



## **Student Handbook 2014-2015**

### **UST Mission Statement**

We are the University of St. Thomas, the Catholic university in the heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship, and service, we embody and instill in our students the core values of our founders, the Basilian Fathers: goodness, discipline, and knowledge.

We foster engagement in a diverse, collaborative community. As a comprehensive university grounded in the liberal arts, we educate students to think critically, communicate effectively, succeed professionally, and lead ethically.

### **UST Core Values**

**GOODNESS:** We serve God in faith and love by giving of ourselves to students, colleagues, and society.

**DISCIPLINE:** We demand personal responsibility, accountability, and integrity in ourselves and in one another.

**KNOWLEDGE:** We pursue truth and academic excellence in the Catholic intellectual tradition, emphasizing the dialogue between faith and reason.

**COMMUNITY:** We build and nurture relationships that transform our lives, our university, and our world.

## TABLE OF CONTENTS

Page	
3	Campus Directory
4	Message from the Vice President for Student Affairs
5	UST Past and Present
7	Student Services and Resources
11	Student Organizations
13	Student Publications
14	Policies and Procedures
14	Section 1: Code of Student Conduct
23	Section 2: Residence Life Policies and Procedures
36	Section 3: Academic Standards
45	Section 4: Family Educational Rights and Privacy Act – Policy on Release of Student Records
45	Section 5: Solomon Amendment
46	Section 6: Attendance Policy for Co-Curricular Activities
47	Section 7: Policy on Professional Ethics Governing Faculty / Student Consensual Romantic or Sexual Relationships
47	Section 8: Student Complaints
48	Section 9: Counseling and Disability Services
51	Section 10: Suicidal Behavior Policy
51	Section 11: Student Health Services, Health Insurance and Immunizations
53	Section 12: Policy to Promote a Drug and Alcohol Abuse Free Workplace and Campus
56	Section 13: Smoking Policy
56	Section 14: Disclosure of Campus Security and Campus Crime Statistics and Related Policies
59	Section 15: Parking Regulations
62	Section 16: Warrant and Arrest Policy
63	Section 17: Sexual Misconduct and Sexual Assault Policy
71	Section 18: Emergency and Media Notifications
71	Section 19: Demonstration Policy
72	Section 20: Speaker Policy
74	Section 21: Political Speakers Policy
76	Section 22: Acceptable Use Policy for Technology Resources
77	Section 23: Student Clubs and Organizations
78	Section 24: Student Travel Policy
79	Section 25: Alcohol Policy
82	Section 26: Posting Policy

## CAMPUS DIRECTORY

UST POLICE DEPARTMENT (713) 525-3888

### **STUDENT SERVICES**

Academic Advising	(713) 942-3494
Admissions	(713) 525-3500
Athletics	(713) 831-7214
Bookstore	(713) 525-3806
Business Office	(713) 525-2130
Campus Ministry	(713) 525-3589
Career Services & Testing	(713) 525-3160
Counseling & Disability Services	(713) 525-2169
Dean of Students	(713) 525-6972
Dining Services	(713) 525-3873
Doherty Library	(713) 525-2190
Guinan Hall	(713) 942-3431
Health Promotion & Wellness	(713) 525-3513
International Student Advisor	(713) 525-3503
Jerabeck Activity & Athletic Center	(713) 525-3510
Registrar	(713) 525-2150
Scholarships & Financial Aid	(713) 525-2170
Student Activities Office	(713) 525-3576
Student Affairs Office	(713) 525-3570
Student Success	(713) 525-6972
Tutorial Services	(713) 525-3878

### **OTHER NUMBERS**

Academic Affairs	(713) 525-2164
Alumni Relations	(713) 525-3115
Cashier	(713) 525-6992
Doherty Computer Lab	(713) 525-3877
Human Resources	(713) 525-3142
Media Services	(713) 525-6966
President's Office	(713) 525-2160
Public Affairs	(713) 525-3103
Study Abroad Program	(713) 525-3530
IT Hotline	(713) 525-6900
Transcripts	(713) 525-2156
UST Switchboard (main line)	(713) 522-7911
Webmaster	(713) 525-3155

### **ST. MARY'S SEMINARY**

St. Mary's Seminary	(713) 686-4345
Cardinal Beran Library	(713) 686-4345

### **STUDENT ORGANIZATIONS**

Summa Newspaper	(713) 525-3579
Council of Clubs	(713) 525-2179
Student Activities Board	(713) 525-2197
Sport Clubs	(713) 525-3874
Student Gov't Association	(713) 525-2193
Graduate Student Association	(713) 831-7205

### **ACADEMIC DEPARTMENTS**

Accounting	(713) 942-3479
Archaeology	(713) 525-2181
Art History	(713) 525-3577
Bilingual Education	(713) 525-3549
Biology	(713) 525-3165
Business Administration	(713) 525-2102
Cameron School of Business	(713) 525-2100
Catholic Studies Program	(713) 525-6989
Chemistry	(713) 525-2136
Communication	(713) 525-2167
Drama	(713) 525-3520
Economics	(713) 525-2104
Education	(713) 525-3540
Engineering	(713) 525-3189
English	(713) 525-3172
Environmental Studies	(713) 942-3459
Finance	(713) 525-2104
Fine & Performing Arts	(713) 525-3520
Geology	(713) 525-3804
History	(713) 525-3195
Honors	(713) 525-3148
International Studies	(713) 525-3530
Irish Studies	(713) 525-3592
Liberal Arts	(713) 525-6951
Management Info Systems	(713) 525-3527
Marketing	(713) 525-2102
Mathematics	(713) 525-3855
Modern & Classical Languages	(713) 525-6915
Music	(713) 525-3560
Philosophy	(713) 525-3591
Physics	(713) 525-2136
Political Science	(713) 525-3859
Psychology	(713) 525-3198
Theology	(713) 525-3582

## A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

August 2014

Dear UST Student:

Welcome to the 2014-2015 academic year at the University of St. Thomas! College provides an opportunity for students to not only grow in knowledge, but to continue the development of their beliefs and values. I encourage you to participate in campus life. By doing so, you will develop new relationships and enrich your college experience leading to new opportunities for personal growth. The Student Handbook and Planner provides the dates for a wide variety of campus events and activities, important deadlines for which you need to be aware, and contact information for offices that provide student services.

The Mendenhall Achievement Center, on the second floor of Crooker Center, houses offices that can help you succeed at the University of St. Thomas. Among those offices are the Academic Advising Center, the Career Services and Testing Center, Counseling and Disability Services, and Tutorial Services. The office of the Director for Student Success is also located on the second floor of Crooker Center, as is the International Students Office. You will find workshops and events organized by these offices listed in the Handbook and Planner. The Student Activities office is on the first floor of Crooker Center, as are the offices of the campus student leaders. These offices provide events and programs that will enrich your student experience. I hope you will use your planner to schedule your class assignments, projects, and tests, but also to schedule the out of class activities that help to integrate you into our community.

As the Vice President for Student Affairs, one of my primary functions is to promote community standards which are grounded in our institution's Catholic mission. These standards, which provide the basis for the Code of Student Conduct and the policies included in this handbook, allow us to create an atmosphere on campus that supports and enhances your academic and co-curricular success. We strive at all times to act in accordance with our core values of Goodness, Discipline, Knowledge, and Community.

There are many opportunities for students to be involved in campus life. I hope the Student Handbook and Planner will help you organize your schedule so that you can join a club, become a student leader, participate in recreational sports, or attend athletic events and plays and lectures.

I wish you a very successful year and invite your input and feedback regarding student life at UST. You can reach the Office of Student Affairs by calling (713) 525-3570 or emailing [studentaffairs@stthom.edu](mailto:studentaffairs@stthom.edu).

Sincerely,

Patricia McKinley

Vice President for Student Affairs

## IN THE BEGINNING

*APRIL 28, 1947*

The State of Texas approved the University of St. Thomas charter and by-laws on April 28, 1947, making it the first coed, undergraduate Catholic university in Texas.

The founding was a culmination of years of planning by many people, including: the Most Reverend Christopher E. Byrne, D.D., bishop of the Catholic Diocese of Galveston, the Rev. Thomas P. O'Rourke, C.S.B., and Mr. George W. Cottingham Sr., editor of the *Houston Chronicle*.

Opening shortly after World War II had ended, UST began with 13 founding faculty and staff members and 42 full-time and 28 part-time students. Classes, taught in the Link-Lee Mansion, cost approximately \$300 a year.

The students organized activities such as the Student Council, the *Bluebonnet* newspaper and the Legion of Mary; several dances were held, including the Christmas formal and a barn dance at the Strake Stables, *way out* in the country on Memorial Drive. The most notable event was Mardi Gras in 1950, where 15,000 people attended.

In 1951, twenty students graduated in the first class, setting UST on a path toward success. It was truly a university "born from the heart of the Church."

## CONGREGATION OF ST. BASIL

### ***BASILIAN FATHERS***

*"In 1947, the Basilian Fathers had a vision of a great university in Houston which would be at the service of both the Church and society."*

The Most Reverend Joseph A. Fiorenza  
*University of St. Thomas: Celebrating Fifty Years*  
1947-1997

The priests of the Congregation of St. Basil first came to Texas from Toronto, Canada in 1899 to establish a school for boys in Waco. The next year, Basilians came further south to Houston to found St. Thomas College for Boys (now St. Thomas High School).

In pursuit of bringing a Catholic college to the diocese, the Rev. Thomas P. O'Rourke and the Rev. Vincent J. Guinan were among the key Basilians who founded the University of St. Thomas in 1947.

Over the years, Basilian priests have served UST as presidents and administrators, professors, director of the physical plant, residence hall advisers, directors of Campus Ministry, recruiters, spiritual advisers and much more.

Today, Basilian priests continue to actively serve the UST community in a variety of capacities, and the Basilian vision lives on.

## **EDUCATING LEADERING OF FAITH AND CHARACTER**

The University of St. Thomas builds young men and women of faith and character, educates them to understand themselves and their world and motivates them to act in accordance with Catholic values.

UST President Robert Ivany believes that as a Catholic university, UST provides a framework of values within which students can strengthen their faith, build their character and become lifelong learners.

Learning about the world requires an education from an institution that understands its own values as it endeavors to educate students about global, volatile and dynamic challenges. UST seeks to develop the entire person: spiritually, academically, socially and athletically and provides the knowledge, the discipline and the goodness of countless role models to inspire its graduates to do what is right.

## **THE UNIVERSITY TODAY**

*AUGUST 2014*

Today, the University of St. Thomas is a juxtaposition of tradition and change.

The campus continues to host traditional events such as Deck the Mall and Neewollah. Other events like Late Night Breakfast, Augustine Coffeehouse, Spring Formal, St. Augustine's Birthday and the St. Thomas Basketball Tournament are newer traditions. The UST Research Symposium is an intellectual event held annually, while spiritual events such as the Mass of St. Thomas Aquinas, living Stations of the Cross, and the Irish Studies Society's St. Patrick's Day Mass follow a regular rhythm of Church celebrations.

As Dr. Robert R. Ivany begins his tenth year as UST president, the University is expanding to meet the needs of its growing enrollment. Newer buildings, such as the Guinan Residence Hall and the Moran Parking Center have been erected, and a rolling, green Campus Life Mall has changed the UST landscape. Also, with the completion of the Hackett Athletic Complex, the University strives to invigorate its sports program. Women's Volleyball and Men's Soccer varsity athletic teams have been firmly established. And, Men's Basketball begins its' fifth season, this year. Newer teams include Women's Basketball and Men's & Women's Golf.

UST continues to work towards its pursuit of becoming one of the great Catholic universities in America.

## DIVISION OF STUDENT AFFAIRS

### OFFICE OF STUDENT AFFAIRS

(713) 525-3570

The Office of Student Affairs, located on the second floor of Crooker Center, provides services and programs designed to enhance the intellectual, spiritual, physical, social, career and leadership development of our students. The office includes the Vice President for Student Affairs, the Assistant Vice President for Campus Life, the Dean of Students and the Director for Student Success. University Photo Identification Cards are issued by the Office of Student Affairs. Learn more at [www.stthom.edu/studentaffairs](http://www.stthom.edu/studentaffairs).

The following offices make up the student affairs division:

Athletics	Health Promotion and Wellness
Campus Ministry	Recreational Sports
Campus Security	Residence Life
Career Services and Testing	Student Activities
Counseling and Disability Services	Student Success

### ATHLETICS

(713) 831-7214

The Celts' varsity athletic program is a member of the National Association of Intercollegiate Athletics (NAIA) and the Red River Conference. Currently, there are seven varsity sports: Women's Volleyball, Men's & Women's Soccer, Men's and Women's Basketball and Men's and Women's Golf. Volleyball and Soccer compete during the fall semester while basketball begins their season in November and finishes in March. Men's & Women's Golf compete in the spring. Schedules for all teams are in the calendar portion of this handbook and can also be found at [www.ustcelts.edu](http://www.ustcelts.edu). We value your support and hope to see you at our games and matches!

### CAMPUS MINISTRY

(713) 525-3589

The Office of Campus Ministry facilitates the spiritual growth of the UST campus community through sacramental liturgies and spiritual activities in the Catholic Christian tradition that links faith and reason. Students are encouraged to participate in campus liturgical programs, retreats, Bible studies, and volunteer experiences to integrate more fully their spiritual, personal and academic development.

### STUDENT ACTIVITIES

(713) 525-3576

The Office of Student Activities, located on the first floor of Crooker Center, coordinates events and student enrichment activities, often collaborating with the Student Activities Board and Council of Clubs. The Office of Student Activities hosts leadership activities such as the Annual Leadership Summit and the Annual Leadership Banquet, and other events such as Commuter Appreciation Day, President's Day of Service, and the end-of-semester Late Night Breakfasts.

### SECURITY

(713) 525-3888

The UST Police Department is located in the Moran Parking Center. Officers are ready to assist the UST community 24-hours a day with all problems regarding the parking facility of the university, as well as all aspects of personal safety. Should you need to contact UST Police, you may do so by calling extension 3888 from any campus phone or 713-525-3888 from an off-campus line. Additionally, there are push-button call boxes located on campus which connect directly to Campus Police. Our goal is to insure your safety during your time on campus at the University of St. Thomas.

