Student Handbook & Planner

2012-2013

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.

Name: _____

E-mail: _____

Phone: _____

Campus Directory

Security (713) 525-3888

STUDENT SERVICES

Academic Advising	(713) 942-3494
Admissions	(713) 525-3500

Aramark Dining Service	(713) 525-3573
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) 525-3162
Dining Services	(713) 525-3873
Doherty Library	(713) 525-2190
Guinan Hall (Front Desk)	(713) 942-3431
Health Promotion & Wellness	(713) 525-3513
International Student Advisor	(713) 525-3503
Jerabeck Activity/Athletic Center	(713) 525-3510
Residence Life/Student Housing	(713) 525-3836
Scholarships and Financial Aid	(713) 942-3465
Student Activities Office	(713) 525-3576
Student Affairs Office	(713) 525-3570
Tutorial Services	(713) 525-3878

OTHER NUMBERS

Academic Affairs	(713) 525-2164
Alumni Relations	(713) 525-3115
Cashier	(713) 525-6992
Chapel of St. Basil	(713) 525-3861
Doherty Computer Lab	(713) 525-3877
Facilities Reservations	(713) 525-3574
General Office	(713) 525-6930
Human Resources	(713) 525-3142
Institutional Research	(713) 525-3150
Media Services	(713) 525-6966
President's Office	(713) 525-2160
Public Affairs	(713) 525-3103
Registrar	(713) 942-3465
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 Government Association

President	(713) 525-2193
Vice President	(713) 525-2194

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

August 2012

Dear UST Student:

Welcome to the 2012-2013 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, values, and goals. 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 to be successful at the University of St. Thomas. Among those offices are the Academic Advising Center, the Career Services and Testing Center, Tutorial Services, and the Counseling and Disability Services 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.

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."

On June 3, 1946, the founders purchased the T. P. Lee home on Montrose Boulevard (top) for $120,000 as a "temporary" location for the University.

The Rev. Vincent J. Guinan, C.S.B. (middle), was the first University president.

Offices, classes, a chapel, the library (bottom), a gym and the cafeteria were all housed in the mansion.

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 more than 17 Basilian priests continue to actively serve the UST community in many capacities, and the Basilian vision lives on.

The Rev. Robert Lamb, C.S.B. celebrates Mass in the first chapel, on the second floor of Link-Lee Mansion (top) in 1954.

The Basilian Fathers have taught classes since UST opened. The Rev. E. L. Rush, C.S.B. (middle) taught modern languages.

Carl Bradley ('52), Betty Koenig Fischer ('52) and the Rev. L. J. Vesek, C.S.B. (bottom) welcome guests to the first Visitors' Day.

Educating Leaders

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 1949 Coat of Arms (seal)
of the University of St. Thomas

Students elected the first Student Council officers on October 22, 1947. Constitutionally, the president was a male senior and the vice president was a female senior.

Dorothy Graves, physical education instructor, gives the founders tips on serving the volleyball.

UST's Mardi Gras extravaganza attracted thousands of visitors; celebrities such as Pat O'Brien and Bob Hope were kings.

The University Today

August 2012

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 the Black Student Union's Annual Crawfish Boil, St. Augustine's Birthday and the Charlie 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; the Catholic Studies Department live Stations of the Cross; and the Irish Studies Society St. Patrick's Day Mass follow a regular rhythm of Church celebrations.

As Dr. Robert R. Ivany begins his ninth 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 Center parking garage 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. Men's Basketball begins its' fourth 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.

Portions of this commemorative section are excerpts from the book,

University of St. Thomas: Celebrating Fifty Years 1947-1997.

Of the members of the Class of 1951:

Ten achieved advanced degrees; most became parents; some became homemakers, teachers, or business men and women; two became lawyers; one became a judge; one became a medical doctor; and one became a Basilian priest.

Student Services

Admissions **(713) 525-3500**

Monaghan House

The Admissions Office recruits new students for UST. If you want to help Admissions,

you can join Presidential Ambassadors and give tours to prospective students, host overnight guests or help with events.

Hours: Mon - Thurs: 8:30 a.m. - 5:30 p.m. Friday: 8:30 a.m. - 5 p.m.

Registrar **(713) 942-3465**

Herzstein Enrollment Services Center

Visit the Registrar's Office if you need to add or drop a class, file for graduation, request a transcript, change majors or add a minor.

Hours: Mon - Thurs 8:30 a.m. - 5:30 p.m.; Friday 8:30 a.m. - 5 p.m.

Office of Scholarships & Financial Aid **(713) 942-3465**

Herzstein Enrollment Services Center

Visit the Office of Scholarships and Financial Aid for more information about scholarships, how to apply for the FAFSA, or answers to any financial aid questions.

Hours: Mon - Thurs 8:30 a.m. - 5:30 p.m.; Friday 8:30 a.m. - 5 p.m.

Business Office **(713) 525-2130**

Herzstein Enrollment Services Center

Visit the Business Office to pay your tuition, set up a payment plan, pick up a refund check or book voucher, and pay for parking.

Hours: Mon - Thurs 8:30 a.m. - 5:30 p.m.; Friday 8:30 a.m. - 5 p.m.

Academic Advising **(713) 942-3494**

Crooker Center, Second Floor

The Academic Advising Center offers support for students and enhances their educational experience by teaching a broad understanding of the UST core curriculum along with degree options and requirements.

Bookstore **(713) 525-3806**

Moran Center Parking Garage

Visit the UST Bookstore to buy books for class, school supplies, snacks, UST backpacks, T-shirts and more.

Hours: Mon-Thur 9 a.m. - 6 p.m.;

Fri 9 a.m. - 3 p.m.; Sat 9 a.m. - 1 p.m.

Aramark Dining Service **(713) 525-3573**

Crooker Center

Aramark Dining Services offers restaurant-style dining in the Crooker Center Cafeteria, Quizno's sandwich shop and a convenience store in the Moran Center Lounge. Aramark pro-

vides traditional American cuisine, international fare, Starbucks® and healthy eating, including low-fat, low-carb, and vegetarian meal options.

Monday through Friday:
Breakfast 7:30 a.m. - 9 a.m.; Lunch 11 a.m. - 2 p.m.; Dinner 4:30 p.m. - 7 p.m.
Saturday: 11 a.m. - 3 p.m.
Sunday: Brunch 11 a.m. - 1 p.m.;
Dinner 4:30 p.m. - 7 p.m.

The Lounge
Please check for hours of operation

Doherty Library **(713) 525-2180**

For any of your academic needs and a quiet place to study, visit the award-winning Doherty Library.

