



UNIVERSITY OF ST. THOMAS

Student Handbook

2018-2019

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.

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CAMPUS DIRECTORY

UST MAIN LINE (713) 522-7911

UST POLICE DEPARTMENT (713) 525-3888

STUDENT SERVICES

Academic Advising	(713) 942-3494
Academic Affairs	(713) 525-2164
Admissions	(713) 525-3500
Alumni Relations	(713) 525-3115
Athletics	(713) 831-7214
Bookstore	(713) 525-3806
Business Office	(713) 525-2130
Campus Ministry	(713) 525-3589
Career Services & Testing	(713) 525-3160
Cashier	(713) 525-6992
Counseling & Disability Services	(713) 525-2169
Dean of Students	(713) 525-3570
Dining Services	(713) 525-3873
Doherty Library	(713) 525-2190
Freshman Symposium	(713) 525-3183
Health Promotion & Wellness	(713) 525-3513
Human Resources	(713) 525-3142
International Student Advisor	(713) 525-3503
IT Helpdesk	(713) 525-6900
Jerabeck Activity & Athletic Center	(713) 525-3510
President's Office	(713) 525-2160
Registrar / Transcripts	(713) 525-2150
Residence Life	(713) 525-3836
Scholarships & Financial Aid	(713) 525-2170
Student Activities Office	(713) 525-3576
Student Affairs Office	(713) 525-3570
Student Success	(713) 525-6972
Study Abroad Program	(713) 525-3530
Title IX Coordinator (for Students)	(713) 525-3570
Tutorial Services	(713) 525-3878
Veterans Services	(713) 525-3505
Webmaster	(713) 525-3155

ACADEMIC DEPARTMENTS

Arts and Sciences	(713) 942-3491
Art History	(713) 525-3577
Bilingual Education	(713) 525-3550
Bioinformatics	(713) 831-7866
Biology	(713) 525-3166
Cameron School of Business	(713) 525-2100
Catholic Studies	(713) 831-7863
Chemistry and Physics	(713) 525-2136
Communication	(713) 525-2167
Cooperative Engineering	(713) 525-3818
Economics and Finance	(713) 525-2104
Education	(713) 525-3540
English	(713) 525-3172
Environmental Sciences	(713) 525-3894
Faith and Culture	(713) 942-5066
Fine Arts and Drama	(713) 525-3520
History	(713) 525-3195
Honors	(713) 525-3148
International Studies	(713) 525-3530
Irish Studies	(713) 525-3592
Mathematics	(713) 525-3818
Modern & Classical Languages	(713) 525-6915
Music	(713) 525-3560
Nursing	(713) 525-2163
Philosophy	(713) 525-3591
Political Science	(713) 525-3859
Pre-Health	(713) 831-7231
Pre-Law	(713) 525-3816
Psychology	(713) 525-3198
Theology	(713) 525-3582

A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

August 2018

Dear UST Student:

Welcome to the 2018-2019 academic year at the University of St. Thomas! College provides an opportunity for students to grow in knowledge and to refine their beliefs and values. I encourage you to participate in campus life. By doing so, you will develop new relationships and enrich your college experience leading to new opportunities for personal growth. The Student Handbook and Planner provides the dates for a wide variety of campus events and activities, important deadlines of which you should be aware, and contact information for offices that serve students.

The Mendenhall Achievement Center, on the second floor of Crooker Center, houses offices that can help you succeed at the University of St. Thomas -- the Academic Advising Center, the Career Services and Testing Center, Counseling and Disability Services, Tutorial Services and Student Success in the Office of the Dean of Students. The University Athletic Director is also located on the second floor of Crooker Center, as is the International Students Office. You will find workshops, events, and athletic competitions 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, enrich your spiritual life, participate in recreational sports, or attend athletic events, drama productions, concerts 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."

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, the Basilians came further south to Houston to found St. Thomas College for Boys (now St. Thomas High School).

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

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

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

EDUCATING 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 Richard Ludwick 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 challenges and opportunities. UST seeks to develop the entire person: spiritually, academically, socially and athletically and provides the knowledge, the discipline and the goodness of countless role models to inspire its graduates to do what is right.

THE UNIVERSITY TODAY

AUGUST 2018

Celebrating its 71st year as an institution of higher education, the University of St. Thomas remains a juxtaposition of tradition and change. Founded in 1947, the University remains Houston's only Catholic university. With a current enrollment of approximately 3,300 students, UST strives to maintain that small campus feel, while providing a large campus experience.

Campus life stays active and engaged through large-scale events such as Celt's Day of Service, Homecoming, Deck the Mall, Wonderful Wednesdays and Neewollah, and varsity athletics brings both pride and tradition to the community. The UST Research Symposium continues to be a highly regarded academic event held annually, while spiritual events such as the Mass of St. Thomas Aquinas, living Stations of the Cross, and the Mass of the Holy Spirit follow a schedule of Church celebrations.

With Dr. Richard Ludwick beginning his second year as president and the opening of the new Center for Science and Health Professions, there continues to be a heightened level of excitement on campus this year. Grounded in the liberal arts, students are offered majors in over 35 areas of study including those in STEM, nursing, business, international studies and education, and to date, approximately 23,000 students have graduated from the University.

The University of St. Thomas embraces the core values held by our Basilian Fathers: goodness, discipline, and knowledge and teaches these core values to the students throughout the curriculum. UST continues to work towards its pursuit of becoming one of the great Catholic universities in America.