## **HEALTH PROMOTION AND WELLNESS (713) 525-3513**

Health Promotion and Wellness, located in the Jerabeck Activity and Athletic Center, offers outreach programs for students, faculty and staff to raise awareness about health and wellness issues pertaining to the UST community. Health Promotion and Wellness educates the campus and encourages healthy lifestyle choices to obtain an optimum state of well-being. Programs include topics such as stress relief, fitness, nutrition, men's and women's health issues and alcohol awareness.

The University of St. Thomas has a partnership with the University of Texas Health Services (UTHS), a comprehensive, high-quality medical facility located less than three miles from campus in the Houston Medical Center. Enrolled students may access medical care through UTHS. UTHS accepts most major insurance plans. Students should call UTHS to schedule an appointment at 713-500-3248 and must present a valid UST student identification card at the clinic upon arrival to receive services. UTHS is located at 7000 Fannin, Suite 1620, Houston, Texas 77030. [www.uthealthservices.com](http://www.uthealthservices.com)

There are also several walk-in clinics available at local pharmacies within walking distance to the UST campus, along with several urgent care facilities within 2 miles of the UST campus.

**Nurse Health Line:** Not feeling well? Not sure what to do? Call us and we'll help you decide.

Registered Nurses are available 24 hours/7 days. Call 713.338.7979

- Speak with a nurse when you are uncertain about what to do about a particular health concern.
- Get help with deciding where and when to go for treatment.
- The service is free and available to all Harris County residents, regardless of whether you have insurance or a doctor.
- Bilingual staff or interpreters will assist you.

The Nurse Health Line is funded by the 1115 Medicaid Waiver for the benefit of all Houstonians and is endorsed by the Houston Department of Health and Human Services.

## **RECREATIONAL SPORTS (713) 525-3510**

Jerabeck Activity and Athletic Center (JAAC) is the focal point of UST's sports, recreation and physical fitness activities. Throughout the year, group exercise classes, such as Zumba and yoga, are offered free to students, faculty and staff. Jerabeck contains a large gym, two tennis courts, weight room, fitness room, swimming pool, dance room, three racquetball courts, sand volleyball court, outdoor half basketball court and full access locker rooms. The JAAC also houses academic classrooms and the Scanlan Room, used for special events. Recreational Sports also operates the Hackett Athletic Complex which consists of two lighted playing fields and batting cages. Learn more about JAAC and view a list of activities and classes at [www.stthom.edu/recsports](http://www.stthom.edu/recsports).

## **RESIDENCE LIFE (713) 525-3836**

The Office of Residence Life readily assists university residential students in maintaining a safe and secure living environment conducive to their academic success at UST. With a program model centered on spiritual growth, academic success, physical health, and cultural development, our staff seeks to encourage residents to live as leaders of faith and character. The Residence Life staff encourages residents to live autonomously and respectfully, while understanding the true essence of community living. Residence Life regularly plans both large and small-scale events to cater to a wide range of student interests.



## **MENDENHALL ACHIEVEMENT CENTER**

The Mendenhall Achievement Center (MAC) is located on the second floor of Crooker Center and is designed to be a one stop for student success. The Center offers success roundtables and workshops throughout the year, including topics on time management, study skills, note taking, test anxiety, research papers, plus more.

Visit [www.stthom.edu/mendenhall](http://www.stthom.edu/mendenhall) for resources and event information.

The following offices make up the Mendenhall Achievement Center.

### **OFFICE FOR STUDENT SUCCESS (713) 525-6972**

The Office for Student Success offers students short- and long-term college success strategy planning, advice on campus resources available for your needs, and assistance for first generation students and those in academic difficulty.

### **ACADEMIC ADVISING CENTER (713) 942-3494**

The Academic Advising Center provides students with academic support and guidance as they explore their natural talents and develop academic and career goals. The Advising Center assists students with a wide array of academic services including: degree planning, course selection and scheduling, choosing and declaring a major, understanding the core, choosing a minor, developing skills for academic success, and general academic support. All students have access to the Academic Advising Center, and students are encouraged to utilize the Advising Center in addition to their faculty advisors.

### **CAREER SERVICES AND TESTING (713) 525-3160**

The Career Services Center works with students and alumni on a variety of career development issues, ranging from choosing a major to preparing a job search to assisting alumni with career changes. Career Services helps students with resume and letter development, conducts mock interviews, and provides career assessments for students wanting to learn more about themselves in order to make a wise career decision. In addition, the staff conducts workshops and sponsors several job fairs and other events throughout the year to assist students with career development. Students can register online on UST Connect to learn about internships, on campus jobs, and part-time and full-time jobs. For resources and an event calendar, visit [www.CeltCareers.com](http://www.CeltCareers.com).

The Testing Center works on an appointment basis to provide a site for students that have been granted special accommodations for testing.

### **COUNSELING AND DISABILITY SERVICES (713) 525-2169**

Counseling and Disability Services offers a variety of counseling services to currently enrolled students. All counseling sessions are confidential. Services include: individual, couples and group counseling, mediation, crisis intervention, workshops and training, consultation, information and referral and accommodations for students with disabilities.

### **TUTORIAL SERVICES CENTER (713) 525-3878**

In this office, students receive personalized instruction in academic subjects and writing skills from trained student tutors and staff professionals. Online tutoring is available at [ust.askonline.net](http://ust.askonline.net). Please visit the UST website for a list of subjects and tutor schedules.

## **ADDITIONAL STUDENT SERVICES**

### **OFFICE OF UNDERGRADUATE ADMISSIONS (713) 525-3500**

The Office of Undergraduate Admissions recruits new students, both freshmen and transfers, for UST. If you would like to serve as an ambassador for UST and help recruit new students to our campus, you can join the Presidential Ambassadors and give tours to prospective students and help with events.

### **REGISTRAR (713) 525-2150**

Visit the Registrar's Office (located in the Herzstein Enrollment Services Center) if you need to add or drop a class, file for graduation, request a transcript, change your major or add a minor.

### **OFFICE OF SCHOLARSHIPS & FINANCIAL AID (713) 525-2170**

Visit the Office of Scholarships and Financial Aid (located in the Herzstein Enrollment Services Center) for more information about scholarships, financial aid and work-study. Staff are also available to answer your questions about how to complete the FAFSA. Visit [www.stthom.edu/finaid](http://www.stthom.edu/finaid), for more information.

### **BUSINESS OFFICE (713) 525-2130**

Visit the Business Office (located in the Herzstein Enrollment Services Center) to pay your tuition, set up a payment plan, pick up a refund check or book voucher, and pay for parking.

### **BOOKSTORE (713) 525-3806**

Visit the UST Bookstore (located in the Moran Parking Center) to purchase textbooks for class, school supplies, snacks, UST backpacks, T-shirts, diploma frames and more.

### **DINING SERVICES (713) 525-3573**

Aramark Dining Services offers restaurant-style dining in the Crooker Center Cafeteria. Coffee and smoothies are offered in the Lounge, located in the Moran Parking Center. Aramark provides traditional American cuisine, international fare, Starbucks® and healthy eating, including low-fat, low-carb, and vegetarian meal options.

### **DOHERTY LIBRARY (713) 525-2180**

The Doherty Library is the main University library. It contains over 250,000 volumes, access to 150 databases and more than 50,000 periodical titles. The Doherty Library has online resources available through the library website - <http://library.stthom.edu>. Call 713-525-2188 for research assistance.

UST students also have access to the Cardinal Beran Library at St. Mary's Seminary - <http://www.smseminary.com/library>. This library is an integral part of the University's School of Theology, and it subscribes to 360 periodicals and houses approximately 70,000 volumes.

## STUDENT ORGANIZATIONS

### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the opinions of the student body, and it provides a channel for communication between the student body and the members of the student organizations, the administration and other University organizations. It also provides a forum for the expression of student views and interests and to settle any disputes that arise among members of the Student Organization Committee (SOC). The SGA is also responsible for the allocation, spending and adjustment of the Student Activity Fee.

The SGA office is located on the first floor of Crooker Center and meetings are held in the COC room on the second floor of Crooker Center. All students are invited and welcome to attend SGA meetings.

SGA President – Amber Ali – [sgapresident@stthom.edu](mailto:sgapresident@stthom.edu); (713) 525-2193

SGA Vice President – Diego Lagos – [sgavicepresident@stthom.edu](mailto:sgavicepresident@stthom.edu)

### STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB) is responsible for many events and entertainment activities on campus. SAB organizes events such as Neewollah, UST's annual Halloween bash, Welcome Back BBQ, UST Idol, Spring Formal, Day of Love and more. The SAB office is located on the first floor of Crooker Center, in the Student Activities suite.

SAB President – Jonathan Cruz – [sab\\_president@stthom.edu](mailto:sab_president@stthom.edu); (713) 525-2197

SAB Vice President – Marianne Tran – [sab\\_vp@stthom.edu](mailto:sab_vp@stthom.edu)

### SPORTS CLUB ASSOCIATION

The Sport Clubs Association (SCA) oversees the various sport clubs on campus. The President, as the spokesperson for association, has knowledge of and assists in scheduling and promotion of events. The SCA office is located on the first floor of Crooker Center, in the Student Activities Suite.

SCA President – Scarlett Ellingson – [ustsportclubs@gmail.com](mailto:ustsportclubs@gmail.com); (713) 525-3874

SCA Vice President – Alexis Zamora – [ustsportclubs@gmail.com](mailto:ustsportclubs@gmail.com)

#### 2014-2015 Sports Clubs

Biking Club

Cheerleading Club

Fencing Club

Japanese Ju-Jitsu Club

Rugby Club

Running Club

Coed Soccer Club

Men's Soccer Club

Table Tennis Club

Tennis Club

Ultimate Frisbee Club

If you would like to make contact with one of the clubs, email [ustsportclubs@gmail.com](mailto:ustsportclubs@gmail.com). If you're interested in starting a club that is not listed above, contact the SCA President.

## **COUNCIL OF CLUBS**

The Council of Clubs is an independent student organization created by student clubs and organizations for the purpose of fostering intra- and inter- club interests. It is comprised of designated representatives from each student club and organization. The COC promotes club interaction, club development and student participation in academics and social activities. It provides student clubs the support necessary for the coordination and fulfillment of their constitutional objectives. The COC Office is located on the first floor of Crooker Center, in the Student Activities suite.

COC Chair – Brenda Guzman – coc@stthom.edu; (713) 525-2179

COC Vice-Chair – Mitchell Nguyen – coc-vicechair@stthom.edu

### **CURRENT COUNCIL OF CLUBS MEMBERS**

Accounting Society	International Student Association
Al’Nadi Cultural Society	International Studies Society (ISS)
American Chemical Society (ACS)	Islamic Cultural Association
ALPFA	Lebanese Student Association
Beta Beta Beta Biological Honor Society (Tri Beta)	Model United Nations Club
Bilingual Education Student Organization	MUST (Math Club)
Bioinformatics Club	Physics Club
Black Student Union (BSU)	Pi Sigma Alpha
Brazilian Student Association	Pre-Health Professions Society (PHPS)
Chi Rho (Theology Club)	Psi Chi (Psychology Club)
Celts for Life	Russian Studies Club
Club nah’Eireann (Irish Club)	Sigma Tau Delta English Honor Society
College Democrats	Spanish Club
ECOS - Environmentally Concerned Organization of Students	SWAT
Filipino Student Association (FSA)	Swing Dance Club
French Club	Texas Club
History Society	Unleaded (commuter organization)
HOSA	UST Student Veterans
Interfaith Club	Vietnamese Student Association (VSA)

## **GRADUATE STUDENT ASSOCIATION**

The Graduate Student Association (GSA) is designed to enrich the experience of all UST students, especially those in enrolled in graduate programs. Their objective is to represent and support the interests of all graduate students and interested undergraduate students by promoting scholarly activities and providing leadership, service and social opportunities for their members. GSA accomplishes their objectives by soliciting and responding to the changing collective needs of their constituents. The GSA office is located on the first floor of Crooker Center.

President of the Graduate Senate – John Skalko – ustgsa@gmail.com

Chair of the Graduate Programming Board – Erica Savage – ustgsa@gmail.com

Chair of the Graduate Clubs System – Bridget Hardy – gsacclubs@gmail.com

## **STUDENT PUBLICATIONS**

### **THE SUMMA**

The University of St. Thomas newspaper, the Summa, is student-funded and student-run. Serving a readership of more than 2,000, the Summa accepts stories, columns and letters to the editor from all members of the UST community.

The staff consists of an editor, assistant editor, business manager, photographer, section editors (as needed) and staff writers. Experience is not required, but enthusiasm and determination are a must. Students seriously interested in working for the Summa are recommended to take the UST News Writing and Reporting class.

The Summa offices are located at 1211 Colquitt and can be reached at (713) 525-3579.

### **LAURELS**

Laurels is the literary magazine of the UST English Department. Student-funded and student-run, Laurels provides opportunities for student writers, illustrators, and photographers to publish their works. Each semester, Laurels publishes poems, plays, short fiction, and imaginative essays. For more information, email laurels.mag@gmail.com.

### **THOROUGHFARE**

Thoroughfare is a new magazine being produced by the UST English Department. The magazine focuses on feature articles, written about issues or places in and around the University of St. Thomas campus. Thoroughfare provides an opportunity for students to learn magazine layout, publishing, advertising, and article acquisition. Contact Kate Henderson, henderlk@stthom.edu, for information.

## POLICIES AND PROCEDURES

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

The University of St. Thomas makes every effort to include accurate and current information on policies, services, programs, and procedures of the University in the *Student Handbook*. 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 Handbook* remain subject to revision at any time for any reason and without prior notice. To ensure you are reading the most current policy, check the UST policy portal.

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: CODE OF STUDENT CONDUCT

#### Purpose

As a private, liberal arts university, the University of St. Thomas has established standards of conduct to foster a safe environment conducive to learning and development. Students and university student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the university community. The standards of conduct outlined in the Code of Student Conduct were developed in consultation with students, faculty, administrators and staff with specific consideration for the well-being, honor and dignity of all who live, learn and work in our educational community.