Fall and Spring Semester Hours:
Mon-Thurs: 7:45 a.m. - Midnight
Friday: 7:45 a.m. - 9:00 p.m.
Saturday: 10:00 a.m. - 9:00 p.m.
Sunday: 1:00 p.m. - Midnight

Tutorial Services **(713) 525-3878**

Crooker Center, Second Floor

In this office, students receive personalized instruction in writing from trained student tutors and staff professionals. Help is also offered in most other subjects. Please visit the UST website for a list of subjects and tutor schedules.

Student Affairs

OFFICE OF STUDENT AFFAIRS **(713) 525-3570**
Crooker Center - Second Floor

The Office of Student Affairs provides services and programs designed to enhance students' intellectual, spiritual, physical, social, psychological, career and leadership development. The office includes the Vice President for Student Affairs, the Associate Vice President for Student Success, the Assistant Vice President for Campus Life, the Student Affairs Coordinator and the Food Services Office Manager. Visit the Office of Student Affairs to obtain a University Photo Identification Card.

Office Hours: Monday - Thursday 8:30 a.m. - 5:30 p.m.
Friday 8:30 a.m. - 5 p.m.

Back Row:

Matt Prasifka, Assistant Vice President of Campus Life prasifm@stthom.edu
Tammy Earthly, Food Services Office Manager earthly-tammy@aramark.com
Dr. Ricardo Montelongo, Director for Student Success montelr@stthom.edu

Front Row:

Patricia Amaya, Student Affairs Administrative Assistant amayap@stthom.edu
Patricia McKinley, Vice President for Student Affairs mckinley@stthom.edu
Gwen James, Student Affairs Coordinator jamesg@stthom.edu

CAREER SERVICES AND TESTING (713) 525-3160

Crooker Center - Second Floor

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 prepare and edit resumes, 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.

The Testing Center works on an appointment basis to provide a site for students that need to make up missed classroom exams and for students that have been granted special accommodations for testing.

Hours: *Monday 8:30 a.m. - 5 p.m.*
Tuesday and Wednesday 8:30 a.m. - 6 p.m.
Thursday 8:30 a.m. - 5 p.m.
Friday 8:30 a.m. - 12:30 p.m.

Lisa Foxworth, Coordinator Career Services & Testing, Shelley Richard, Assistant Director of Career Counseling and Lindsey McPherson, Director of Career Services & Testing and Dean of Students (TBA Employer Relations Coordinator)

career.services@stthom.edu

www.CeltCareers.com

Student Affairs

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

Guinan Hall-First Floor

The Office of Residence Life readily assists university residential students in maintaining a safe and secure living environment conducive to their academic success here at UST. With a curriculum concentration in spiritual growth, academic growth, mental/physical health awareness, and cultural awareness, the staff seeks to encourage residents to truly live as leaders of faith and character within the residential community. The Residence Life staff consists of the Director of Residence Life, the Assistant Director of Residence Life, Para-professional Area Coordinators, Resident Assistants, and Sophomore Advisors who all seek to encourage residents to live autonomously, respectfully, and understand the true essence of community living.

All Residence Life staff members are intensely trained in program planning, conflict resolution, roommate mediation, community development, first aid and CPR. At least one staff member is on call each night and 24 hours on the weekends for emergency purposes. Whether it is a crisis situation or a minor maintenance concern, the Residence Life staff is prepared to assist all residents in the community. Welcome Home!

While residence life secures an environment conducive to academic success, it also delivers a community unlike any other. It's about making friendships, growing personally, academically, and spiritually all while still living in a supportive, productive environment. Every month there is at least one area-wide event where all the residents are invited to participate. Additionally each individual hall community has their own community events each month. Plus, every week on Wednesday, we celebrate "Resident Appreciation Day" and host "Wonderful Wednesday", a time to relax, socialize and eat some late night snacks. There is always something happening in the residence halls.

Office Hours:
Monday-Friday
9 a.m. - 5 p.m.

Yolanda Norman M.S., M.Ed.
Director of Residence Life and
Conference Housing
residencelife@stthom.edu

Marquis Gatewood, M.P.A.
Assistant Director of Residence Life
residencelife@stthom.edu

COUNSELING AND DISABILITY SERVICES (713) 525-6953

Crooker Center - Second Floor

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.

Office Hours:
Monday - Thursday 9 a.m. - 5 p.m.
Friday 9 a.m. - 12 p.m.

Dr. Rose Signorello
Executive Director,
Counseling and Disability Services
signorr@stthom.edu

Jennifer Shannon
Coordinator
Counseling and Disability Services

Debby Jones, M.Ed., LPC
Assistant Director,
Counseling and Disability Services
jonesdm@stthom.edu

HEALTH PROMOTION & WELLNESS (713) 525-3513

Jerabeck Activity and Athletic Center

Health Promotion and Wellness 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.

Office Hours:
Monday - Thursday 8:30 a.m. - 5:30 p.m.
Friday 8:30 a.m. – 5 p.m.

Debra Moyer
moyerd@stthom.edu
Coordinator of Health Promotion and Wellness

Student Affairs

OFFICE OF STUDENT ACTIVITIES (713) 525-3576

Crooker Center - First Floor

The Office of Student Activities 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.

Crooker Center Hours:
Monday – Thursday: 8:00 a.m. - midnight
Friday – Saturday: 8:00 a.m. - 8:00 p.m.
Sunday: 10:00 a.m. - midnight

Angie Montelongo
Director of Student Activities
montela@stthom.edu
Office Hours:
Monday - Thursday 8:30 a.m. - 5:30 p.m.
Friday 8:30 a.m. - 5 p.m.

CAMPUS MINISTRY **(713) 525-3589** **campusministry@stthom.edu**
4110 Mt. Vernon @ Colquitt (713) 525-3943 (fax)

The Office of Campus Ministry organizes worship and spiritual activities in the Catholic tradition. Students are encouraged to get involved in campus liturgical programs, retreats, Bible studies, and volunteer experiences to integrate more fully their spiritual and academic development. All members of the University community are invited to participate in the services of Campus Ministry.

Mass Times

Monday – Thursday: 7:30 a.m., 12:30 pm, 5:00 pm
Thursday: 12:30 p.m. Mass in Spanish
Friday: 7:30 a.m., (8:30 a.m. Latin) 12:30 pm, 5:00 pm
Saturday Vigil Mass: 5:00 p.m.
Sunday: 10:30 a.m. and 7:30 p.m. (Student Mass)
Confessions: Monday – Saturday: 12:00 Noon
Eucharistic Adoration: Wednesday 8:00 a.m. – 9:00 p.m.
Office Hours: Monday – Friday: 9:00 a.m. – 5:00 p.m.

