergencies where there is reasonable cause to believe a threat exists to life, safety, health, or property
   g. Failure of resident to respond to a request to turn off an alarm, stereo, T.V., or other appliance or equipment that is disruptive to others

2. Entry for non-compliance with policy
   a. With reasonable cause to believe there is non-compliance with University regulations, the Director of Residence Life or his/her designee may request a University Search Agreement. Upon presentation of a signed University Search Agreement, residents must allow the Director of Residence Life, his/her designee, and/or the Dean of Students entry into the contracted space and/or car (when on University property). The Director may require the assistance of other Residence Life or Student Affairs personnel with a search.
   b. University personnel may also enter resident rooms without the acquisition of a search warrant or authorization from the resident(s) if there is believed to be a violation of policy in progress. In such cases, staff must clearly announce themselves and their intention to enter prior to doing so.

N. Building evacuations – In the event of a building-wide emergency or evacuation, all residents are expected to exit the facility promptly and appropriately. Such emergencies will be signified by an emergency alarm or verbal instructions from a Residence Life staff member, University or City official. Any person who impedes another's safe evacuation will be subject to severe disciplinary action.

O. Transportation devices

1. Residents should not ride bicycles, skateboards, use skates, rollerblades, or other such equipment inside housing facilities.

2. *Mopeds and motorcycles* - Mopeds, motorcycles, and all other combustible engine vehicles are not permitted inside of University housing. Combustible engine vehicles are not permitted in housing courtyards, on sidewalks surrounding University housing, or on any other University housing property, other than designated parking areas.

3. *Bicycles* -
   a. Residents may park their bicycles on University provided racks and under housing facility stairwells (no more than 2 bikes per stairwell opening).
   b. Bicycles should not be parked in common areas inside of University housing.
   c. Bicycles should not be chained to sign posts, railings, walkways, or otherwise attached to any interior or exterior structure not designed for this purpose.
   d. Bicycles parked outside of rooms or other areas not designated for them will be confiscated and stored at the resident's expense for up to three days, after which, unclaimed bicycles will be donated to a local charity.

P. Solicitation and signage

1. *Soliciting and Selling* - Salespersons are not allowed, under any circumstances, to canvass the halls or solicit from room to room, or door to door (this includes residents). If approached by a solicitor, immediately contact Campus Safety, an RA, the Guinan desk, or the Office of Residence Life.

2. *Campus campaigning/elections* – During camping and election periods for campus positions, candidates may not hang or distribute signs, posters, or other advertisements in public areas. Candidates may post advertisements on the doors of private rooms with the permission of the contracted occupants.

3. *Signs, advertisements and posters* - Signs, posters, and other advertisements may not be posted in or about campus housing without prior approval of a representative from the Office of Residence Life, or the Director of Residence Life.

Q. Student Conduct

1. *General conduct and principles* - The quality of community life within University housing is dependent upon an understanding of, and respect for, both individual residents and the community as a whole. The following general responsibilities

and corresponding rights are intended to define minimal expectations to ensure the quality of life within University housing:

a. Respect for others and their rights.
b. Respect for the property of individuals, groups and the University.
c. Respect the teaching and principles of the Catholic Church.
d. Refrain from activities, which interfere with the regular operation of the University.
e. Present identification upon request of an authorized University official.
f. Behave in a manner consistent with Residence Life and University policies.
g. Abstain from lewd, indecent, obscene, mischievous, or malicious behavior.
h. Maintain modest attire when in public areas of University Housing.
i. Refraining from acts which are obnoxious and offensive to other residents.
j. Timely collection of mail and reading and understanding all information (newsletters, memorandums, etc.) forwarded to him/her by staff and/or all other University officials.
k. Responding to the directives of University officials.

2. *Honor code* - Residents are expected to immediately report unsanctioned activities within campus housing to a housing or University official. This is not only for the protection of our community, but also for the protection of each individual resident. Residents will suffer the consequences of their roommate(s)/housemate(s), guest(s), and roommate's/housemate's guest's behavior if they fail to report known unsanctioned activity occurring within their contracted area.

3. *Good neighbors* - It is the expectation of the University that our student-residents will refrain from any actions/behaviors that might in any way reflect poorly upon themselves, their roommates and housemates, and the entire University community. Residents are expected to demonstrate the highest respect and regard for their neighbors.

4. *Abusive language* - Verbal abuse, threat against any individual, unwanted touching, stalking, teasing, pestering, gossip, harassing phone calls, prank calls, or other form of annoyance to another or intent to misrepresent self to another are not acceptable.

5. *Gambling* – Gambling is not permitted on campus housing property.

6. *Dishonesty* - Any form of dishonesty is a violation of personal integrity and, as such, is unworthy of our academic community.

7. *Pranks* - A prank is defined as an act that, whether by design or not, causes emotional/psychological injury and/or distress to another or others and/or results in the damage or destruction of property. Pranks will be cause for disciplinary action.

8. *Rumors/Gossip* - The initiation or sharing of gossip or rumors is always inappropriate. The University will not tolerate behavior that ultimately serves no purpose other than to hurt another or defame another's character. Any resident found to have participated in this behavior may be subject to disciplinary action.

9. *Dining room conduct* – While in the dining hall, residents must be dressed appropriately (shirt and shoes included), must bus own tables, obtain meals during advertised hours, and show a student ID when requested.