#### Definitions

- a. **Code of Student Conduct** – standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
- b. **Distribution** - any form of exchange, gift, transfer or sale.
- c. **Group** - a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
- d. **Institution and University** - the University and all of its undergraduate, graduate and professional schools, divisions, and programs.
- e. **Organization** - a number of persons who have complied with University requirements for official recognition and registration as a student club.
- f. **Reckless** - 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.
- g. **Student** - any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer

term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

- h. **University premises** - buildings or grounds owned, leased, operated, controlled or supervised by the University.
- i. **University sponsored activity** - any activity on or off University premises that is directly initiated, supported, or supervised by the University.
- j. **Weapon** - defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.

## **Policy/Procedure**

### **1. Authority for Student Discipline**

Ultimate authority for non-academic student discipline is vested in the Vice President for Student Affairs 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.

### **2. Student Participation**

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, and in the University administration.

### **3. Interpretation of Regulations**

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.

### **4. Inherent Authority**

The Vice President for Student Affairs 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.

### **5. Disciplinary Action while Criminal Charges Are Pending**

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.

### **6. Interim Suspension**

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 and/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 but are not limited to the student defendant’s physical or emotional safety and well-being, or the safety of students, faculty, community members, staff, administrators, or University property. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Vice President for Student Affairs 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; and
- 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.

## **7. Categories of Misconduct**

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. Students are expected to act in accordance to the University’s core values – goodness, discipline and knowledge. The following conduct is prohibited on University premises or on- or off-campus at University sanctioned events.

### **A. Acts of Dishonesty, including but not limited to -**

1. Intentionally furnishing false or misleading information to the university or university official.
2. Forging, altering or misusing any university document or instrument of identification.
3. Intentionally interfering with any election process.
4. Misrepresenting oneself as a University official.

### **B. Acts Affecting the University Community, including but not limited to –**

1. Interfering with university or university-sponsored activities including but not limited to studying, teaching, research, and international travel. This may include off campus behavior deemed to be detrimental to University business or University sponsored activities.
2. Interfering with any university emergency or public safety function, such as fire, police or emergency services.
3. Engaging in disorderly or obscene conduct including recording another’s image in violation of their reasonable expectation of privacy and without effective consent.
4. Breaching the peace, or aiding, abetting or inciting another to breach the peace.
5. Failure to comply with reasonable directive of a university official, including campus security officers, acting in performance of their duties.
6. Failure to abide by signed agreements with the University, including, but not limited to, the Acceptable Use Policy for Technology Resources and Student ID Card Terms and Conditions.

### **C. Acts Affecting Property or Services, including but not limited to –**

1. Theft or attempted theft of property or services and knowingly possessing stolen property.



2. Intentional or reckless destruction or damage to university property, or the property of others.
3. Unauthorized possession, duplication, or use of access devices to university property.
4. Unauthorized entry onto or use of university premises.

**D. Acts Affecting Health, Safety, and Welfare**, including but not limited to –

1. Engaging in physical and/or verbal abuse, fighting, domestic violence, threats, intimidation, harassment, coercion, hazing, physical or electronic stalking or any other conduct which threatens or endangers the mental, emotional and/or physical health, safety or welfare of any person. Speech protected under the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech.
2. Arson or unauthorized use of explosives or other flammable objects, including fireworks, that could cause injury or damage by fire or explosion to persons or property.
3. Unauthorized use or possession of ammunition, firearms, or other weapons (such as bows and arrows, crossbows, swords, hunting or survival knives, billy clubs, etc.) that are dangerous and could cause injury or damage to persons or property.
4. Illegal use, possession, sale, manufacture, or distribution of controlled substances or dangerous or illegal drugs; misuse or possession of a legal drug or other substance which could cause harm to the user; possession of drug paraphernalia; or encouraging, being a party to any of the above or facilitation any of the above.
5. Public intoxication; driving under the influence; driving while intoxicated; use, possession or distribution of alcoholic beverages, except as expressly permitted by law and university policy and regulation.
6. Tampering with or misuse of security or safety equipment.
7. Reporting a false emergency or threat.
8. Engaging in acts of sexual misconduct, sexual abuse, sexual harassment, sexual exploitation, sexual violence, or sexual coercion as defined by state, international or federal law or university policy.

**E. Violations of International, Federal, State or Local laws** (whether convicted or not) or other University Policies.

**F. Interfering with the Conduct Process**; including but not limited to –

1. Failing to comply with a request to attend a conference with a Student Affairs representative or the Dean of Students.
2. Failing to comply with sanction(s) imposed under the Code or sanction(s) otherwise imposed by the university.
3. Falsifying or misrepresenting information at any stage of the conduct process; or knowingly initiating a false complaint to Student Affairs.
4. Attempting to discourage a person's participation in, or use of the conduct process.

5. Retaliating or engaging in any threatening behavior against a complainant.
6. Harassing or intimidating a university official or any individual involved in the disciplinary process.

## 8. Sanctions

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

- a. Admonition - a written reprimand from the Vice President for Student Affairs or his designee.
- b. Disciplinary Warning - indicates that further violations may result in more severe disciplinary action. The warning 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. Education-research on a specific topic related to the infraction, which could include interviews with individuals knowledgeable on the topic. A written paper may be required.
- f. Suspension of rights and privileges - this is a flexible penalty which may impose limitations to fit the particular case.
- g. 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.
- h. Expulsion from the University - permanent severance from the University.

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

## 9. Case Referrals

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.

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 14 of this *Code of Student Conduct*.

## 10. Conference and Hearing Board Referrals

The Vice President for Student Affairs 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, a charge letter will be sent to 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 with the Vice President for Student Affairs or designee or 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, and must affirm that the student understands that the administrative hearing with the Disciplinary Hearing Board is being waived and that the full range of sanctions that may be imposed by the Disciplinary Hearing Board, including suspension or expulsion from the University, may also be imposed by the Vice President for Student Affairs or designee.

Unless the student has waived in writing the right to a hearing before the Disciplinary Hearing Board and chosen to have an administrative hearing with the Vice President for Student Affairs or designee as above provided, such student if subject to suspension or expulsion, will be entitled to a hearing before the Disciplinary Hearing Board, as set forth in part 12.

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.

## **11. Disciplinary Conferences**

When the facts are not in dispute, the Vice President or designee may impose any of the penalties listed in part 8 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 responsible or not responsible
  - 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 8 g or h.

(In Title IX cases, all parties will receive the written administrative disposition.)

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

(In Title IX cases, all parties have the 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.

## 12. Disciplinary Hearing Board

The Vice President selects an ad-Hoc Disciplinary Hearing Board. This board is comprised of three faculty and/or staff members, as nominated by the chairs of the Faculty Senate and/or Staff Council, and two students from membership of the Student Judiciary.

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.

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

## 13. Disciplinary Hearing Board Procedures

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

- a. The Vice President shall send a charge letter to the student. The letter can be sent via certified mail, email, 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 16
  - 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, or 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 appear for the scheduled hearing, the Vice President may decide to proceed with the hearing in his/her 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 part 13a.
  - 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. (In Title IX cases, all parties will receive the written administrative disposition.)
- 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:
- A copy of the notice required under part 13 a.
  - The recording or typed digest of the hearing, together with all documents and other evidence

offered, as certified by the Chairperson.

- A copy of the committee's decision.

#### **14. Advisors**

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.

#### **15. Student Groups, Organizations, and Advisors**

Student groups and organizations may be charged with violations of this *Code of Student Conduct*. 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 be held responsible for violations of the *Code of Student Conduct*. The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Vice President for Student Affairs or designee 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 Vice President's order shall be considered a violation of this *Code of Student Conduct* by the officers, leaders or spokesmen for the group or organization and by the group or organization itself. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

#### **16. Appeals**

A student defendant or the Vice President for Student Affairs may appeal the decision of a Disciplinary Hearing Board to the President of the University. (In Title IX cases, all parties have the right to appeal the disposition.) 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. 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/herself or to others, or to the stability and continuance of normal University functions.

## 17. Student Record Encumbrances

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 or designee. This encumbrance will remain in effect until the case has been adjudicated and any sanction(s) imposed.

## SECTION 2: RESIDENCE LIFE

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

### RESIDENCE HALLS

There are two on-campus residence halls. Guinan Hall is a traditional residential facility, and Young Hall offers apartment style housing for upperclassmen students. Each residential community offers programming to foster a student's academic, spiritual and social development. Stay connected to us on Facebook (**ReslifeUST**) and Twitter (**USTreslife**).

### RESIDENCE LIFE STAFF AND INFORMATION

#### Professional Staff

Marquis Gatewood, Director of Residence Life and Conference Housing

Dan Bolger, Coordinator of Residence Life

#### Area Resident Assistant (ARA)

Amber Ali                      Priya Bhalla                      Vincent Roach

#### Resident Assistants (RA)

Alexis Peltier                      Nick Pane                      Paul Gries                      Joveline Ollero  
Diego Lagos                      Megan Rosales                      Elena Petre                      Armando Martinez

#### Community Assistants (CA)

Aaron Ruff                      Chante Jefferson                      Francisco Flores                      Gabby Martinez-Clayton  
Kelvin Iloba                      Marwa Awad                      Samantha Loos-Polk                      Sara Abdulaziz

#### Department of Residence Life Contact Information

Location: Guinan Hall, Main Lobby  
Main Office Phone: 713-525-3836  
Front Desk Phone: 713-942-3431  
Email: [residencelife@stthom.edu](mailto:residencelife@stthom.edu)

### Residence Hall Address and Mail

Incoming mail should be addressed as follows:

Guinan Hall:

Your Name

1303 Sul Ross, Room # \_\_\_\_\_

Houston, TX 77006

Young Hall:

Your Name

4200 Mt. Vernon, Apt. # \_\_\_\_\_

Houston, TX 77006

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 and will return all mail and parcels to the original sender. 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.

### Housekeeping

Housekeepers assist Residence Life in maintaining clean residence hall facilities.

### Repairs

Residents should email all maintenance requests to the Office of Residence Life at [residencelife@stthom.edu](mailto:residencelife@stthom.edu). For all emergency requests, please call the Office of Residence Life at 713-525-3836 or after business hours call the RA on call at 713-208-0244.

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

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 roommate contract. If, after a two-week period, the residents have not resolved their conflict with the aid of the roommate contract, they may 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 their roommate(s) may request a room change. 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) or is otherwise considered to be a possible threat to the physical and or emotional well-being of the roommate(s).
  - c. The resident creates a disruptive living environment.
  - d. The resident consistently entertains guests without the consent of the roommate(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).
  - 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 strongly prohibited in campus housing:
  - incense
  - space heaters
  - electric grills
  - nails
  - molly bolts
  - drug paraphernalia
  - motorized shopping carts
  - flammable liquids
  - barbecue grill
  - hookahs
  - explosives
  - pornography
  - screws
  - fireworks
  - aquariums over ten gallons
  - hot plates
  - toaster ovens
  - sun lamps
  - extension cords
  - electric blankets
  - electric skillets
  - satellite dish
  - hot oil popcorn popper
  - microwave oven (Guinan Hall)
  - illegal drugs
  - weapons (including facsimiles)
  - mercury thermometers
  - alcohol (Guinan Hall)
  - additional refrigerators
  - dart boards
  - paint ball guns
  - unauthorized pets
  - colored adhesives
  - hot pot
  - open-flame devices
  - toaster (Guinan Hall)
  - candles
  - torchiere halogen lamps/ Christmas lights
  - waterbed
  - ouija boards
  - water chair
  - expensive jewelry
  - computer routers
  - 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. University 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. Residents found in violation of moving University furniture may be subject to disciplinary action and fined.
  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 only 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. In order to provide ample opportunities for students to adjust to their new environments and roommate, approved pets will not be allowed in any University housing facility until the third full week of classes. All residents who are contracted for a single room or returning residents who are paired with another returning resident may submit a pet request the second full week of classes. Animals that consume live prey will not be allowed in Housing. Roommates may register a maximum of two same gender of one type of pet in a room. All pet owners are responsible for the care and policing of their pets. Dogs/cats are not allowed in University housing.
- 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/electronic 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 University housing.
  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 by Guinan residents and the Residence Life Staff. Reservations are processed through the sign-up sheets on the kitchen door. The kitchen and cookware/supplies must be cleaned by the resident after each use.
  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/Recycling* - 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 trash room on the first floor of the building. The City of Houston provides trash collection services for Young Hall. The City has provided receptacles in the Young Hall garage for this facility. The designated collection day is Tuesday. If the trash bin cannot accommodate your trash items, residents should use the larger collection site on the corner of Colquitt and Graustark.
  3. *Young Hall* – Young 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 place items in the larger designated areas noted above in F.2.
  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. The definition of the term “unauthorized” will be determined by the Office of Residence Life.
  - 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 refrain from using railings/fencing as bicycle racks, clotheslines, etc.
  - f. Residents must also refrain from spray painting on balconies.
  - g. Residents are expected to keep balcony and patio doors locked, when not in use.
5. *Roofs* - Residents may not, at anytime, for any reason, be on any housing facility roof.
- I. *Alcohol* - Excessive consumption of alcohol diminishes a person’s ability to think reasonably and in accord with the dignity of the human person. As part of a Catholic institution, which believes in upholding the dignity and sacredness of the human person, the following alcohol policies are in place.
  1. The possession, consumption, or distribution of alcoholic beverages will not be permitted in Guinan Hall, regardless of age.
  2. 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.
  3. The display of posters, banners, signs, etc. advertising alcohol is prohibited in University housing.

4. It is a violation of policy to possess or use alcoholic beverage containers (empty or otherwise) to decorate the interior or exterior of any University housing property.

#### 5. **Young Hall Alcohol Policy**

The alcohol policy in the residence hall apartments at the University of St. Thomas is designed to support the University, city, state and federal laws as well as to create an environment conducive to learning appropriate and healthy attitudes and behaviors regarding the use of alcohol in our society. In this policy, “alcoholic beverages” is defined as beer and wine only.

- a. In the residence hall apartments, residents of legal age (21 years) and over may possess and consume alcoholic beverages in their apartments and in the apartments of other students 21 years of age or older, as long as no one under the age of 21 is present.
- b. If the residents of an apartment are not of legal drinking age (21 years), no alcohol or container of alcohol is allowed in the apartment at any time. Neither residents nor their guests (even if they are of legal drinking age), may bring alcoholic beverages or containers into the apartment. If a student is under 21 years old and in an apartment where alcohol is present, a violation will be written for all students present (regardless of age).
- c. The consumption or possession of alcoholic beverages in open containers is prohibited in hallways, stairways, lobbies, lounges, recreation areas, restrooms, and all other areas of the residence hall apartment complex, regardless of age.
- d. No student of legal drinking age (21 years) is allowed to purchase, or in any way, provide alcohol for an underage student or guest.
- e. Alcoholic beverages may not be sold or manufactured in the residence hall.
- f. Bulk or common source alcohol containers (for example, kegs or party balls) are not allowed in the residence hall apartment complex, regardless of age.