The Rev. Michael Buentello, C.S.B.
Chaplain
buentem@stthom.edu
713-525-6981

Sister Mary Roberta Connors, F.S.E.
Pastoral Care Coordinator
connormr@stthom.edu
713-525-3588

Arlene Leggio
Campus Ministry Coordinator
713-525-6948

ATHLETICS

Jerabeck Activity and Athletic Center

The Celts' varsity athletic program is a member of the National Association of Intercollegiate Athletics (NAIA) and the Red River Conference. Currently we have 6 sports: Women's Volleyball, Men's Soccer and Men's & Women's Basketball and Men's & 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. We value your support and hope to see you at our games and matches!

TBD
Women's Volleyball Coach
hermantd@stthom.edu
Office: (713) 831-7220

Todd Smith
Athletic Director &
Men's Basketball Coach
tsmith1@stthom.edu
Office: (713) 831-7214

Aaron Champenoy
Men's Soccer Coach
champea@stthom.edu
Office: (713) 831-7212

Michael Ricks
Women's Basketball Coach
ricksm@stthom.edu
Office: (713) 525-3537

Matthew Luther
Men's and Women's
Golf Coach
lutherm@stthom.edu
Office: (713) 831-7216

RECREATIONAL SPORTS (713) 525-3510

Jerabeck Activity and Athletic Center

Jerabeck is the focal point of UST's sports, recreation and physical fitness activities. Throughout the year, group exercise classes such as cardio body sculpt, zumba and yoga are offered free for 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 for special events. Recreational Sports also operates the Hackett Athletic Complex which consists of two lighted playing fields and batting cages.

Office Hours: Monday - Thursday 8:30 a.m. - 5:30 p.m.

Friday 8:30 a.m. - 5:00 p.m.

Jerabeck Hours:
Sunday 9:00 a.m. – 11:00 p.m.
Monday - Thursday 7:30 a.m. – 11:00 p.m.

Friday 7:30 a.m. – 7:00 p.m.
Saturday 8 a.m. – 7:00 p.m.

Jessica Domann
Director of Recreational Sports
domannj@stthom.edu

www.stthom.edu/recsports

Student Affairs

SECURITY **(713) 525-3888**

Moran Center

Office Hours:
Monday-Friday
8:30am-5:30pm
Officers Available 24 hours a day

The UST Security Department would like to welcome you to the University of St. Thomas. Our office is located on the first floor of the Moran Center Parking Garage. 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 Security, 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 Security. Our goal is to insure your safety during your time on campus at the University of St. Thomas.

Chief Daryl Bissett
Director of Security
bissetd@stthom.edu

Sgt. Martin Dear
Evening & Night Shift Supervisor
dearm@stthom.edu

Adriana Cena
Administrative Assistant
garzaai@stthom.edu
(713) 525-3888

Student Organizations

Student Government Association

The Student Government Association is comprised of undergraduate and graduate representatives of the student body, including four student senators elected from each class, plus the executive board.

The SGA 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.

Jose Bolivar
SGA President
sgapresident@stthom.edu
Office: (713) 525-2193

Jenny Ayala
SGA Vice President
sgavicepresident@stthom.edu
Office: (713) 525-2194

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.

Brian Bui
SAB President
sab_president@stthom.edu
Office: (713) 525-2197

Huy Pham
SAB Vice President
sab_vp@stthom.edu
Office: (713) 525-2197

Council of Clubs

Marium Nisa
COC Chair
coc@stthom.edu
(713)525-2179

Anthony Pham
COC Vice-Chair
coc-vicechair@stthom.edu
(713)525-2179

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 within the Office of Student Activities on the first floor of Crooker Center.

Current Council of Clubs members

Accounting Society

Al'Nadi Cultural Society

American Chemical Society (ACS)

ALPFA

Beta Beta Beta Biological Honor Society

(Tri-Beta)

Bilingual Education Student Organization

(BESO)

Bioinformatics Club

Black Student Union (BSU)

Brazilian Student Association

Chi Rho (theology club)

Celts for Life

Club nah'Eireann (Irish Club)

College Democrats

ECOS (Environmentally Concerned Organization of Students)

Filipino Student Association (FSA)

French Club

History Society

HOSA
Interfaith Club
International Student Association
International Studies Society (ISS)
Islamic Cultural Association
Lebanese Student Association
Model United Nations Club
MUST (Math Club)
Physics Club
Pi Sigma Alpha
Pre-Health Professions Society (PHPS)
Psi Chi (psychology club)
Russian Studies Club
Sigma Tau Delta English Honor Society
Spanish Club
SWAT
Swing Dance Club
Texas Club
Unleaded (commuter organization)
UST Student Veterans
Vietnamese Student Association (VSA)

Student Organizations

Sport Clubs

The Sport Clubs Association President is the main spokesperson for the Sport Clubs Association. Duties are to have knowledge of and to assist in promotion of events, to schedule and preside over meetings, and to maintain close contact with the advisor to the SCA. The SCA office is located on the first floor of Crooker Center.

Grace Cheung
Sport Clubs President
ustsportclubs@gmail.com
Office: (713) 525-3874

Ashley Worhol
Sport Clubs Vice-President
ustsportclubs@gmail.com

2012-2013 Sport Clubs

Baseball Club
baseball@stthom.edu

Cheerleading Club
Captain Scarlett Ellingson

Fencing Club
Captain Andrew Hite
fencing@stthom.edu

Martial Arts Club
Captain Aamir Mazhar
martialarts@stthom.edu

Rugby Club
Captain Felix Gaulke

Running Club
Captain Raul Medina

Soccer Club
Captain Mariel Machuca

Surfing Club
Captain John Donovan

Table Tennis Club
Captain Brian Bui

Tennis Club
Captain Huy Pham

Ultimate Frisbee Club
Captain Greg Heerengsberger

To contact specific clubs, you can email ustsportclubs@gmail.com if an individual club email is not listed above. If you're interested in starting a club that is not listed above please email ustsportclubs@gmail.com with your name, phone number and the sport you are interested in.

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.

Office: (713) 525-3579

The Laurels

Laurels is the literary magazine of the UST English Department. Student-funded and student-run, Laurels provides opportunities for student writers, illustrators, and photog-

raphers to publish their works. Each semester, Laurels publishes poems, plays, short fiction, and imaginative essays. E-mail questions to laurels.mag@gmail.com.