R. *Judicial Process* - Policies and decisions regarding policies will be measured against the standards of the University and the Catholic Church and the moral and ethical guidelines/principles that follow. The Residence Life staff will exercise sound judgment and will honor the individual dignity of each resident while working to preserve a cohesive community. While disciplinary standards will serve as a guide, each disciplinary case will be evaluated individually, with consideration given to the disciplinary history of the individual involved, the severity of the violation, and the impact of the violation (i.e. the number of direct or indirect victims). The following will serve as general guidelines:

1. All alleged behavior or conduct, disruptive or at variance with housing regulations and standards, which involves students residing in University housing, will be referred to the Residence Life Judicial Board or Director of Residence Life or his/her designee. To expedite the disciplinary process,
   Policy violations that occur near the end of the academic semester may result in fines assessed to the resident in lieu of judicial proceedings.
2. Violations that counter local, state or federal laws are among the most severe. Such violations may result in referral to the local authorities, referral to the Dean of Students, eviction from Housing, academic suspension and/or expulsion. (Note: for the sake of Housing policy, alcohol consumption by minors, first offense, is considered a moderate violation.)

3. Other egregious violations include: actions that are malicious in nature; multiple violations of the same or similar policy; possession of drug paraphernalia; actions that compromise the physical safety or the emotional/psychological well-being of others; and minor or moderate offenses committed more than once. Such violations may result in referral to the Dean of Students, referral to the Director of Housing (or his/her designee), eviction from Housing, academic suspension and/or expulsion.

4. Moderate violations include: actions that are harmful solely to the violating individual(s) (i.e. unsanctioned alcohol consumption), moral indiscretions (including sexual activity), and minor offenses committed more than once. Such violations may result in referral to the Residence Life Judicial Board or referral to the Director of Housing (or his/her designee).

5. Minor violations include: guest hour violations; quiet hour violations; escort policy violations; possession of prohibited items (excluding drug paraphernalia); smoking in prohibited areas; and misuse of doors, balconies, or gates. Such violations may result in referral to the Residence Life Judicial Board, referral to the Director of Residence Life (or his/her designee), fines or written warnings.

6. Any violation that could fall into more than one violation category will be handled in accordance with the more severe guidelines.

7. The judicial process may result in fines, community service, educational sanctions, revocation of privileges, or reparations being required of the violator.

8. Residents found guilty of violations of housing policy may appeal the decision to the Director of Residence Life or the Dean of Students.

S. Contract cancellation and check-out procedures

1. *Termination of contract* - The University may require a resident to terminate occupancy during a semester if the resident:
   a. Fails to abide by University and/or Residence Life policy.
   b. Changes his/her marital status.
   c. Is not a full-time student or received permission from the Office of Residence Life to be enrolled in fewer hours.
   d. Is not enrolled as a student.
   e. Fails to pay housing, board, tuition, or other University fees.
   f. Fails to maintain room in proper condition or causes damage to housing property or space.
   g. Demonstrates an inability to maintain a respectful relationship with a roommate, housemate(s), or other residents.
   h. Demonstrates an inability to maintain one's own safety and/or facilitate one's own personal care and/or is a threat to self or others due to a psychological, emotional, or medical condition. If staff members are unable to properly tend to the resident's needs, the resident may be asked to vacate his/her housing unit.

2. *End of semester* - Residents are expected to vacate University housing within twenty-four hours of their last final examination. Housing will normally close at 10:00 a.m. on the day after the last day of finals and will open at noon on the Saturday before classes begin. Closing dates and times will be advertised via newsletter at the beginning of each semester.

3. *Check-out* - It is the responsibility of the resident to properly check-out of campus housing at the end of the contract period or whenever moving out of campus housing, or to another location within campus housing. Resident must complete the appropriate paperwork and surrender keys in order to finalize check-out. Failure to check-out properly, completely, and on time will result in fines assessed to the resident.

4. *Room Damages* - Damages to rooms, apartment units, houses, and/or room furnishings beyond the limits of reasonable wear and tear will be charged to the assigned resident(s). A room inventory will be provided for the resident's protection against improper damage charges. Charges will be deducted from resident's security deposit and any charges in excess of the deposit amount will be posted to the student's University account.

5. A charge will be assessed against the account of any resident who misuses her/his key or who fails to surrender his/her room and/or mailbox key(s) at check-out.

6. *University property* - The cost of repairing or replacing damaged furniture, fixtures, room equipment, or any other University-owned property, will be charged to the resident(s) responsible. If the person(s) responsible cannot be identified, the cost of damage repair or replacement will be assessed as follows:
   a. To roommates - damage to rooms.
   b. To all residents of assigned facility - damage to public areas, floors and equipment.

7. *Refund of security deposit* – Non-returning residents must submit a written request for the return of the Security Deposit. This request must be submitted at check-out or within thirty days of contract cancellation or expiration. Failure to submit a written request as outlined will result in forfeiture of the deposit, which will then become legal property of the University of St. Thomas. Upon request, the Security Deposit refunds will be credited to the student's account within 60 days of contract cancellation or expiration.

The University reserves the right to make changes in regards to policies, rules, regulations and fees as deemed necessary. Residents will be notified of such changes in writing and changes will become effective upon the date of posting and/or delivery of notification.