Responsible use of alcohol is expected. Residents found to be intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed in the residence hall apartment complex. Residents are expected to abide by all aspects of the *Code of Student Conduct*. Any student found to be in violation of the alcohol policy may be subject to disciplinary action and removal from on-campus housing.

#### 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, hookahs, CO2 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. The display of posters, banners, signs, etc. advertising drugs is prohibited in University housing.
5. *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. *24-Hour 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 ensure 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 and Young Hall may host non-resident guests and guests of the opposite gender in their contracted room/unit during the following designated visitation hours: Sunday-Thursday, 8 a.m.-midnight; Friday and Sat-

urday, 8 a.m.-2 a.m. **(Please note: During some University Closures or Holidays, extended visitation hours may be approved for campus housing. Residents will be notified in advance by Residence Life staff.)** After visitation hours, residents may not host non-residents in University housing or other residents of the opposite gender in their rooms. Opposite gender 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 phone or front desk. Guests must sign-in at the lobby front desk, leave a valid state ID, 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, retrieve their ID and sign-out at the lobby front desk.
5. *Visitors to Young Hall* – Visitors to Young Hall are expected to alert their host of their arrival from the call system directly outside the apartments. Guests must wait outside the building until their resident-host arrives to act as their escort. Guests must sign in using the lobby visitor log. Guests must be escorted at all times while on the apartment property and may not be left alone at any time. Upon departure, guests must be escorted back to the lobby by their designated host and sign out using the lobby log.
6. Guests may not, at any time, be in or on any of these locations without their designated resident-host present.
7. 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 and leave a valid state ID when visiting Guinan residents.
8. *Overnight guests* – Residents are allowed to have overnight guests of the same gender 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).
  - d. No guests under the age of 16 years old will be allowed to stay as an overnight guest in University Housing. Considerations for exceptions to this policy must be approved through the Director/Assistant Director of Residence Life 72 hours prior to the arrival of the guest.
9. Residents may not have overnight guests of the opposite gender.
10. Opposite gender residents and guests are not permitted to sleep or lie together in public or private areas in University housing.
11. Sexuality is held sacred within the Catholic Church. In order to protect and uphold the boundaries necessary to respect the sacredness of person of the opposite gender, use of one's shower by the opposite gender is not permitted 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. Necessary repairs by Facilities Operations personnel
  - b. Maintenance checks by Residence Life, Facilities Operations, and contractual personnel
  - c. Air control and safety checks by staff and contracted personnel
  - d. Pest extermination
  - e. Emergencies where there is reasonable cause to believe a threat exists to life, safety, health, or property
  - f. 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
  - g. Health and Safety checks are conducted by Residence Life staff in university housing throughout the year to maintain a safe living environment for all residents.
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, motorized shopping carts, 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 left at the end of the spring semester, 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 Security, an RA, the Guinan desk, or the Residence Life office.
2. *Campus campaigning/elections* – During campaigning 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, profanity, 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 buy own tables, obtain meals during advertised hours, and show a student ID when requested.
  10. *Vandalism* – Your active involvement in reducing damages within your community is encouraged as this damage may cause injury, inconvenience to other community members, and reduce the amount of money available for hall improvements. Vandalism includes but is not limited to: damaging residence hall property, graffiti, placing trash in the hallway, damaging bulletin boards and other deconstructive activities not appropriate for residence hall community living. When responsible individuals cannot be identified, the community may be charged the cost to repair the vandalism.
- 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.

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 Residence Life (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 Residence Life (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.
  9. All housing policy appeals will be addressed within an appropriate amount of time as deemed by the Director of Residence Life.
- 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 manage 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, two days before classes begin. Closing dates and times will be

advertised via newsletter and the web 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, 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. Failure to submit a room-condition form 48 hours after checking into a room may result in the resident being charged for all existing room damages. Charges 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.

## SECTION 3: ACADEMIC STANDARDS

### General Academic Policies

- A. **Course Registration** - Enrollment in any course is subject to approval of the department offering the course in order to ensure that students are adequately prepared for the course level and content. Students should pay careful attention to published course prerequisites and other relevant information in this catalog. Decisions of the department may be appealed to the Academic Committee.

Students should meet with their advisors appropriately and/or consult the Director of Academic Advising to verify that they are registering in accordance with their degree plans. However, students have the ultimate responsibility for all decisions regarding course registration.

- B. **Explanation of Course Numbers** - Courses are identified by subjects and four-digit numbers. The first digit indicates the level of a course. A "1" indicates first-year or entry level, while "3" and "4" indicate upper-division and typically presume prior completion of courses beginning with "1" or "2." The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental sequence. Thus, Chemistry 1341 is a first-year chemistry

course carrying 3 credit hours, and Chemistry 1141 is a first-year course carrying 1 credit hour. These two courses are lecture and lab for first-year General Chemistry and together total 4 credit hours.

**C. Credit Hours** - The unit of measurement for academic work is the credit hour, representing fifty minutes of class lecture or contact time per week for one semester. Two to four laboratory clock hours are usually required for earning 1 credit hour in a laboratory course.

**D. Semester Load** - The minimum load an undergraduate student must carry to be considered full-time is 12 credit hours in each regular (fall or spring) semester. There is no minimum load for summer sessions.

The maximum load for an undergraduate student is 19 credit hours in each regular semester and 12 credit hours (adjusted if a course carries a laboratory requirement) in the summer term, but no more than two courses in any summer session of which there are two. A student with a cumulative institutional GPA of 3.00 or higher may request permission to take an overload of not more than three credit hours per semester. Permission must be recommended by the student's academic advisor and approved by the dean of the appropriate school.

**E. Adding, Dropping, Changing Courses** - Students wishing enrollment changes, such as adds, drops, change of section, change of level (upper and lower division), or change of grading basis (graded, audit, and pass/fail) must follow the deadlines published in the academic calendar for the current semester. Adds, drops and change of section should be completed online using myStThom. All other changes require the appropriate form and must be completed in the Registrar's office no later than the deadline for 100% refund.

For fall and spring semesters, courses officially dropped through the 12th class day are not recorded on the transcript. From the 13th class day and ending with the last day of the 11th week of each semester, official drops are recorded as "W," a grade not computed in the GPA. Students should transact all drops before the withdrawal deadline by using mystthom.

**F. Audit Students** - Auditors of courses at UST are classified as non-degree seeking students. Enrollment in a course as an audit student is on a noncredit basis, and a grade of "AUD" will be issued for the completed course. A record of the course audited appears on the transcript if the student course completes. Change in status between audit and credit is not permitted after the 100% refund deadline. An audit student who misses more than four weeks of classes, consecutively or not, will be reported to the Registrar, and no record of the course will appear on the student's transcript.

Courses are available for audit at the discretion of the instructor and on a space-available basis. Students may complete and submit an audit registration form at any time during the registration period, but space availability will not be determined until the Friday before the start of the term. The Registrar's Office will notify students by phone if they have been assigned an audit space. Spaces will be assigned on a first-come/first-serve basis.

Tuition for auditing a course must be paid by the last day of Late Registration for the term in which the course is being offered.

**G. Classification** - A student's classification is based on the total number of credit hours successfully completed: freshman, 0 through 29 hours; sophomore, 30 through 59 hours; junior, 60 through 89 hours; senior, 90 hours and above.

## H. Grading and Point Equivalents

- A = 4.000 grade points per credit hour
- A- = 3.700 grade points per credit hour
- B+ = 3.300 grade points per credit hour
- B = 3.000 grade points per credit hour
- B- = 2.700 grade points per credit hour
- C+ = 2.300 grade points per credit hour
- C = 2.000 grade points per credit hour
- C- = 1.700 grade points per credit hour
- D+ = 1.300 grade points per credit hour
- D = 1.000 grade points per credit hour
- F = 0.000 grade points per credit hour
- P = Credit earned without affecting on the student's GPA. See the policy on Pass/Fail Option.
- I = Incomplete. At the discretion of the faculty member, a grade of "I" may be assigned to a student who has successfully completed [i.e., with at least a passing grade] a majority of the work of the class and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. Upon completion of the work within the next regular semester at the time prescribed by the faculty member (no later than the end of the following regular semester), the faculty member will award the student a letter grade, including the possibility of an "F." An "I" grade that is not replaced by a letter grade or an "IE" grade will automatically become a grade of "F."
- IE = Incomplete Extended. At the discretion of the faculty member, a grade of "IE" may be assigned to a student for one semester if the situation warrants. The "IE" grade that is not replaced by the end of the semester for which it was issued will automatically become a grade of "F."
- W = Withdrawal or drop from a course without jeopardy or effect on GPA, in the period beginning with the 13th day of classes and ending with the last day of the 11th week of a regular semester. The student must complete an official form from the Registrar's Office within the specified timelines. Failure to withdraw officially from any or all courses can result in a grade of "F."
- AUD = Audit only; no credits earned.
- NGS = No grade submitted. This is a temporary notation used when a faculty member has not submitted a grade by a prescribed deadline. The course grade is pending. The faculty member will report the actual course grade by means of the official Request for Grade Change Form. NGS has no effect on a student's term or cumulative GPA.

The description and interpretation of the letter grades is as follows:

- A, A- = Excellent (unusual and superior achievement)

B+, B, B-	=	Good (above average, articulate achievement)
C+, C	=	Satisfactory (average work)
C-, D+, D	=	Passing (below standard)
F	=	Failing

The GPA is calculated by adding the total number of grade points earned and then dividing by the total number of hours attempted at the University.

To achieve the minimum GPA required for a degree, the student must have obtained at least twice as many grade points as hours attempted at the University of

St. Thomas. Courses taken outside the University of St. Thomas are not calculated in determining grade point averages.

- I. **Final Semester Grades** - Semester grades and cumulative statistics are available at the end of each semester on myStThom.edu. Faculty members are not authorized to post final grades or release them to students by any other means. Students should review their grades carefully. A course grade may not be changed after one year following completion of the course.

### **Deficient Performance, Probation & Dismissal**

**A. Academic Warning Analyses** - The University is concerned when students perform at a deficient level. The Academic Warning Notice was developed to help students in academic difficulty. Faculty members at the University of St. Thomas can now provide interventions to these students through an online referral process known as Academic Warning Notices. Notices can be completed at any point of the semester, but can be especially relevant during the weeks close to midterm examinations. A faculty member completes an online form detailing reasons for the academic difficulty, such as performance or behavioral concerns or deficient skills, and recommends actions for improvement. Once submitted, Academic Warning Notices are emailed to the student, the student's academic advisor, and the referring faculty member for follow up. Academic Warning Notices do not become a part of students' permanent records but provide information and awareness so that they may address their difficulty and aid in our campus retention efforts.

**B. Probation** - Students who perform at a deficient level may be placed on probation or be dismissed from the University. Students are placed on probation to allow them to refocus their attention and activities to correct their deficiencies. If students do not correct their deficiencies, they may be dismissed from the University. Students who manifest severe deficiencies in their performance may be dismissed without having been on probation.

Undergraduate students must maintain a cumulative GPA of 2.000 or better in their course work at UST. Students who have completed nine UST semester credit hours and whose cumulative GPA falls below 2.000 will be placed on academic probation. Students who are on academic probation must earn a minimum 2.000 semester GPA on course work each subsequent semester until the grade-point deficiency is removed. Only course work taken at UST will be applied toward the grade point deficiency. Grade changes made for students on probation will not affect the academic standing for that semester. Students who leave the university on academic probation will be readmitted on academic probation. Academic probation will be posted to the semester in which the cumulative GPA falls below 2.000 and will begin with the first class meeting of the next semester. Academic probation will be noted permanently on students' academic records.

The Registrar will notify the student's academic advisor that the student is on probation. A probation hold will be placed on the student's myStThom account that will be released by the advisor. The advisor will meet with the student and develop a learning contract for the student to remediate the deficient academic performance. Students on academic probation may be required to carry a restricted course load and/or repeat courses as well as perform other activities prescribed by the advisor or dean to address deficiencies. Students unwilling to accept the conditions of their probation will be dismissed. The academic advisor will make recommendations to the appropriate dean or the Registrar concerning the student's compliance with the learning contract and the need for dismissal.

- C. **Dismissal** - Students who have manifested severe deficient performance may be dismissed from the University. Students who are on academic probation and earn less than a minimum 2.0 semester GPA will be dismissed from the University. During academic dismissal, students may not enroll, audit or visit classes at the University. Academic dismissal will be noted permanently on students' academic records.

Students may also be dismissed if they are on probation and are unwilling to accept the conditions of their probation or do not conscientiously fulfill the conditions of their probation.

On these matters the student's academic advisor will make recommendations to the dean or the Registrar.

Other reasons may justify dismissal, including academic dishonesty and violating certain norms of conduct expected of students. (See Student Handbook published by the Office of Student Affairs.)

A student who has been dismissed for academic reasons may apply for readmission to the University after one year. The University's Admissions Committee reviews readmission applications and sets the conditions for readmission. These may involve the student taking only prescribed courses or a limited load. In all cases the student will be readmitted on a conditional basis and on probation. The student's academic advisor will monitor the student's progress in meeting the conditions of readmission set by the Admissions Committee.

## **Academic Integrity**

Every offense against academic honesty seriously undermines the teaching-learning process for which the University exists, and such offenses will be dealt with expeditiously according to the following criteria.

### **A. Definition**

Academic dishonesty includes but is not limited to:

1. Cheating on an examination or test; for example, by copying from another's work or using unauthorized materials before or during the test, including the use of electronic devices;
2. Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source;
3. Participation in the academic dishonesty of another student, even though one's own work is not directly affected;
4. Any conduct which would be recognized as dishonest in an academic setting.

### **B. Procedures for Cases of Academic Dishonesty**



Faculty and/or exam administrators who consider that they have a valid case of academic dishonesty against a student must ...