Editors TBA

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

Graduate Student Association

The Graduate Student Association (GSA) is designed to enrich the experience of all UST students. 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.

gsa@stthom.edu

Dave Dominguez	**Clint Mendonca**
GSA President	GSA Vice President

Policies & Procedures

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

Section	Policy/ Procedure Title
1.	Code of Student Conduct
2.	Residence Life Policy and Procedures
3.	Academic Standards
4.	Family Educational Rights & Privacy Act (FERPA)
5.	Solomon Amendment
6.	Co-Curricular Attendance Policy
7.	Policy on Professional Ethics Governing Faculty/Student Consensual Romantic or Consensual Relationships
8.	Student Complaints
9.	Counseling and Disability Services
10.	Suicidal Behavior
11.	Student Health Services, Immunizations and Health Insurance
12.	Policy to Promote a Drug & Alcohol Abuse Free Workplace & Campus
13.	Smoking Policy
14.	Disclosure of Campus Security, Campus Crime Statistics & Related Policies
15.	Student Parking Regulations
16.	Warrant and Arrest Policy
17.	Sexual Harassment
18.	Sexual Assault
19.	Emergency and Media Notifications
20.	Demonstration Policy
21.	Speaker Policy
22.	Political Speakers
23.	Acceptable Use Policy for Technology Resources
24.	Student Clubs and Organizations
25.	Risk Management Policy
26.	Student Travel Procedures
27.	Alcohol Policy
28.	Posting Policy

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 Planner*. However, the University reserves the right to make changes considered expedient for its general well-being or that of any of its constituencies. Furthermore, the provisions of

the *Student Planner* do not constitute an irrevocable contract between any student and the University, and all provisions of the *Student Planner* remain subject to revision at any time for any reason and without prior notice.

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

SECTION 1: CODE OF STUDENT CONDUCT

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

Definitions

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

b. the terms ''institution'' and ''University'' mean the University and all of its undergraduate, graduate and professional schools, divisions, and programs;

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

d. the term ''reckless'' means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University sponsored activities;

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

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

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

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

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

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 or a law of the Federal or State Government, when such action would be considered necessary to serve the best interests of the student defendant and/or the University of St. Thomas. Such "best interests" include the student defendant's physical or emotional safety and well being, or the safety of students, faculty, community members, staff, administrators, or University property. 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;

   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. **Prohibited Conduct**

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

   a. Intentionally or recklessly causing physical harm to any person on University

property or at University activities on or off campus, or intentionally or recklessly causing reasonable apprehension of such harm including without limitation: actions dangerous to the physical or mental well-being of others and/or actions, either physical or verbal, that are harmful to others, such as hazing or bullying.

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

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

d. Intentionally or recklessly interfering with normal University business or University sponsored activities, including but not limited to, studying, teaching, research, University administration, judicial procedures or fire, police or emergency services. This may include off campus behavior deemed to be detrimental to University business or University sponsored activities.

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

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

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

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

i. Violation of University policies on possession, use, or distribution of alcohol. Minors are strictly prohibited from possessing, using, or distributing alcoholic beverages on all University premises. Individuals of legal age are prohibited from providing alcohol to minors and must adhere to the items outlined in the *Alcohol Policy*.

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

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

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

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

n. Failing to comply with the reasonable directions of University officials, including

campus security officers, acting in performance of their duties.

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

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.

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, that individual will summon the student:

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

Students who are subject to suspension or expulsion will be entitled to a hearing before the Disciplinary Hearing Board, as set forth in part 12.

Students referred for a hearing by the Vice President or a designee may elect to have their cases resolved in accordance with part 10 e of this *Code of Student Conduct*. Such an election must be in writing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the University.

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 guilty or innocent
    - the sanction (s) imposed
    - the right to appeal through a hearing,
    - the recording of the penalty on his/her permanent record if it is from part 8 g or h.

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

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

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

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

- A copy of the complaint.
- An advisory to the student defendant of their rights of due process, which include:
  - the right to a private hearing
  - the right to appear in person at the hearing

    - the right to summon witnesses, to examine documents used in evidence, to offer evidence, to question witnesses, and to present a defense to cross-examine
    - the right to appeal under part 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.

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 able 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 to take appropriate action designed to prevent or end violations of this *Code of Student Conduct* by the group or organization. Failure to make reasonable efforts to comply with the Director's order shall be considered a violation of this *Code of Student Conduct* 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. 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/her self 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.

GUINAN RESIDENCE HALL FOR TRADITIONAL AGE STUDENTS

Guinan Hall, located at 1303 Sul Ross, is a residential facility for traditional age college students. Typically, Guinan Hall residents are assigned two to a room. Guinan Hall offers excellent programming to foster student academic, spiritual, and social development. Student run councils give residents the opportunity to develop leadership skills and to have a voice in their community. Resident assistants and sophomore advisors live in the Hall and are available to assist and direct students. Residence Life Policies and Procedures are designed to create a safe and nurturing environment. Residents are expected to follow these policies and adhere to the *Code of Student Conduct*.

YOUNG HALL FOR UPPER LEVEL STUDENTS

Young Hall, which is located at 4200 Mt. Vernon, is apartment style housing for students who are junior classification or above. The apartments have living and dining rooms and kitchen facilities shared by the apartment residents. In most cases, occupancy is two students per room. Young Hall is a part of the Residence Life Program; consequently, residents must abide by Residence Life Policies and Procedures, as well as the *Code of Student Conduct*. Resident Assistants live on-site at Young Hall.

For information about Guinan or Young Halls, contact the Office of Residence Life at 713.525.3836 or residencelife@stthom.edu.

RESIDENCE LIFE STAFF

Professional Staff

Yolanda Norman, M.S., M.Ed., Director of Residence Life and Conference Housing

Marquis Gatewood, MPA, Assistant Director of Residence Life

Area Coordinators (AC)

Michael Brannon	Vivian Cabrera	Joshua Hawkins

Resident Assistants (RA)

Amber Ali	Jennifer Ayala	Amanda Bohl
Adrienne Copeland	Karina Flores	Astrid Rojas
Jared Fontenot	John Kriescher	Victor Mulanovich
Elena Petre	Simberly Rodriguez	Seth Romo

Sophomore Advisors (SA)

Paul Gries	Joveline Ollero	Kevin Rose

SERVICES FOR RESIDENT STUDENTS

A. *Mail distribution*

1. Incoming mail should be addressed as follows:

Guinan Hall:	*Young Hall*:
Your Name	Your Name
1303 Sul Ross, Room # ____	4200 Mt. Vernon, Apt. # ____
Houston, TX 77006	Houston, TX 77006

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

B. *Housekeeping* – Housekeepers are contracted by the University to keep public areas clean in University housing. The housekeepers are required to report unsanitary living conditions to the Residence Life office.

C. *Repairs* – Residents should submit an online maintenance request to www.stthom.edu/fixit or report their repair requests to the Residence Life office at 713-525-3836, if deemed an emergency. After hours emergency requests should be reported to the RA on call at 713-208-0244. All repair requests must be processed through the Residence Life Staff.

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

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 roommate(s) or housemate(s) will be given the option of contracting a single room (when available) at the single room rate. Otherwise, the University may choose to sever its housing contract with the resident. The University may take such action for one or more of the following reasons:
   a. The resident is unwilling to maintain a clean, uncluttered living environment.
   b. The resident verbally abuses his/her roommate(s)/housemate(s) or is otherwise considered to be a possible threat to the physical and or emotional well-being of the roommate(s)/housemate(s).
   c. The resident creates a disruptive living environment.
   d. The resident consistently entertains guests without the consent of the roommate(s)/housemate(s).
   e. The resident uses or consumes his/her roommate's/housemate's personal pos-

sessions without permission.

f. The resident consistently demonstrates an inability to compromise.

g. The resident refuses to speak to his/her roommate(s)/housemate(s).

h. The resident smokes or drinks alcoholic beverages in violation of policy.

i. The resident's family is creating a disruptive living environment.

j. The resident has a history of roommate conflicts.

B. Decorations and Furniture

1. In an effort to preserve our housing facilities, the following items are 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 (Residence Hall)
- illegal drugs
- weapons (including facsimiles)
- mercury thermometers
- alcohol (Residence Hall)
- additional refrigerators
- dart boards
- paint ball guns
- unauthorized pets
- colored adhesives
- hot pot
- open-flame devices
- toaster (Residence Hall)
- candles
- torchiere halogen lamps
- 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, 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 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.
5. *Roofs* - Residents may not, at anytime, for any reason, be on any housing facility roof.

I. Alcohol

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

2. The possession, consumption, or distribution of alcoholic beverages will not be permitted in Guinan Hall, regardless of age.
3. 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.
4. Common sources of alcoholic beverages (which include, but are not limited to, kegs, more than one case of canned/bottled/boxed beer or wine, grain alcohol, and bulk quantities of alcoholic punch) are not permitted in Guinan Hall. Open containers of alcohol are forbidden in all public areas.
5. The display of posters, banners, signs, etc. advertising alcohol is prohibited in University housing.
6. 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.
7. 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 we have the following alcohol policies.
8. **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.

   a. In this policy, "alcoholic beverages" is defined as beer and wine only.
   b. 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. 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.
   c. 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).
   d. No student of legal drinking age is allowed to purchase or in any way provide alcohol for an underage student.
   e. Alcoholic beverages may be possessed or consumed, but not sold or manufactured, in the privacy of eligible apartments by those residents and their invited guests who are of legal age.
   f. Bulk or common source alcohol containers (for example, kegs or party balls) are not allowed in the residence hall apartment complex.

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. The display of posters, banners, signs, etc. advertising drugs is prohibited in University housing.
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. *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 re-

spect 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 Saturday, 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 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 commu-

nity. 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 bus 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, houses, and/or room furnishings beyond the limits of reasonable wear and tear will be charged to the assigned resident(s). A room inventory will be provided for the resident's protection against improper damage charges. 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- = 2.700grade 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, includ-

ing 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 pro-

vide 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 Dishonesty

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.

Academic dishonesty includes but is not limited to:

a. Cheating on an examination or test; for example, by copying from another's paper or using unauthorized materials before or during the test.
b. Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source.
c. Knowing participation in the academic dishonesty of another student, even though one's own work is not directly affected.
d. Any conduct which reasonable persons in similar circumstances would recognize as dishonest in an academic setting.

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

Procedures for Cases of Academic Dishonesty

Faculty who consider that they have a valid case of academic dishonesty against a student must 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 no later than the date when course grades are due for the semester or other 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 but not the penalty.

Procedure without Appeal

1. The original signed report will be submitted for the record to the Registrar, who will keep it in a locked confidential file until the student graduates.
2. The case will be treated as a matter of deferred adjudication; if and when the student graduates, the record will be expunged.

Procedure with Appeal

1. A student whose appeal concerns an undergraduate course must write and forward a letter of appeal to the Registrar within three days of receiving notice of the charge. The Registrar will notify the chair of the Academic Committee.
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 and the faculty member 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 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 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 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, by the student and the student advisor, and by members of the committee.
   iv) The faculty member 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 with-draw 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 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.

Procedure in Second Offense Cases:

1. Initially, second offense cases will be treated according to the procedures outlined above.
2. When a second charge of academic dishonesty has been upheld against a student, the student shall be dismissed from the University without the possibility of readmission. The transcript will note "Dismissed for Academic Dishonesty, Not Eligible to Return," along with the date.

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 readmission. (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

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

A. You have the right to review and inspect all of your education records maintained by or at the University of St. Thomas within 45 days of the date the University receives a request in writing from you for access. Such a request should be submitted to the Registrar. **Education records** are those maintained by the University of St. Thomas, or a party acting for the institution, which are directly related to a student. Records containing your name, social security number or other personally identifiable information (personally identifiable means data or information which may include 1] your name; the names of your parents or other family members; 2] your address; 3] a personal identifier such as a social security number or your student ID number; or 4] a list of personal characteristics, or other information which would make your identity easily traceable) in whatever medium (handwriting, print, tapes, film, microfilm, microfiche, any form of electronic data storage), are covered by FERPA unless identified in one of the Act's excluded categories. Excluded categories include: sole possession records; records maintained by a law enforcement unit for law enforcement purposes; student employment records other than employment records for positions that are included in a student's financial aid package; medical, pastoral counseling, counseling center and mental health records; information gathered on individuals who are no longer in attendance (alumni surveys/achievements).

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

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

   One exception which permits disclosure without consent is disclosure to a school official at the University of St. Thomas who has a legitimate educational interest in a student's education record. A **school official** is a person employed by a postsecondary institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted (such

as an attorney, auditor or collection agent); a person serving on the Board of Directors or a student serving on an official committee or assisting another school official in performing his/her tasks.

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

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

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

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

Directory Information

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

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

Students wishing to prevent disclosure of the designated directory information must file a

non-disclosure form with the Registrar's Office. In the event that such written notification is not filed, the University of St. Thomas assumes that the student does not object to the release of the directory information. Students are urged to consider very carefully the consequences of a decision to withhold any information. *To remain in effect, such a request must be renewed annually during the time a student is enrolled. However, a non-disclosure request that is in effect when a student graduates or leaves the University of St. Thomas remains in effect until rescinded by the student in writing.* The effect of a non-disclosure request remaining in effect once a student leaves the University is that future requests for such information from non-institutional persons or organizations will be refused until the student notifies the University of St. Thomas in writing that his/her information should be released. Copies of the policies and procedures governed by this Act are also available for review in the Registrar's Office or online at www.stthom.edu/registrar/ferpa.html.

SECTION 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

Students who have a complaint or concern regarding the programs and services offered by the University of St. Thomas should contact the Vice President for Student Affairs. All formal complaints made to the Vice President for Student Affairs must be in writing and include the name, address, email address (if one exists), and phone number of the concerned individual(s), as well as a description of the issue. No anonymous complaints will be accepted.

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

Texas Education Coordinating Board
P. O. Box 12788
Austin, Texas 78711
Phone: (512) 427-6101

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. 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
- physical limitations
- health impairments
- 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. 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 Vice President for Administrative Services: (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 Counseling 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 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.