1. Inform the student of the charge and penalty in writing, using the Report of Academic Dishonesty Form, available from the Registrar. The faculty member will inform the student after the cheating has been discovered and investigated, no later than the date when course grades are due for the semester or academic session. If necessary, the faculty member will send the student a copy of the report by certified mail. The student has the right to appeal the facts of the charge, as outlined below in "Procedures With Appeal".
2. Determine the penalty for the dishonesty. The penalty is at the discretion of the faculty member, not the exam administrator, and can include either a mark of zero for the work in question or the grade of "F" for the course. The faculty member is encouraged to discuss this incident with the student and offer recommendations, as appropriate.

#### **C. Procedure Without Appeal**

1. The original signed Report of Academic Dishonesty Form 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.

#### **D. Procedure With Appeal**

1. A student who wishes to appeal must write a letter of appeal to the Registrar within three days of signing the Report of Academic Dishonesty Form or receiving notice of the charge. The Registrar will notify the chair of the Academic Committee.
2. The chair will schedule a special meeting of the committee in a timely manner, but no later than 30 days after notification by the Registrar, and will notify the student, the faculty member, and/or the test administrator accordingly.
3. 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.
4. The committee may rule on the appeal immediately or may 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 faculty member/test administrator 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 faculty member/test administrator will be present for all aspects of the hearing except the committee's deliberations.
5. The chair of the committee will conduct the hearing 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 faculty member/test administrator and/or 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 faculty member/test administrator, by the student and the student advisor, and by members of the committee.
  - iv) The faculty member/test administrator 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 withdraw 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.
6. The chair will report the committee's decision to the Vice President for Academic Affairs, who will notify in writing the faculty member/test administrator and the student.
  7. The report of the decision will be handled in the same way as the report in Procedure When There Is No Appeal, described above.

#### **D. 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. The transcript will note "Dismissed for Academic Dishonesty," along with the date.
3. Readmission to the University may be considered under extraordinary circumstances through a written appeal to the office of the Vice President of Academic Affairs.

#### **Academic Grievance**

Academic grievances involve matters such as the instructor's management of a class, instructor's failure to adhere to responsibilities specified in the UST Faculty and Administrator Handbook (6.2 Faculty Teaching Responsibilities), or a grade received by a student.

- A. Timing of Appeals** – The student must initiate the grievance process no later than the first day of the next regular semester (fall/spring). All parties involved in an appeal (Steps Two through Five) will be notified in writing of a decision and any further appeals must be initiated within two weeks of that decision

**Step One** – Ideally, academic grievances are to be settled between the instructor and the student, in person or in writing. Either party may invite a witness or mediator to attend any meetings in which the grievance is discussed.

**Step Two** – If either party is not satisfied with the decision, she/he may appeal in writing to the Department Chair (or Associate Dean if there is no department chair or if the faculty member in question is the Department Chair).

**Step Three** – If either party is not satisfied with the decision of the department chair, she/he may appeal in writing to the Dean of the School in which the course resides.

**Step Four** – If either party is still not satisfied, either may submit a written appeal to one of the following committees, as appropriate:

- a. Curriculum and Standards Committee-Graduate students in the Cameron School of Business
- b. School of Education Council-Graduate students in the School of Education
- c. School of Theology Council-Graduate students in the School of Theology
- d. Academic Committee-All other students (graduate and undergraduate)

**Step Five** – A final written appeal may be made to the VPAA.

### **Student Discipline**

- A. Any breach of discipline in the classroom should be reported to the Vice President of Student Affairs and the dean of the school, as soon as possible.
- B. Any breach of discipline outside the classroom but on the campus or at a University function should be reported to the Vice President for Student Affairs.
- C. Fair hearing procedures for both academic and non-academic discipline problems have been established by the University. Students accused of behavior contrary to the policies and rules of the University may elect to have a hearing based on these established procedures. Copies of “The Student Conduct and Discipline Policy” may be obtained from the Vice President for Student Affairs.
- D. A faculty member has the right to require that students observe reasonable norms of conduct and good manners in class. Smoking, eating and drinking by students or faculty are not permitted in classrooms and laboratories.

### **Withdrawal from the University**

At any time a student may officially withdraw from the University by completing the appropriate form from the Registrar’s Office, whereupon a “withdrawn from the University” will appear on his or her transcript for that semester. Financial aid recipients must also notify the Office of Scholarships and Financial Aid. Students receiving veterans benefits must notify the Registrar.

As with dropping an individual course, failure of a student to withdraw officially can result in the awarding of “F” grades for all courses

Students are strongly encouraged to consult with their academic advisors prior to any type of withdrawal. A student who has withdrawn from the University must contact the Admissions Office regarding re-admission. (See readmission on p. 12 and 13).

- A. **Medical Withdrawals** - Students wishing to secure a medical withdrawal must submit a hard-copy doctor’s note on official letterhead indicating the diagnosis, length of time under the doctor’s care, and the doctor’s recommendation. The student must also submit a personal request to withdraw for medical reasons, either via an Add/Drop form or personal letter. All documentation must be submitted to the Registrar no later than the last day of classes for the applicable term.

Refunds will be considered on an individual basis for students who stopped attending classes *before* October 1 for the fall semester and March 1 for the spring semester. Because the summer term has multiple sessions with different start/end dates, refunds for classes taken in those sessions will be at the discretion of the Registrar. Medical withdrawals may be made after these deadlines with a resulting grade of “W,” but no refunds will be granted.

The Office of Scholarships and Financial Aid will follow federal guidelines in determining refund procedures for all federal programs. Institutional and State Aid that was applied to any tuition charge will be reviewed on a case by case basis and will be subject to reduction and/or cancellation prior to any tuition refund being issued.

Medical withdrawals must be given for all courses in which the student is enrolled. No partial withdrawal will be allowed. Students who have secured a medical withdrawal may not return to the University without their doctor's written approval.

- B. Withdrawal and Absence Procedures for Military, Veteran, and ROTC students** - The following options have been made available for the University of St. Thomas (UST) students who are called to active military service during the course of a semester.

Any student called to active military service **before the end of 12th** week of the semester should contact the University's Veteran Affairs office and his or her academic advisor:

- Students must provide a written request to withdraw and a copy of military orders prior to withdrawal.
- Students called to active military service may be granted full refundable tuition and fees and prorated refund of board and room charges. With this option, no course credit or grades will be awarded.

Any student called to active military service **after the 12th week** of the semester should contact the University's Veteran Affairs office and his or her academic advisor:

- The academic advisor will work with the student's instructors to gather grade information for the student and ensure the appropriate grades are filed for the student.
- If the student's instructor finds that the course work is substantially complete and the student has done passing work, the student should receive the grade earned at the time. If the critical competency has yet to be covered in a competency-based course, the instructor should award an "I" (Incomplete) and work with the student to develop a plan to complete that critical part of the course. The plan should be in writing and signed by both the instructor and the student. With this option, students will receive a prorated refund of board and room charges.
- Students who withdraw from the University due to active military service and take an "I" (Incomplete) for any class have one year after return from active military service to complete the required course work. The total time to complete the course requirements will not exceed five years from the call of service. With this option, students will receive a prorated refund of room and board charges.

**Special Note:** *Students called to active military service are guaranteed readmission upon the completion of active military service provided the student has not attended another educational institution since attending the University of St. Thomas.*

**Policy on Class Absences Due to Military Service:**

- No student will be penalized for missing classes (2 weeks or less) for military obligation provided that written documentation is provided to each instructor one week prior to a scheduled absence. "Military obligation" is defined as military orders, ROTC duties, and Military Ready Reserve Activities.
- Instructors will work with students to schedule make up exams or other class assignments

## **SECTION 4: FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT – POLICY ON RELEASE OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which gives students the right to inspect and review their education records and ask for amendments to those records. FERPA also gives each student some control over the disclosure of information from their education records.

Education records are defined as those documents that are directly related to a student and are maintained by an education agency, institution, or party acting for the agency or institution. Education records do not include sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records. All currently enrolled and former students have the right to review their education records for content and accuracy. A student who wishes to obtain access to his or her education records should contact the Registrar.

Under FERPA, the University is free to release information about students categorized as directory information. Directory information includes such things as the student's full name; address; major field of study; participation in officially recognized activities and sports; height and weight of members of athletic teams; dates of attendance, including current classification and year, matriculation and withdrawal dates; degrees and awards received; most recent previous educational institution attended; full- or part-time status; and photograph. Students have the right to restrict disclosure of this information by completing and submitting a Request to Prevent Disclosure of Directory Information Form to the Registrar's Office. A non-disclosure request that is in effect when a student graduates or leaves the University remains in effect until rescinded by the student in writing.

The University may release a student's records to their parents (1) with the written consent of the student, (2) in compliance with a subpoena, or (3) upon receipt of evidence indicating the student was declared a dependent by their parent on their parent's most recent income tax return. Consent forms are available in the Registrar's Office. Faculty and staff are strongly encouraged to check with the Registrar's Office before disclosing any student information.

## **SECTION 5: 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 6: ATTENDANCE POLICY FOR CO-CURRICULAR ACTIVITIES**

This policy addresses student attendance issues when students must be absent from the campus because they officially represent the University in such sponsored activities as intercollegiate athletics, debate tournaments, Campus Ministry activities, and conference attendance.

Following Catholic tradition, the University of St. Thomas promotes the education of the whole person: spiritual, intellectual, moral, social, and physical. Coaches and advisors for co-curricular activities play their part in this education both by guiding students in their particular activity and by taking appropriate concern for the other dimensions of student development, including academics. UST's philosophy of education affirms that academic excellence need not be sacrificed for success in co-curricular activities. Indeed, sports and other co-curricular activities can help to instill many good traits in students, such as discipline, determination, and perseverance, which can be redirected to academic achievement. Coaches and advisors should pride themselves on devising strategies to help students under their care to make up for missed academic experiences and, even more, to excel academically. Students involved in co-curricular activities should not believe that they must resign themselves to lower grades as a consequence of their participation, but should set their sights high and use the skills and resources at their disposal to strive for excellence.

### **Policy and Procedures**

1. Students should meet with their academic advisors prior to registering for classes to discuss their class schedule and participation in co-curricular activities.
2. Absence from class does not excuse students from any work missed during the absence.
3. Students must discuss with the instructor, as early as possible in the semester, the potential consequences of missing classes.
4. Students are responsible for submitting all assignments on time and arrangements must be initiated in advance by students for any assignments, quizzes, or exams that will be missed.
5. Coaches, instructors, advisors, and sponsors must provide the names of students who will miss classes using the university approved excused absence form. Forms must be completed and sent to the instructor teaching the class.
6. Coaches, instructors, advisors and sponsors must make every attempt to schedule traveling, games, matches and other University-sponsored activities at times that will have the least conflict with students' class schedules.
7. Students may not miss class due to preparation time for co-curricular activities, including practices.
8. Off campus participation in co-curricular activities is strongly discouraged during any final examination period and will require special approval of the Vice President for Student Affairs as well as the Vice President for Academic Affairs.
9. The intent of this policy is to prevent disputes between students and faculty members concerning student absences. If a dispute cannot be resolved between the student and the faculty member, the procedures of the Academic Grievance Policy should be followed.

## **SECTION 7: 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 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 8: STUDENT COMPLAINTS**

The staff, faculty, and administrators at the University of St. Thomas, strive to provide a safe, humane, and responsive learning environment. When conflicts arise regarding the management of a program, the conduct of University staff, or a customer service issue, the University encourages problems to be resolved informally. In the case that an issue cannot be resolved informally, the individual has the right to initiate a formal complaint by submitting a description of the issue(s) in writing to the Vice President for Student Affairs or the Texas Higher Education Coordinating Board. Anonymous complaints will not be accepted.

To submit a complaint online, visit [www.stthom.edu/dos](http://www.stthom.edu/dos).

Vice President for Student Affairs  
University of St. Thomas  
3800 Montrose Blvd.  
Houston, Texas 77006  
Phone: (713) 525-3570  
[studentaffairs@stthom.edu](mailto:studentaffairs@stthom.edu)

Texas Higher Education Coordinating Board  
P. O. Box 12788  
Austin, Texas 78711  
Phone: (512) 427-6101  
<http://www.theccb.state.tx.us>

## SECTION 9: COUNSELING AND DISABILITY SERVICES

Counseling and Disability Services (C&DS) provides various services for students related to personal and emotional adjustment, mental health, developmental issues, academic skill-building and crisis intervention. Confidential services are provided at no cost for currently enrolled University students, are generally short-term, and follow a brief intervention model. Counselors will assess the nature and extent of a student's concern and make appropriate recommendations. Services offered include initial assessment, consultation, individual and group counseling, crisis intervention, academic support, campus outreach, and referral information. More information is available at [www.stthom.edu/counseling](http://www.stthom.edu/counseling). For an appointment or additional information, contact C&DS at 713-525-2169 or 713-525-6953.

### Disability Services for Students

Counseling and Disability Services also provides academic accommodations for students with disabilities. If a student has a documented disability, reasonable and appropriate academic accommodations for students who qualify under Section 504 of the Rehabilitation Act of 1973 are available to ensure equal access to programs and opportunities at the University. Disabilities may be defined by the following:

- learning disabilities
- health impairments
- physical limitations
- psychiatric disabilities

Students should set an appointment with professional staff at C&DS to review the nature and history of the disability as well as present concerns related to the educational environment. For information regarding the procedures required to obtain academic accommodations at UST, please refer to the UST Undergraduate Catalog or visit our website at: [www.stthom.edu/counseling](http://www.stthom.edu/counseling). For an appointment or additional information, contact C&DS at 713-525-2169 or 713-525-6953.

### 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 Section 504 Coordinators:

Primary for Students: Executive Director of Counseling and Disability Services: (713) 525-3162

Primary for Faculty and Staff Employees: Associate VP for Human Resources: (713) 525-3813

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

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

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 and Disability Services will maintain files and records for students; the Associate Vice President for Administrative Services 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 and Disability Services.

Location: Office of Counseling and Disability Services, 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 Associate Vice President for Administrative Services.