These actions may include one or more of the following:

- Require the student to consult with a professional clinician at Counseling and Disability Services.
- If the student is known to be under the care of a physician or other mental health professional, require the student to consult with such mental health professional. The Vice President for Student Affairs and/or the Dean of Students may also require verification that the student is currently receiving professional mental health intervention.
- Upon advice of the Executive Director, Assistant Director or other professional clinician at Counseling and Disability Services, require additional psychological/psychiatric evaluation to be performed by an independent mental health professional who shall assess the student's emotional status and prescribe and/or initiate treatment intended to stabilize the student. Any fees and expenses incurred for such evaluation and treatment shall be the sole responsibility of the student.
- Require the student to leave the campus until interventions acceptable to the Vice President for Student Affairs and/or the Dean of Students have been established.
- The student will not be allowed to resume class attendance and/or other campus activities until a psychological/psychiatric evaluation has been completed, mental health treatment has begun and has been verified through written documentation. Documentation should

include a statement by the appropriate treating professional regarding the student's medical and mental health stability and ability to safely resume campus activities.

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

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

SECTION 11: STUDENT HEALTH SERVICES, HEALTH INSURANCE 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. UST offers a shuttle service from campus to UTHS, which may be scheduled by calling Campus Security at 713-525-3888.

1. **Health Insurance**

   HP&W keeps information on file regarding health insurance options from different companies who offer student plans. Students may visit the office on the first floor of Jerabeck Activity & Athletic Center, or contact HP&W at wellness@stthom.edu or 713-525-3513.

2. **Community Options**

   The Harris County Hospital District (HCHD) offers access to medical services through a Gold Card to eligible individuals who reside within Harris County and demonstrate financial need. The Gold Card program provides discounted health services at multiple service centers for individuals without health insurance. Healthcare services provided include primary care, specialty care and emergency services. For more information or to apply for Gold Card assistance, please visit the HCHD Website at http://www.hchdonline.com/patient/onecard/goldcard.htm or call 713-566-6509. Other resources can be obtained by contacting the HP&W office at wellness@stthom.edu or 713-525-3513.

3. **Immunization Information for ALL Students**

   Bacterial Meningitis Information- Important Vaccination Information <u>for All entering students under age 30</u> *(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.

4. **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-Diptheria-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.

5. **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.

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).

6. **Evidence of declining vaccination <u>must</u> 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.

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.

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 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 Af-

fairs. 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 of passive smoking are substantial, the University's policy to promote a smoke-free workplace is designed to be attentive to the preferences of non-smoking employees and students.

1. Smoking is defined, for the purposes of this policy, as the possession of a lighted tobacco product. Smoking or possessing illegal substances, such as marijuana, hashish, any form of cocaine or any other substances prohibited by law, is dealt with in other University policies but is no way sanctioned by this policy.
2. Smoking is not allowed within 25 feet of any external ingress/egress door of a facility.
3. Smoking is permitted in designated outdoor areas only. These will be clearly marked.

   Indoors, all buildings and facilities are designated entirely smoke-free, there will be no designated smoking areas inside of any University of St. Thomas building.
4. All designated smoking areas must be in compliance with the City of Houston Ordinance #2002-800 and consistent with the University's principle of providing a healthy environment for the University Community. (Violation of Ordinance #2002-800 is a Class C Misdemeanor, punishable by a maximum fine of $500.00). All violations should be reported to the UST Campus Security.
5. On campus housing is classified as a "residential area" rather than workplaces. Accordingly, they have separate policy (please refer to the Residence Life Handbook).
6. Noncompliance with this policy (more than two instances of smoking in a designated smoke-free area) will be entered into an employee's permanent employment file and/or student's permanent non-academic file.
7. A complete copy of the smoking policy can be obtained from the Assistant Vice President for Human Resources and Auxiliary Operations or the Vice President for Student Affairs.

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/

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

D. Programs designed to inform students and employees about campus security procedures and to encourage students and employees to be responsible for their own safety and the safety of others. A computer-based internal campus e-mail listserv has been established, and campus crime information is sent to all subscribers on a regular basis. Please check your email on a regular basis and pay attention to information from the Security Department. Every student at UST has a UST email address.

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

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

F. Policy concerning the monitoring of local police reports at off campus student organization owned property including residential facilities owned by recognized student groups. The University of St. Thomas does not have any recognized student groups that maintain off campus properties.

G. Statement(s) concerning possession, use and/or sale of alcoholic beverages and en-

forcement 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.

   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 at http://www.stthom.edu/Campus_Student_Life/Security/Parking/

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 HARASSMENT POLICY

Human progress is measured, among other things, by "the increasingly mature recognition of the purpose of work and increasingly universal respect for the rights inherent in work" (*Laborem Exercens,* 18). Among these rights is respect for the integrity and privacy of the person in the workplace. The University of St. Thomas acknowledges and protects this right and, therefore, does not tolerate any sexual harassment. Supervisors are expected to foster a working environment in which no person experiences "a lowering of dignity" owing to sexual harassment and everyone is free to be a productive, collaborative member of the University community.

Definition

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

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

b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or

c. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Policy/Procedure

No member of the University may sexually harass another. Any employee or student will be subject to disciplinary actions for violation of this policy. Sexual harassment is illegal under both Texas and federal law (Title VII, Title IX). All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all substantiated acts of sexual harassment will result in immediate and appropriate corrective actions, including sanctions. Confidentiality consistent with due process will be maintained. The faculty, staff, administrators and students of the University of St. Thomas are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and ensure individual compliance. Any supervisor to whom harassment is reported or who becomes aware of harassment by a co-worker or subordinate is responsible for taking immediate steps to end the discriminatory practice and/or for reporting the harassment to administrators with authority to take such action. Copies of this policy will be disseminated to all administrative units, placed in employee and student handbooks and posted at appropriate locations throughout the campus. Workshops and other activities will be conducted to foster awareness and prevention of sexual harassment.

Complaints

a. Any employee who believes that he/she has been subject to sexual harassment should report the incident immediately to his/her immediate supervisor and/or to the Office of Human Resources at T.P. O'Rourke Hall, at 713- 525-3813. If the immediate supervisor is involved in the harassment, the violations should be reported to that supervisor's immediate supervisor.

b. Students should report incidents of sexual harassment to the Office of Human Resources or to the Vice President for Student Affairs.

c. Reports may be verbal, but written statements may later be taken in an effort to protect the rights of the individual alleging to be harassed.

d. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he/she has been subject to sexual harassment.