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 (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 Coun-

seling and Disability Services will address the complaint. If the accusing individual is a faculty or staff employee, then the Associate Vice President for Administrative Services 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 Associate Vice President for Administrative Services is the accused party, the Complainant will contact the Vice President for Finance instead of the Associate Vice President for Administrative Services. If the Executive Director of Counseling and Disability Services is the accused party, the Complainant will contact the Vice President for Student Affairs instead of the Executive Director of Counseling 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 10: 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. This includes any verbal or written statement expressing an intention to commit suicide or to self-inflict serious bodily harm. The University of St. Thomas recognizes that suicidal behavior is not only self-destructive to the individual, but may also adversely affect and disrupt 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 a professional clinician at 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 professional is obligated to break confidentiality in order to protect the student or others from harm. In any case, the professional clinician at 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 Policy or Security Officer, that officer shall immediately attempt to contact the Executive Director, Assistant Director or other professional clinician at Counseling and Disability Services. The officer shall then notify the Vice President for Student Affairs and/or the Dean of Students. If physical self-harm is imminent, the Security Officer shall immediately call 911.
4. If a student causes behavioral disturbances, refuses professional help, or behaves in such a way that his or her safety is in question and the student’s suicidal behavior is brought to the attention of the Vice President for Student Affairs and/or the Dean of Students by a member of the University community, the notified administrator will decide the course of action that serves the best interests of the individual involved and the University community.

Other needed actions will be determined by the Vice President of Student Affairs and/or the Dean of Students. To view the Suicidal Behavior Policy in its entirety, visit the UST policy portal. Persons having questions regarding this policy should contact the Office of Student Affairs at 713-525-3570.

## **SECTION 11: STUDENT HEALTH SERVICES AND IMMUNIZATIONS**

The University of St. Thomas has a partnership with the University of Texas Health Services (UTHS), a comprehensive, high-quality medical facility located less than three miles from campus in the Houston Medical Center. Enrolled students may access medical care through UTHS. UTHS accepts most major insurance plans. Students should call UTHS to schedule an appointment at 713-500-3248 and must present a valid UST student identification card at the clinic upon arrival to receive services. UTHS is located at 7000 Fannin, Suite 1620, Houston, Texas 77030. [www.uthealthservices.com](http://www.uthealthservices.com)

### **Immunization Information for ALL Students**

Bacterial Meningitis Information- Important Vaccination Information for All entering students under age 30 (Records must be on file at least 10 days prior to start of classes or student will be unable to attend classes)

- a. ALL entering students, including transfer and graduate students, must submit evidence that they have been vaccinated against Meningococcal Meningitis per Senate Bill 1107, effective January 1, 2012.
- b. ALL new students, including transfer and graduate students, who are newly enrolled at the University of St. Thomas must provide evidence of vaccination against bacterial meningitis or must qualify for one of the two permissible exemptions (see forms on web page). Record of vaccination must be received no fewer than 10 days prior to the first day of the semester. Vaccination must have been administered within the last 5 years and after age 16.
- c. All information & forms can be found at [www.stthom.edu/wellness](http://www.stthom.edu/wellness).

### 1. Vaccination Information for Students Living on Campus

All students who live on campus are also required to have or have record of the following immunizations:

- a. Bacterial Meningitis – Had the meningitis immunization (MPSV4 or MCV4) within the last 5 years & after age 16
- b. Tetanus-Diphtheria-Pertussis (Tdap) – Primary series plus booster required; Must be within last TEN years
- c. M.M.R. (Measles, Mumps Rubella) – Two doses required or individual vaccine
- d. Tuberculosis – Required if never received PPD skin test, PPD skin test came back positive, or international student; Must have been tested within the last 12 months

**NOTE:** According to state law, students will not be permitted to move into on-campus housing until 10 days have passed since the date of vaccination. Students who have been approved for on-campus housing, but who have not received a vaccination in a timely manner will be expected to make alternate arrangements for housing until 10 days have elapsed. *(Records must be on file at least 10 days prior to moving into on-campus housing- see NOTE below)*

All of the aforementioned immunizations are also highly recommended for students who do not live on campus. Students can receive all of these immunizations from their primary care physicians.

### 2. Evidence of vaccination must be submitted in one of the following three formats:

- a. A UST document entitled “ UST Immunization Form” bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered). This form can be found on the Health Promotion and Wellness (HP&W) website at [www.stthom.edu/wellness](http://www.stthom.edu/wellness).
- b. An official immunization record generated from a state or local health authority (must include the month, day, and year the vaccination was administered).
- c. An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

### 3. Evidence of declining vaccination must be submitted in one of the following formats:

- a. A UST “Statement of Exemption to Immunization” or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that,

in the physician's opinion, the **vaccination required would be injurious to the health and well-being of the student.**

- b. A UST "Bacterial Meningitis Immunization Medical Exemption Affidavit". Both UST forms can be found at [www.stthom.edu/wellness](http://www.stthom.edu/wellness).
- c. A Texas Department of State Health Services affidavit notarized and signed by the student within the last two years stating that the student declines the vaccination for bacterial meningitis **for reasons of conscience**, including a religious belief. **The conscientious exemption form from the Texas Department of State Health Services must be used if a student is claiming exemption for reasons of conscience.** A secure online form entitled "Texas Department of State Health Services Affidavit Request for Exemption from Immunizations for Reasons of Conscience" can be found at: <https://webds.dshs.state.tx.us/immco/affidavit.shtm>.

Immunization forms can be found on the HP&W website: [www.stthom.edu/wellness](http://www.stthom.edu/wellness).

Please contact the HP&W office for further information:

Office of Health Promotion and Wellness  
3800 Montrose Blvd., Houston, TX 77006  
Email: [wellness@stthom.edu](mailto:wellness@stthom.edu)  
Tel: 713-525-3513  
Fax: 713-525-3514

## **SECTION 12: 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 & Disability 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 713-525-3142 and for students from the Vice President for Student Affairs at 713-525-3570.

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, Dean of Students, Counseling and Disability Services, the Office of Health Promotion and Wellness, or the Vice President for Student Affairs. 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 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.

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 or the Dean of Students, 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.

## **SECTION 13: SMOKING POLICY**

The University of St. Thomas is committed to providing the members of its community with a safe, healthful and smoke-free studying, working and living environment. Since the health hazards and impact of second-hand inhalation of tobacco and other substances are substantial and documented, the University's policy to promote a smoke-free workplace is designed to be attentive to the preferences of non-smoking employees and students.

### **POLICY/PROCEDURE**

1. Smoking is defined, for the purposes of this policy, as the use of any product that is made to visibly emanate smoke or vapor. Smoking or possessing illegal substances, such as marijuana, hashish, any form of cocaine or any other substances prohibited by law, is dealt with in other University policies but is in no way sanctioned by this policy.
2. Smoking is not allowed within 25 feet of any external ingress/egress door of a facility, in accordance with the City of Houston smoking ordinance. All violations should be reported to the UST Police Department.
3. Indoors of all buildings and facilities are designated entirely smoke-free. All violations should be reported to the UST Police Department.
4. On campus housing is classified as a "residential area" rather than a workplace. Accordingly, they have a separate policy (please refer to the Residence Life Handbook and Policies).
5. Continued violation of the policy could lead to disciplinary action including but not limited to counseling, warnings, probation, and possible termination.

## **SECTION 14: 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/Campus\\_Student\\_Life/Security/](http://www.stthom.edu/Campus_Student_Life/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 911 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 for action.
- B. Security and access to campus facilities including campus residences, and security considerations used in the maintenance of campus facilities.
1. 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.
  2. 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, students, and visitors of the University community.
  3. 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 ori-

entation 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.

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

## **SECTION 15: PARKING REGULATIONS**

### **1. Eligibility**

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

### **2. Cost per session (non-refundable, payable at the Business Office or online)**

Benefit Eligible staff, faculty and administrators: First decal free, Others: \$5 per semester. Students: Fall \$75, Spring \$75, Summer \$50

Persons who pay on-line must print and present a receipt when registering for a permit.

### **3. Decals are required to park in the following areas:**

- a. Employee Lots L, M, O, P: 8:00am - 5:30pm Monday - Friday
- b. Student Lot S: 8:00am - 5:30pm Monday - Friday
- c. Parking Garage\* 24 hrs. a day

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

### **4. Student Vehicle Registration**

- a. Vehicles must be registered with the Security Office.
- b. After submitting a completed registration form and proof of parking fee payment, applicant will be issued a parking decal. This decal must be properly affixed to the auto glass and displayed so that it is visible and legible from the outside of the vehicle. UST ID card required.
- c. Vehicle registration and fee payment do not guarantee a parking place.
- d. The person who registers the vehicle will be held responsible for any violations of the parking regulations.
- e. Students may register a second vehicle and obtain a second decal by paying an additional fee of \$5.
- f. Additional permits can only be utilized by the student who has paid the \$75 parking fee.
- g. Vehicles parked on University property without an appropriate decal displayed will be booted or towed at owner's expense.
- h. The \$75 parking fee is non-refundable.

### **5. 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.

### **6. Parking Garage Exit Fee:**

There is a \$2 per exit fee per vehicle 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. Use of a proximity/ID card to allow others to exit the parking garage without paying is prohibited and considered theft of service, and may result in suspension or revocation of parking privileges.

**7. 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.

## **8. 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.

- a. All employees and 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.
- b. 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. University policy requires that students have their student ID cards with them at all times while on campus. Drivers approaching the exit gates in Moran Center without an ID card will have to pay the \$2 exit fee regardless of whether or not semester parking was purchased.
- c. Each owner is expected to take the necessary steps to safeguard his/her property. The University is not liable for auto thefts, damages, or burglaries.
- d. Students are not allowed to park in designated faculty/staff parking lots Monday – Friday from 8:00 am-5:30 pm when school is in session.
- e. Vehicles with Handicap parking permits may park in any Handicap designated space in any lot at any time.

## **9. Operation of a Motor Vehicle**

- a. The maximum permissible speed on all campus parking lots is 15 miles per hour.
- b. Pedestrians have the legal right-of-way at all crosswalks.
- c. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
- d. 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.
- e. Driving over or around the orange cones being used to reserve on street parking is prohibited.

## **10. Parking of a Motor Vehicle**

- a. No vehicles are allowed in any space or area designated for visitors or loading zone. Vehicles may be booted on the first offense.
- b. Motor vehicles without proper identification parked in areas designated for handicap or fire zone may be towed on the first offense.
- c. Vehicles should be parked so that the entire vehicle is within the limits of the marked parking

space.

- d. Drivers shall not park their vehicles in any place that may obstruct the normal flow of traffic.
- e. No trailer shall be parked in campus parking lots.
- f. The parking on the campus of “junked vehicles” or vehicles displayed for resale or trade is prohibited. “Junked vehicles” may be towed. “Junked vehicles” are defined as those vehicles which are abandoned or unattended for a period of thirty days or more, as evidenced by dust and debris accumulation on the surface of the vehicle. Reasonable effort will be made to identify and contact the registered owner of the vehicle. Failure of those reasonable efforts will result in the vehicle being towed and stored at the owner’s expense.

### **11. 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.

- a. On any sidewalk, mall or lawn on the University property.
- b. In any place designated as “loading zone.”
- c. In front of or on any service drive or driveway.
- d. Outside of designated slots in any parking areas.
- e. In front of mobile barriers.
- f. Within 30 feet of a stop sign or intersection.; within 15 feet of a fire hydrant; within 20 feet of a cross-walk
- g. In a place marked “Reserved,” “No Parking,” “Visitor” or “Tow Away Zone”.
- h. At the curb on any street where markings specifically indicate that parking is not permitted.

### **12. Failure to Comply with Regulations**

When, in the judgment of the Vice President for Student Affairs (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 three 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.

### **13. 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:

- a. Bicycles must be parked only at bicycle racks.
- b. 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.
- c. 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 on the UST website.

### **SECTION 16: 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 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 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 17: SEXUAL MISCONDUCT AND SEXUAL ASSAULT POLICY

Sexual misconduct of any kind or any form of violence is inconsistent with the University's values and incompatible with the safe, healthy environment that the University of St. Thomas community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. The most egregious form of sexual harassment and misconduct is sexual assault, which is an affront to justice that will not be tolerated at the University of St. Thomas. Federal laws view sexual misconduct, sexual assault, and related violence as forms of sexual harassment and discrimination prohibited under Title VII of the Civil Rights Act, Title IX of Education Amendments of 1972, and the Violence Against Women Reauthorization Act. Sexual misconduct, sexual assault, and related violence also violates state law as well as University policy. Employees, students, or guests found responsible for sexual misconduct, sexual assault, or related violence will ordinarily face outcomes up to and including dismissal from the University and may include criminal prosecution.

The University believes that no person should bear the effects of sexual misconduct, sexual assault, or related violence alone. When sexual misconduct, sexual assault or some form of related violence occurs, the University's paramount concern is for the safety, health and well-being of those impacted. To support and assist employees and students, the University provides a wide range of services and resources. Please see the section below on Resources for Medical, Counseling and Pastoral Care.

### SEXUAL MISCONDUCT OFFENSES

Sexual misconduct offenses that are prohibited are:

- **Non-consensual sexual contact**, which is any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- **Non-consensual sexual intercourse**, which is any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.

**Other forms of sexual misconduct** include, but are not limited to:

- Sexual harassment
- Sexual exploitation
- Sexual intimidation and indecent exposure
- Sexual exhibitionism
- Sex-based cyber-harassment
- Prostitution or the solicitation of a prostitute
- Peeping or other voyeurism
- Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video, photography or audiotaping of sexual activity.
- Distribution of pornographic material

## **Sexual Harassment**

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same-sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

### **Three Types of Sexual Harassment**

**Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These may include:

- The frequency of the conduct
- The nature and severity of the conduct
- Whether the conduct was physically threatening
- Whether the conduct was humiliating
- The effect of the conduct on the alleged victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance

**Quid Pro Quo** sexual harassment exists when unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature occurs and then submission to or rejection of such conduct results in adverse educational or employment action.

**Retaliation** involves harassment or intimidation of a person that includes but is not limited to verbal or physical threats or actual violence against the person or his/her property, adverse or educational or employment consequences, ridicule, taunting, bullying, or ostracism.

Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet that creates offensive feelings in an employee or student would not normally affect the terms and conditions of their employment or education.

Contact the Human Resources Department regarding allegations of sexual harassment involving an employee, Student Affairs regarding allegations of sexual harassment involving a student, or the Title IX Coordinator.

## **Sexual Exploitation**

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).



### **Sexual Intimidation**

Sexual intimidation involves threatening another with a non-consensual sex act such as engaging in indecent exposure. Violence against another person can take many forms. Violence, in the context of this policy, includes domestic violence, dating violence and stalking.

### **Domestic Violence**

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

### **Dating Violence**

Dating violence is a violent act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

### **Stalking**

Stalking is a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

## **CONSENT**

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Intoxication or being under the influence of illegal drugs is not an excuse for failure to obtain consent.

An incapacitated person is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state such that he or she lacks the ability to make a knowing and deliberate choice to engage in the sexual interaction. For the purposes of this policy, a person who is asleep or unconscious is incapacitated, without exception. A person may also become incapacitated due to other factors, which may include the use of alcohol and/or drugs to such a degree that the person no longer has the ability to make a knowing or deliberate choice to engage in the sexual interaction.

Persons who are considered sober and reasonable would be capable of giving consent for sexual interaction. When there is a question of whether consent was obtained, this is the model to apply in considering whether the respondent should have known that the complainant had the capacity to give consent.

**Under this policy “No” always means “No” and “Yes” may not always mean “Yes.”**

## **PRIVACY AND CONFIDENTIALITY**

### **Confidential Resources**

Employees and students may access confidential, professional mental health counseling assistance at the University's office of Counseling and Disability Services. Assistance through Counseling and Disability Services will remain confidential except within the following limiting circumstances:

- Risk of probable imminent physical or emotional harm to self or physical harm to another;
- Having cause to believe that a child, elderly individual or an individual with a disability has been or may be abused, neglected or exploited physically, emotionally or sexually;
- If there is a report by a patient/client or former patient/client of sexual exploitation by a mental health service provider;
- If a court-ordered subpoena demands release of information.

Confidential support is also offered by off-campus community health providers and/or off-campus rape crisis resources.

Within Campus Ministry, priests, deacons, and religious sisters and brothers will also honor an employee's or student's request for confidentiality. These individuals will honor confidentiality unless there is an imminent danger to the employee, student or to others. However, an employee's or student's disclosure during the sacrament of confession will not be revealed by the priest for any reason, which is a sacred obligation protected by law.

### **Parameters of Confidentiality and Mandated Title IX Investigations**

In all instances and to the extent possible, the University will protect the privacy of all parties to a report of sexual misconduct or sexual assault. That said, under federal law, University officials (with the exception of those listed under Confidential Resources, above) who receive a report of sexual assault, whether from the employee or student involved or a third party, must share that information with the appropriate University authorities for investigation and follow-up. The University is obligated under the law to investigate the complaint, to take action to eliminate sexual misconduct, sexual harassment, and sexual assault, prevent its recurrence and address its effects. An administrative investigation under Title IX must be initiated if the University has enough information to reasonably determine key facts, e.g., time, date, location and names of parties involved in an alleged incident. This administrative investigation will be conducted by the Title IX Coordinator or his/her designee, and will include a review of obtained statements, interviews with both parties, interviews with witnesses as appropriate, and review of relevant documentary evidence. The University is obligated to conduct this investigation regardless of the complainant's requests.

## **REPORTING SEXUAL MISCONDUCT AND SEXUAL ASSAULT**

To report an incident of sexual misconduct or sexual assault, please call the University of St. Thomas Police and Security Department at (713) 525-3888 or call 911. The University Police and Security Department is available 24 hours a day, 7 days a week. During business hours, you may also call or email the Title IX Coordinator or his/her designee at (713) 525-3813 or [titleixcoord@stthom.edu](mailto:titleixcoord@stthom.edu) or Vice President, Student Affairs office at (713) 525-3570.

## Additional University Steps in Responding to a Complaint of Sexual Misconduct or Sexual Assault

### 1) Assignment of a Case Coordinator

Whenever the University receives a report of sexual misconduct or sexual assault, the complainant will be referred to a designated individual who will serve as a resource person to the complainant to identify, explain and navigate the complainant's reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care, and medical treatment, and information about University and legal processes. The designated individual can also provide assistance in rearranging class schedules, extracurricular activities and housing and on-campus dining arrangements; to the extent that a student's requests are reasonable and can be accommodated, every effort will be made to do so. Where appropriate, the goal of any adjustment will be to minimize the burden on the complainant's educational program. Similarly, a respondent will also be assigned a designated individual, to provide him or her with support, information and assistance.

### 2) No Contact Orders Issued to the Complainant and the Respondent

Upon receipt of a report of alleged sexual harassment, misconduct, or sexual assault in which the respondent is a current University of St. Thomas employee or student, the Title IX Coordinator shall issue "no contact" orders to the complainant and respondent.

### **Intimidation or Threats to Inhibit Reporting**

The University strongly encourages employees and students to report any incident of sexual harassment, misconduct or sexual assault. The University of St. Thomas takes such reports very seriously. Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sexual harassment, misconduct or sexual assault or the participation in proceedings relating to sexual harassment, misconduct or sexual assault by a respondent or third party is itself prohibited and will result in immediate action by the Title IX Coordinator or his/her designee. A complainant or witness who is threatened in any way should immediately report these concerns to the appropriate Vice President, Dean, or the Title IX Coordinator.

### **Timely Warning to Campus**

In an effort to provide timely notice to the University of St. Thomas community, and in the event of a serious crime against people that occurs on campus, where it is determined that the incident may pose a serious, ongoing threat to members of the University of St. Thomas community, a mass email may be sent to all students and employees on campus and is posted on the University of St. Thomas website. Crime alerts may also be posted by the University in the residence halls and various other buildings on campus. Updates to the University of St. Thomas community about any particular case resulting in a crime alert may be distributed via email, text through the University's emergency management system, and/or may be posted on the University of St. Thomas website.

### **Reporting Options**

An employee or student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through the University Title IX Coordinator, or to pursue both processes consecutively or concurrently. Regardless of the option chosen the University will initiate an administrative investigation under Title IX.

### ***Option 1: Criminal Complaint***

The University encourages employees and students to report all incidents of sexual harassment, misconduct or sexual assault to the police. If the incident occurred on University of St. Thomas property, University of St. Thomas Police and Security Department is the appropriate agency with which to file a report. Off-campus incidents will likely fall in the jurisdiction of the Houston Police Department, Constable's Office, or Harris County Sheriff's Department. The University's Police and Security Department can assist in contacting the appropriate law enforcement agency.

Incidents of sexual harassment, misconduct or assault involving employees or students that are reported to the University of St. Thomas Police and Security Department will also be referred to the Title IX Coordinator, the Provost and Vice President, Academic Affairs, or the Vice President, Student Affairs for follow-up and administrative investigation.

The administrative investigation conducted by the Title IX Coordinator or his/her designee is distinct from the criminal investigation and flows from the University's obligation under Title IX or the Violence Against Women Reauthorization Act to ensure that it is providing a safe environment for all employees and students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may choose to temporarily defer the administrative investigation by making a formal written request to the Title IX Coordinator, Provost and Vice President, Academic Affairs, or Vice President, Student Affairs, which may delay the administrative investigation and the University's ability to respond. The University may continue its administrative investigation where it has reason to believe that the alleged harasser may be an imminent threat to the safety of the complainant and/or other employees or students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Title IX Coordinator, electing to resume the administrative investigation. The University will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used for consideration in the University's investigation.

If an employee or student pursues a criminal complaint, a member of the University Police and Security Department will request that the Harris County District Attorney's Office keep the University informed and immediately advise of its decision whether to prosecute the complaint. The University will maintain documentation of the date of the request to the District Attorney's Office. In cases where the District Attorney's Office declines prosecution, a member of the University Police and Security Department will provide written notice to the complainant and Title IX Coordinator of the decision.

### ***Option 2: University Conduct Process***

Sexual harassment or misconduct involving employees and students, including sexual assaults, whether or not they have been reported to a police agency, should also be reported to the University for investigation and resolution through University processes.

If an employee or student reports an incident of sexual harassment, misconduct or sexual assault to the University, the Title IX Coordinator, Provost and Vice President, Academic Affairs, or Vice President, Student Affairs or his/her designee will conduct an administrative investigation. An administrative investigation will include a review of obtained statements, interviews with both parties, interviews with witnesses as appropriate, and a review of relevant documentary evidence. Once the investigation is complete, the Title IX Coordinator or his/her designee, in conjunction with a review by the Provost and Vice President, Academic Affairs, and/or the Vice President, Student Affairs, will make a determination based on the merits of the investigation.

### ***Option 3: Simultaneous Processes***

An employee or student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue an investigation by the University, or to pursue both processes consecutively or concurrently. In all cases, the Title IX Coordinator must be notified of the incident and/or complaint.

### **Written Notice of Reporting Options**

Employees and students who report alleged sexual harassment, misconduct or sexual assault will be provided with written notice of the above referenced reporting options. The University, through the Title IX Coordinator or his/her designee, must also obtain written acknowledgment from the employee or student of her/his decision regarding which options, if any, the employee or student wishes to pursue.

### **Other Potential Policy Violations**

At times, employees or students are hesitant to report the occurrence of a sexual assault to University officials because they are concerned that they themselves, or witnesses to the misconduct, may be found responsible with other policy violations, e.g., parietais or alcohol violations. These behaviors are not condoned by the University, but the importance of dealing with alleged sexual harassment, misconduct or sexual assault outweighs the University's interest in addressing lesser violations. Accordingly, in these cases, the University may not subject an employee or student to further review for other issues that may surface as part of the investigation of a complaint of sexual harassment, misconduct or sexual assault.

### **Sanctions**

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual harassment, misconduct or assault in order to protect employees' and students' rights and personal safety. Such measures include, but are not limited to, modification of work arrangements, living arrangements, interim suspension from campus pending a hearing, and report to local law enforcement. Not all forms of sexual misconduct will be deemed to be equally serious offenses, although all allegations are taken seriously, and the University reserves the right to impose differing sanctions ranging from oral warnings to, in the case of employees, termination, or in the case of students, expulsion, depending on the severity of the offense. The University will consider the concerns and rights of both the complainant and the person accused of sexual harassment, misconduct, or assault.

### **Resources for Medical, Counseling and Pastoral Care**

It is especially important for employees and students who have been sexually assaulted to seek immediate and appropriate medical treatment. Individuals who have been sexually assaulted can secure immediate help by going to a local hospital emergency room or contacting an off-campus rape crisis hotline. Texas law allows an individual to go directly to a medical facility for a sexual assault exam without police involvement. In a crisis situation, Counseling and Disability Services' professional mental health counselors can be reached after hours by contacting the Security Department at (713) 525-3888 to request that a counselor contact him or her directly.

While the University's staff is unable to perform procedures related to the collection of evidence for the purposes of pursuing criminal prosecution, they can provide assistance and support when a student requests or requires transportation to the hospital. Major hospitals in close proximity to the University have trained sexual assault teams available 24 hours a day, seven days a week. Emergency Room staff

may ask if the employee or student wishes to speak to the police or other law enforcement personnel; this decision is up to the employee or student.

The University is staffed by trained professionals who can provide specialized support and assistance to employees and students who have been assaulted. These services are available at any time, whether it is days, months, or years after the incident. Confidentiality is offered by two University departments. Through the office of Counseling and Disability Services, current students may seek counseling and/or information and referral to off-campus resources; current employees may seek a counseling consultation and/or information and referral to off-campus resources. Counseling and Disability Services can be reached at (713) 525-2169 or (713) 525-6953. After regular business hours, call (713) 525-3888.

Within Campus Ministry, priests, deacons, and religious sisters and brothers are able to provide pastoral counseling support. These individuals will honor an employee's or student's request for confidentiality unless there is an imminent danger to the employee, student or to others. However, an employee's or student's disclosure during the sacrament of confession will not be revealed by the priest for any reason, which is a sacred obligation protected by law. Campus Ministry can be reached at (713) 525-3589 or at [campusministry@stthom.edu](mailto:campusministry@stthom.edu).

In addition to utilizing the confidential services of Campus Ministry and Counseling and Disability Services, employees or students may directly contact the Title IX Coordinator, the Provost and Vice President, Academic Affairs, or the Vice President, Student Affairs.

### **Bystander Intervention**

One of the most effective methods of preventing sexual assault is through bystander intervention. Some people might be concerned that they are being encouraged to place themselves in jeopardy to stop crimes in progress. This is not the case. There may be observable signs that occur prior to sexual misconduct that would lead a witness to suspect an employee or student could be in an unsafe situation. Bystander intervention encourages people to watch for those behaviors and situations that appear to be inappropriate, coercive and/or harassing.

### **Ways to Intervene**

There are steps one can take if he/she observes or suspects an employee or student is in an unsafe situation. Having the courage to intervene may prevent an assault from occurring. Possible steps for a bystander to take are listed below to include:

- Making up an excuse to get the person out of a potentially dangerous situation;
- Letting an individual know that his/her actions may lead to serious consequences;
- Remaining with a person who may be in trouble, despite another individual's efforts to isolate or entice that person;
- Employing a group dynamic to alert an individual that his/her behavior is inappropriate;
- Taking steps to curb someone's use of alcohol before problems occur;
- Calling the authorities when the situation warrants.

### **Title IX Coordinator**

The designated Title IX Coordinator for the University is the Associate Vice President for Human Resources, located in the Human Resources Office at 3818 Graustark, Houston, TX 77006. The Title IX Coordinator can be reached at (713) 525-3813 or [titleixcoord@stthom.edu](mailto:titleixcoord@stthom.edu).

## **SECTION 18: EMERGENCY AND MEDIA NOTIFICATIONS**

The safety and well-being of all students, faculty and staff is important to the University. The University of St. Thomas has taken steps to implement an Emergency Notification System (ENS) to communicate important alerts and emergency response information to students, faculty and staff. The system is for emergency use only. Test messages are sent out at the beginning of the spring and fall semesters. Students should watch the University's web site, myStThom, the Star View newsletter, and the student mailing list for announcements for these test dates.

The ENS system enables campus leaders to immediately send messages to our entire community via four different modes of communication:

- Voice messages to home, work, cell phones and one alternate phone number
- Text messages to cell phones, PDAs and other text-based devices
- Written messages to the UST e-mail accounts and one alternate email account
- Messages to TTY/TDD receiving devices for the hearing impaired
- Messages to UST social media sites

Students are responsible for updating their emergency contact information in myStThom. Instructions to update ENS information can be found at [www.stthom.edu/ens](http://www.stthom.edu/ens).