SECTION 18: SEXUAL ASSAULT POLICY

1. Procedures the Student Should Follow

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

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

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

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

When a sexual assault, date rape, or other sex crime occurs off-campus, students are strongly encouraged to contact the law enforcement agency with jurisdiction (e.g., Houston Police Department) as well as UST Campus Security. If the crime occurs on-campus, Campus Security must be called immediately at 713-525-3888. While Cam-

pus Security is taking the incident report the student will be informed of the option to file a complaint with the Houston Police Department. If the student elects to file a complaint with the Houston Police Department, Campus Security will notify them immediately. Campus Security will assist the Houston Police Department during the investigation.

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

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

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

   The authority and responsibility to review and sanction student non-academic violations of UST's rules and regulations belongs, under the direction of the President of the University, to the Vice President for Student Affairs. It is the intention of the Office of Student Affairs to treat each student fairly respecting his or her rights, as outlined in Title IX.

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

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

4. **Sanctions**

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

5. **Available Counseling Services**

   The University has mental health counselors available to students at Counseling and Disability Services. If the student wishes to request services, he or she should contact Counseling and Disability Services at 713-525-2169 or 713-525-6953. If the student wishes to see a mental health professional in the community, appropriate referrals will be provided.

6. **Educational Programs**

   Each semester, the University will conduct programs to promote awareness of sexual assault, date rape and other sex offenses. Speakers from other universities, women's

centers and the Houston Police Department will be used. Also, appropriate literature, pamphlets etc. will be made available to all students in a variety of locations throughout campus.

SECTION 19: 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.

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

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.

SECTION 20: 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 re-

strictions 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 21: 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*,[2] and we seek to act in accord with the statement of the United States Conference of Catholic Bishops concerning Catholics in political life.[3] 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.[4] In such cases the following considerations, modifications, or reasons for prohibition will apply.

Policy/Procedure

1. **Requests**
   a. Faculty.

      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 arranging 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.*

8. Endnotes

[1] This policy was adopted from a similar policy at Gonzaga University with permission from President Robert J. Spitzer, SJ

[2] [***Ex corde ecclesiae***] JOHN PAUL II, Apostolic Constitution of the Supreme Pon-

tiff John Paul II on Catholic Universities, 15 August 1990.

[3] [***Bishops Issue Statement on 'Catholic in Political Life' Washington (June 21, 2004)***] The text can be found at http://www.usccb.org/bishops/catholicsinpoliticallife.htm.

[4] CONSTITUTION ON THE CHURCH IN THE MODERN WORLD (*Gaudium et Spes* sections 27, 51) Second Vatican Council December 7, 1965; John Paul II, *The Gospel of Life*, sections 12, 95.

SECTION 22: 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 can not 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 23: 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 security, 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 24: STUDENT CLUBS AND ORGANIZATIONS

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

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

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

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

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

- A Blackboard "course" to administratively manage each club

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

Please note that some students may be required to attend specialized training reviewing these policies and procedures in detail.

SECTION 25: RISK MANAGEMENT POLICY

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

SECTION 26: 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 27: 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 en-

forcing 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 can not be responsi-

ble 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 28: 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 can not hang in the walkway or intrude upon people's ability to pass through the area safely.

   C. Banners or tarps cannot be posted for more than fourteen days.

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).

Guide to Houston

Houston Zoo

The Houston Zoo houses more than 3,100 permanent residents, the animals. The animals represent over 500 species, from the winged inhabitants of the Tropical Bird House to the slithering reptiles in one of the nation's largest collections of venomous snakes.

Daylight Savings Time:
9 a.m. - 7 p.m.
Central Standard Time:
9 a.m. - 6 p.m.
Free Admissions for Students w/ UST ID

1513 N. MacGregor
Houston, TX 77030
(713) 533-6500

Bayou Place

Bayou Place is home to great entertainment and eating options including:

Slick Willie's Downtown
Mingalone Italian Bar and Grill
Hard Rock Cafe
Verizon Wireless Theater

500 Texas Street at Smith
Houston, TX 77002
Restaurant Information: (713) 227-0957
Other Information: (713) 221-8883

Memorial Park

The 1400 acre park offers a variety of facilities for tennis, swimming, softball, track, croquet, volleyball, in-line skating, cycling and a popular three-mile running course. There is also a top-rated municipal 18-hole golf course.

6501 Memorial Drive
Houston, TX 77001
(713) 845-1000

The Galleria

As the fifth largest mall in the nation, the Houston Galleria features 2.4 million square feet of shops, an indoor ice skating rink, two hotels, theaters and restaurants. The Galleria is located at the intersection of Westheimer Road and Post Oak Boulevard just off Loop 610

Regular Mall Hours: Mon - Sat 10 a.m. -
9 p.m.; Sunday 11 a.m. - 7 p.m.
(713) 622-0663

Downtown Aquarium

The Downtown Aquarium is the place for family fun, fine dining and beautiful views of downtown. It is a 500,000-gallon underwater adventure complex that is home to more than 200 species of aquatic life from around the globe. Visitors can also enjoy a ferris wheel, an aquatic carousel, a Shark Voyage, a train ride through the huge fish tank and the new White Tigers of Maharaja's Temple exhibit.

410 Bagby St. at Memorial Drive
Houston, TX 77002
(713) 223-FISH (3474)

Guide to Houston

Menil Collection

Home to more than 15,000 works, the Menil Collection is one of the greatest private art collections in the United States. The permanent collection of John and Dominique de Menil represents four major areas including Antiquity, Byzantine and Medieval, Tribal and 20th Century Arts.

Museum Hours: Wed - Sun: 11 a.m. - 7 p.m.
Admission is free.

1515 Sul Ross
Houston, TX 77006
(713) 525-9400

Byzantine Chapel Museum

The Chapel Museum, a part of the Menil Collection, has the only intact Byzantine frescoes in the entire western hemisphere. The works are from the 13th century and were once stolen, cut into pieces and then restored. The museum is a combination of rough stone, opaque glass, and rich woods.

Museum Hours: Wed - Sun 11 a.m. - 6 p.m.
Admission is free.
4011 Yupon at Branard
Houston, Texas 77006
Telephone: 713-521-3990

Rothko Chapel

Founded by John and Dominique de Menil, the Rothko Chapel is a sanctuary open to those of every belief. The modern meditative environment is inspired by paintings of American abstract expressionist Mark Rothko.

Hours: Sat-Tue 10 a.m. - 6 p.m.;
Wed - Fri 10 a.m. - 7 p.m.
Admission is free.
3900 Yupon at Sul Ross
Houston, Texas
Telephone: 713-524-9839

Houston Center for Photography

HCP supports photographic artists through exhibits, publications and educational programming. Admission is free and open to the public, but donations are always appreciated.

Gallery Hours: Wed - Thurs 11 a.m. - 9 p.m.;
Sat - Sun Noon - 5 p.m.; and by appointment
1441 West Alabama
Houston, TX 77006
(713) 529-4755

Museum of Fine Arts, Houston

As the fifth largest museum in the country, the Museum of Fine Arts, Houston, has a collection of more than 45,000 works housed in 300,000 square feet of space. The museum is well-known for its Impressionist and Post-Impressionist art, and also includes Baroque and Renaissance art, African tribal art, a sculpture garden and a teaching wing, where the works of students and top Texas artists are displayed.