In the case of an emergency, ENS notifications will be regularly posted on the University's web site [www.stthom.edu](http://www.stthom.edu) and UST social media sites: [twitter.com/stthomashouston](https://twitter.com/stthomashouston) and [stthom.edu/facebook](https://www.facebook.com/stthom.edu).

If the school is closed, updates will also be recorded on the University's main phone number 713-522-7911.

Information regarding school closings will be reported to KTRH, KUHF, Channel 2, 11, 13, 26 and 45 as well as the Houston Chronicle.

Questions regarding problems with the ENS system can be sent to [ens@stthom.edu](mailto:ens@stthom.edu).

## **SECTION 19: 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 to 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 20: SPEAKER POLICY**

The University of St. Thomas is committed to the Catholic intellectual tradition and the dialogue between faith and reason. By instructing students in analytical and logical thinking, we assist in the preparation of UST graduates for important roles in civic leadership and in their quest for truth. Our community is guided by the Basilian values of goodness, discipline, and knowledge. We are also committed to the vision and norms for education as set out in *Ex corde ecclesiae*,<sup>2</sup> and we seek to act in accord with the statement of the United States Conference of Catholic Bishops concerning Catholics in political life.<sup>3</sup> To serve these objectives, members of the University community must be free to engage the full range of views on a variety of subjects and must also strive to maintain clarity about the identity of the University. Speakers may be invited to campus and events produced on campus that promote the University's values, as well as to events that involve the expression of ideas or opinions that are contrary to Catholic doctrines and teachings. From time to time speakers or events can be problematic because they compromise our Catholic identity or offend our core values.<sup>4</sup> In such cases the following considerations, modifications, or reasons for prohibition will apply.

### **Policy/Procedure**

#### **1. Requests**

- a. Faculty interested in inviting guest speakers to campus or hosting events on campus shall seek the timely advice of colleagues, appropriate department chairs, and appropriate deans, before arrang-



ing for speakers or events where it may be anticipated that the speech or event will offend the University's identity, values or mission. If the prospective invitation is questioned by a member of the UST community, the Vice President for Academic Affairs shall make the initial determination as to the propriety of the invitation after considering the matters outlined in sections 2 and 3.

- b. Requests by Students or Student Groups. A student or student group intending to invite a guest speaker to campus or to host an event for the public on campus must follow policies and procedures adopted by the Vice President for Student Affairs regarding guest speakers and events including obtaining advance approval from the Vice President for Student Affairs, or designee, so that the modifications will be considered before any invitation is extended.
- c. Requests by Staff. Members of the UST staff who wish to invite a guest speaker to campus or to host an event for the public on campus must follow policies and procedures adopted by the appropriate executive regarding guest speakers and events including obtaining advance approval from the executive or designee, so that the modifications will be considered before any invitation is extended.

## **2. Review By Faculty and Administrators**

- a. In reviewing any request for a guest speaker or event, where the speaker, event, or speech may compromise the Catholic identity and mission, the faculty, department, staff, Vice President for Academic Affairs, Vice President for Student Affairs, or designee, shall seek, where possible, modifications to the speech or event which, short of prohibiting it, would address the concerns and give consideration to:
  - i. The educational content and value of the proposed speech or event;
  - ii. The degree of faculty involvement in planning the speech or event;
  - iii. The academic or educational context for the speech or event; and
  - iv. The amount of co-sponsorship by faculty and campus organizations.

## **3. Modifications**

- a. The concern about compromising our Catholic identity and mission may be addressed by applying the following modifications:
  - i. Issuing disclaimers;
  - ii. Requiring that a question and answer period immediately follow the speech or event;
  - iii. Creating counter programming at a different time;
  - iv. Balancing the speech or event with opposing views;
  - v. Changing the date or venue of the speech or event, or otherwise providing appropriate context for those attending;
  - vi. Other appropriate options.

## **4. Prohibition of Speech or Event**

- a. Prohibition of Speech or Event. If the application of modifications from 3a is not possible or is inappropriate, an invitation may be withdrawn, or permission to invite a guest speaker or to host an event may be denied altogether if:
  - i. By advocating positions or activity contrary to Catholic teachings, the speaker, speech or event is likely to compromise or offend the University's core values or mission as a Catholic liberal arts institution, and the person or group seeking permission refuses to accept modification;
  - ii. There is a substantial risk that the speaker, speech or event would conflict with University policies concerning the creation of a hostile learning environment; iii. The speech or event poses a substantial risk to the physical safety of members of the community;

- iv. There is a substantial risk that the speech or event would disrupt University classes or obstruct access to campus facilities;
- v. The speech or event would violate the civil or penal laws of the City of Houston, State of Texas, or the United States.

*Notice: A decision by an administrator to deny or condition permission for a guest speaker or event must be provided in writing to the interested University party.*

## **5. Appeal**

The administrator should strive to give the persons and groups supporting or opposing the speech or event, an opportunity to be heard. A party may appeal the administrative decision to the President. The President shall have final authority to grant, deny, or condition usage of University property for any guest speaker or event. When the President exercises his authority to permit, condition, or deny permission for a guest speaker or event that has been questioned, the President will state his reasons in writing to the appropriate members of the University community.

## **6. Academic freedom.**

This policy supplements the policy on academic freedom.

## **7. Annotations**

***Example of Disclaimer:** An invitation to a guest speaker or the production of an event does not express or imply approval, endorsement, or sponsorship of the views expressed by the speaker or any aspect of the event by the University of St. Thomas or any of its community.*

# **SECTION 21: POLITICAL SPEAKERS POLICY**

It is the policy of the 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 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, preferably in advance of any presumably inappropriate activities. The Vice President for Student Affairs 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 (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 22: ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES**

This policy constitutes a University-wide policy for the acceptable use of the University of St. Thomas technology resources. This policy reflects the ethical principles of the University community and indicates in general, what privileges and responsibilities are characteristic of the University technology environment. This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

### **Policy/Procedures**

All technology resources are intended to further the mission of the University and must be used in an ethical and responsible manner. Users are responsible for the care and security of all technological resources provided by the University.

#### **1. Institutional Purposes**

Authorized users may use the University technology resources to share information and knowledge in support of the University's mission of education, research and public service, to conduct the University's business and other University-sanctioned activities.

The University acknowledges that incidental and occasional personal use of University technology resources may occur. Such activity must not interfere with University operations, nor compromise the functioning of the University's technology resources, or interfere with the user's employment or other obligations to the University. Any such incidental and occasional use of University technology resources for personal purposes is subject to the provisions of this policy.

The University's technology resources are not to be used for personal financial gain or commercial use that is not directly related to University business. In addition, candidate or party fund-raising, and use by outside organizations not authorized to use University technology resources are prohibited. Authorization for other external uses of University technology resources requires written approval of the Vice President for Information Technology or designee. The University is not responsible for any loss or damage incurred by an individual as a result of personal use of University computing resources.

Users are responsible for using University technology resources in strict accordance with University policies and local, state, and federal laws. These laws cover such areas as illegal access to computer systems, networks, files, copyright, and harassment issues.

#### **2. Security**

The user is responsible for correct and sufficient use of the tools available for maintaining the securi-

ty, privacy and integrity of data. University personnel should exercise diligence in the physical security of all technological resources assigned to them.

### **3. Confidentiality and Privacy**

The University reserves the right to access any University owned or administered technological resources and information contained within these resources. The University regards information stored on computers as confidential. Requests for disclosure of information will be honored under any of the following conditions:

- a. authorization by the owner(s) of the information
- b. approval by the President
- c. requirement by local, state or federal law
- d. requirement by a valid subpoena or court order

### **4. Violations**

Violation of this policy will subject users to existing University disciplinary procedures and may result in loss of technology privileges. Illegal acts involving University technology resources may also subject violators to prosecution by local, state, and/or federal authorities.

## **Section 23: 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 and organizations must register in the Office of Student Activities. All-student and undergraduate clubs are encouraged to be members of the Council of Clubs, and graduate clubs are encouraged to be members of the Graduate Club System. All clubs and organizations must have a faculty or staff advisor. The Assistant Director of Student Activities can assist students with starting a new campus club or organization. In order to be considered, new clubs or organizations will need to write a constitution, select a faculty or staff advisor, and provide contact information for those students responsible for initiating the club. The Vice President for Student Affairs holds the ultimate responsibility and authority for final approval of any University recognized student club or organization.

Registered clubs will have the following benefits, subject to the approval of the Assistant Director of Student Activities:

- Use of University facilities for meetings and for promotion of membership
- Authorization to conduct on-campus fundraising
- The ability to request student activity fee monies from the appropriate SOC
- Listed in the University Catalog
- A separate e-mail account for member communications

In order to maintain active status, clubs and organizations are required to update their information with the Office of Student Activities at the start of the fall semester. Additional policies and procedures governing approved student clubs and organizations may be found in the Code of Student Conduct. Additional information, policies, and procedures are available in the Office of Student Activities.

All clubs and organizations are required to have representatives attend a Risk Management Training session. Details are available in the Office of Student Activities.

## SECTION 24: STUDENT TRAVEL PROCEDURES

Due to recent State of Texas legislation, the University of St. Thomas has developed the following policies and procedures for UST students traveling to a university sponsored or university supported activity. These procedures are designed to minimize the liability and risk associated with student travel. These procedures apply regardless of funding for the event (i.e. even if student activity fee money is not used for the event, these procedures remain in effect).

### Definition

Organized student travel refers to students carpooling and traveling beyond 60 miles for a university event. It also refers to students traveling by plane or bus to out-of-town events (including but not limited to sport clubs or intramurals). This policy includes students traveling to a conference or to another professional development opportunity.

### Policy/Procedure

#### 1. Use of university vehicles

If a university van is being used to provide the means of transportation, this policy is effective. There are specific van procedures that can be obtained from the Security Office (Moran Center parking garage), including having a university approved driver.

#### 2. Student drivers

If students drive their own vehicles for the organized student travel, they must have a valid Texas or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas. Vehicles must also have a current state inspection and registration. Copies of both will need to be submitted.

#### 3. Student travel outside of the country

Should the organized student travel take students out of the country, the same rules will apply (including that students must have appropriate licenses, certificates and insurance as required by the country where the student is traveling). Additional paperwork will also be required.

#### 4. Travel forms

The appropriate forms can be obtained from the Director of Student Activities and will need to be completed prior to travel.

#### 5. Process for organizing a trip

Each student trip will need to identify a "trip coordinator" who will be the primary contact for the organization. This person may be a student or faculty/staff advisor. The trip coordinator is responsible for completing all paperwork at least 14 days prior to the planned trip. **A mandatory pre-trip meeting will be required prior to your first trip. This meeting will be attended by a member of the Campus Life team, the "trip coordinator" and/or the Advisor/Coach.** The meeting will coordinate the paperwork and review the policy for each student making the trip.

Organized Student Travel Paperwork includes:

- Club/Organization Travel Authorization Form (includes trip itinerary)
- All signed travel waivers

- All necessary insurance information from any one who may be driving during the trip
- Copies of any drivers' registration and a notation of any vehicle's inspection expiration date
- Complete emergency contact information on every student traveling Confirmation that all students traveling have an updated medical insurance card with them on the trip
- Copies of the "UST Travel Policy Participant Responsibilities" form to be distributed at the mandatory pre-trip meeting
- Copies of the "Safety Guidelines for Drivers and Occupants" form to be distributed at the mandatory pre-trip meeting

Copies will be left with the Director of Student Activities. Originals will stay with trip coordinator during the trip.

## **SECTION 25: 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.
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 three weeks prior to the event. Forms are available in the offices of Facilities Reservations, Campus Security, and Student Activities. 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 (VPSA).
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 will be set for each event based on the duration of the event.

4. The sponsoring student 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). In addition, sponsoring student organizations may only purchase alcohol from an approved vendor list (available from Campus Security or Student Activities).
5. Alcohol products are limited to beer and wine (kegs only; cans, bottles, other containers are prohibited). 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 university administrator 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. Disciplinary action may include but is not limited to university sanctions and possible legal actions.
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 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 p.m., Monday – Friday, and not before 12:00 p.m., Saturday and Sunday. Last call for alcohol will be one hour prior to advertised ending time (e.g., 10:00 p.m. for an event ending at 11:00 p.m.).
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, and a "Temporary Wine and Beer Retailer's Permit" must be obtained from the TABC by the faculty or administrative sponsor at their sole expense and effort.
13. TABC-certified servers may **only** be contracted through the Director of Student Activities. 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 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, or the VPSA's designee.
18. For end-of-year academic department socials, the in-house alcohol permit needs to be completed and turned in a minimum of 2 weeks prior to the event. Specific guidelines are as follows: please note that in either case, no beer bottles may be purchased; only kegs are allowed. Wine bottles are allowed. Alcohol is only allowed inside and cannot be taken outside of the approved event location.
  - a. If the event is for fewer than 50 people and limited to faculty, staff, and graduate students only, no TABC server or HPD officers will be required. The purchase of alcohol will be at the discretion of the Department and a faculty member must be responsible for any alcohol leftover after the event. Students cannot be responsible for the remaining alcohol in any instance.
  - b. If the event is for over 50 people and undergraduate students are attending the event, TABC servers, HPD officers and the 3-drink limit policies will be enforced. In this instance, the in-house permit is due 3 weeks prior to the event.

Note: If there is a cover charge associated with attendance and/or any other monetary exchange that might be perceived as related to the dispensation of alcoholic beverages, a TABC permit, TABC certified servers, and HPD officers are required without exception. Alcoholic beverages are limited to beer and wine. Liquor is strictly prohibited. Dispensation of alcoholic beverages must end one hour prior to the end of the event.

*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.*

## SECTION 26: POSTING POLICY

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.

**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.

### 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 or his/her delegate 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 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 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 or his/her delegate.

4. Posters inside of Crooker Center
  - A. All signs should be approved by the Vice President for Student Affairs 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 Director of Student Activities **prior** to hanging.
  - B. Banners or tarps cannot 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.

### **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.

### **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.

### **Exemptions**

- A. Exemptions from the above policy will rarely be given, and then only by the Vice President for Student Affairs or his/her delegate.
- B. Building supervisors may alter posting regulations within their facilities as needed, but the Vice President for Student Affairs should be informed of any changes in writing

### **Locations for Posting 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 Young residence halls (must be approved by Director or Assistant Director of Residence Life).