Hours: Tues-Wed 10 a.m. - 5 p.m.
Thurs 10 a.m. - 9 p.m.
Fri-Sat 10 a.m. - 7 p.m.
Sun 12:15 p.m. - 7 p.m.

1001 Bissonnet Street
Houston, TX 77005

(713) 639-7300

Museum of Natural Science

At the Museum of Natural Science, giant dinosaurs, precious gems and ancient Egyptian artifacts are all on display. The museum also has traveling exhibits that explore the art and lifestyles of little-known cultures, and the IMAX theater that will wow you with its precise images and close-up shots.

IMAX: Mon-Fri 10 a.m. - 4 p.m. (last show);
Sat-Sun 10 a.m. - 5 p.m.
Permanent Exhibit Halls: Mon, Wed-Sun
9 a.m-5 p.m.; Tues 9 a.m.-8 p.m.
Special Exhibitions: Mon, Wed-Sun 9 a.m. -
5 p.m.; Tues 9 a.m. - 8 p.m.
Planetarium: Mon-Sun 11:30 a.m. - 4:30 p.m. (last show); Sat 11:30 a.m. - 5 p.m.
Butterfly Center: Mon-Sun 9 a.m. - 5 p.m.

One Hermann Circle Drive
Houston, TX 77030
(713) 639-4629

Guide to Houston

Reliant Stadium

Reliant Stadium is home to the Houston Texans football team and seats a total of 69,500 people. Its retractable roof, the first in an NFL stadium, can open or close in 10 minutes. Reliant Stadium is just one of the facilities that makes up Reliant Park. The Park plays host to a range of sports events, concert, conventions and the Houston Livestock Show & Rodeo.

One Reliant Park
Houston, TX 77054
(832) 667-1400

Toyota Center

Home to the Houston Rockets and Houston Aeros. The Toyota Center is located in Downtown Houston. The arena seats 18,500 for basketball and 17,800 for hockey. In addition to sports events, the Toyota Center houses annual concerts and special events.

1510 Polk Street
Houston, TX 77002
(713) 758-7200

Minute Maid Park

After three decades of playing at the Astrodome, the Astros now finds its home at Minute Maid Park. The ballpark seats close to 50,000 and has a retractable roof that can open in 20 minutes. Along with views of downtown Houston, a 57-foot, 24-ton, full-size replica of a 19th-century Wild West steam locomotive runs on an 800-foot track located above left field.

501 Crawford
Houston, TX 77002
(713) 259-8000

Houston Theater District

Houston's Theater District is second only to New York City with its concentration of seats in one geographic area. Located downtown, the 17-block Theater District is home to nine performing arts organizations with more than 12,000 seats.

Resident performing arts companies include:

Alley Theatre
Broadway in Houston
Da Camera of Houston
Houston Ballet
Houston Grand Opera
Houston Symphony
Society for the Performing Arts
Theatre Under the Stars (TUTS)
Uniquely Houston

Performing Arts Halls:

Alley Theatre,
615 Texas Ave.
Hobby Center for the Performing Arts,
800 Bagby St.
Jesse H. Jones Hall for the Performing Arts, 615 Louisiana St.
Verizon Wireless Theater,
520 Texas Ave.
Wortham Theater Center,
500 Texas Ave.
(713) 658-8938

Movie Theaters

Edwards Grand Palace Stadium 24

3839 Weslayan Street
Houston, TX 77027
(800) 326-3264 ext.3
www.regalcinemas.com

AMC Studio 30
2949 Dunvale
Houston, TX 77063
(281) 319-4AMC
www.amctheatres.com

Guide to Houston

Space Center Houston

At Space Center Houston there's always an out-of-this-world experience that awaits. As the official visitor's center for NASA, simulations allow one to experience what it's like to walk in space or land on the moon. Space Center Houston also houses the Astronaut Gallery, the Mission Status Exhibit, the Starship Gallery, the NASA Tram Tour and Texas' largest giant-screen theater.

1601 NASA Road 1
Houston, TX 77058
(713) 244-2100
www.spacecenter.org

Open daily; Admission is $19.95 with discounts for children and seniors

Kemah Boardwalk

No longer just a place for waterfront dining, Kemah Boardwalk has evolved into a weekend destination perfect for a family get-a-way. Guests to the Kemah Boardwalk can enjoy some of the most recognized names in the restaurant industry as well as many retail specialty shops.

Restaurants include: Joes' Crab Shack, Landry's Seafood House, The Cadillac Bar, The Crab House, Aquarium Restaurant, Flying Dutchman, Saltgrass Steakhouse, and Babin's Seafood House.

Bradford and 2nd Street
Kemah, TX 77565
www.kemahboardwalk.com

Moody Gardens

Explore the depths of the world's oceans from inside the Aquarium at Moody Gardens, a 12-story pyramid with several marine habitats or explore nature and science in the Rainforest and Discovery Pyramids. While there also be sure to check out the IMAX and RideFilm Theater

Open daily; day passes include one admission to all Moody Gardens' attractions for $46.95. Tickets to individual attractions range from $5.95 to $14.95 per person.

One Hope Boulevard
Galveston Island, TX 77554
(800) 582-4673
www.moodygardens.com

Buildings and Abbreviations

AND	Anderson Hall: Biology
CUL	Cullen Hall: Music
DOH	Doherty Library and Hugh Roy Marshall Graduate Philosophy Library, Learning Resource Center, Television and Radio Studios
GAL	Archaelogy, Little Gallery
HON	Honors House
JER	Jerabeck Activity and Athletic Center: Gymnasium, Health Center, Racquetball Courts, Weight & Cardio Rooms, Classrooms
JON	Jones Hall: Drama, Theatre, Art Gallery
HUGH	Hughes House: Theology, Catholic Studies
MLY	Malloy Hall: Education, English, Modern and Classical Languages
MVH	Mount Vernon/ History House
ORK	T.P. O'Rourke Hall: Human Resources, Psychology, Classrooms

POSC	Political and Social Science House
ROB	Robertson Science Hall: Computer Lab, Chemistry, Environmental Studies, Management Information Systems, Physics
STR	Strake Hall: Classrooms
SUL	Sullivan Hall: Center for Thomistic Studies, Philosophy
TIL	Tiller Hall: Center for International Studies and Mathematics
WEL	Welder Hall: Cameron School of Business

AT-A-GLANCE

37	Admissions
29	Ahern Room
26	Bookstore
36	Business Office
36	Financial Aid
22	Library
36	Registrar
30	Scanlan Room
29	Student Affairs