STUDENT AFFAIRS

OFFICE OF STUDENT AFFAIRS

(713) 525-3570

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

The following offices make up the student affairs division:

Athletics	Recreational Sports
Career Services and Testing	Residence Life
Counseling and Disability Services	Student Activities
Dean of Students	Student Success
Health Promotion and Wellness	University Police Department

ATHLETICS

(713) 831-7214

www.ustcelts.com

The Celts' varsity athletic program is a member of the National Association of Intercollegiate Athletics (NAIA) and the Red River Athletic Conference. Currently, there are seven varsity sports: women's volleyball, men's and women's soccer, men's and women's basketball and men's and women's golf. Beginning in the 2018-19 school year, the athletic department will introduce men's and women's cross country as a sponsored sport. Volleyball and soccer compete during the fall semester, while basketball begins their season in November and finishes in March. Men's and women's golf compete in the spring. Schedules and rosters for all teams can be found at www.ustcelts.com. We value your support and hope to see you at our games and matches!

DEAN OF STUDENTS

(713) 525-3570

www.stthom.edu/dos

The Dean of Students, located on the second floor of Crooker Center, in the Student Affairs Suite, serves as an advocate and resource for students and works to uphold the Code of Student Conduct. Through this office, students can file both an academic and non-academic complaint, report concerning behavior, and file a Title IX complaint. View resources and services offered by the Dean of Students at www.stthom.edu/dos.

STUDENT ACTIVITIES

(713) 525-3572

The Office of Student Activities, located on the first floor of Crooker Center, oversees all club activity on campus, in addition to advising and collaborating with both the Council of Clubs and the Student Activities Board. In addition to coordinating events and student enrichment activities throughout the year, the Office organizes leadership initiatives such as the Centralized Leadership Process and Leadership Summit, as well as hosts campus wide events including Family Weekend, Deck the Mall, Commuter Appreciation Day, Celt's Day of Service, and the end-of-semester Late Night Breakfasts.

RESIDENCE LIFE

(713) 525-3836

The Office of Residence Life readily assists university residential students in maintaining a safe and secure living environment conducive to their academic success at UST. With a program model centered on spiritual growth, academic success, physical health, cultural development, and community service, the staff seeks to encourage residents to live as leaders of faith and character. Residents are encouraged to live autonomously and respectfully, while understanding the true essence of community living.

UST POLICE DEPARTMENT

(713) 525-3888

The UST Police Department (USTPD) is located in the 1st floor of Moran Parking Center and may be contacted by calling extension 3888 from any campus phone or 713-525-3888 from an off-campus line. Additionally, there are emergency call boxes located on campus which connect directly to USTPD, and upon request, officers will provide security escorts on campus or in the immediate area. Officers are ready to assist the community 24 hours a day with issues regarding the UST parking system, criminal investigations, emergency management, as well as all aspects of personal safety. USTPD believes in teaching our students how to keep safe while on the UST campus, when they are off campus, and when they graduate from the University.

HEALTHY CELTS

The Healthy Celts are committed to enhancing the overall health and wellbeing of the UST community through a variety of health, wellness, fitness and recreational activities that encompass the whole person. The departments that make up the Healthy Celts are Recreational Sports and Health Promotion and Wellness.

RECREATIONAL SPORTS

(713) 525-3510

www.stthom.edu/recsports

Jerabek Activity and Athletic Center (JAAC) is the focal point of UST's sports, recreation and physical fitness activities. Throughout the year, group exercise classes are offered free to the campus community as well as student discounts to various local fitness classes. Various recreational outdoor trips are also carried out through the recreational sports office. The JAAC contains a large gymnasium, weight room, cardio/fitness room, outdoor swimming pool, dance room, three racquetball courts, sand volleyball court, outdoor recreational space and full access locker rooms. The JAAC also houses our Athletic Department, our Sport Clubs Association, academic classrooms and the Scanlan Room, used for special events. Learn more about the JAAC and view a list of activities and classes at www.stthom.edu/recsports.

HEALTH PROMOTION AND WELLNESS

(713) 525-3513

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

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

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

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

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

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

MENDENHALL ACHIEVEMENT CENTER

The Mendenhall Achievement Center (MAC) is located on the second floor of Crooker Center and is designed to be a one stop for student success. The Center offers success roundtables and workshops throughout the year, including topics on time management, study skills, note taking, test anxiety, research papers, career development, plus more. The MAC also hosts several programs and initiatives including the Mendenhall Summer Institute, the First Generation Student Group, the Majors Fair and the Insights Mentoring Program. Visit www.stthom.edu/mendenhall for resources and event information. The following offices make up the Mendenhall Achievement Center.

OFFICE FOR STUDENT SUCCESS (713) 525-6972

The Office for Student Success offers students short- and long-term college success strategic planning, advice on campus resources available to meet your needs, and assistance to those struggling academically.

ACADEMIC ADVISING CENTER (713) 942-3494

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

CAREER SERVICES AND TESTING (713) 525-3160 www.celtcareers.com

The Career Services Center works with students on all areas of career development, ranging from choosing a major to preparing a job search to assisting alumni with career transitions. Career Services helps students with resume and letter development, conducts mock interviews, and provides career

assessments for those 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. 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 have been granted accommodations for testing by Counseling and Disability Services.

COUNSELING AND DISABILITY SERVICES (713) 525-2169 www.stthom.edu/counseling

Counseling and Disability Services offers confidential counseling services to students at no additional cost. Services include personal counseling and consultation, group counseling, crisis intervention, community resources and referrals, educational workshops, and mental health and wellness programs. The department also provides disability services for students who may need academic accommodations for learning disabilities, health impairments, physical limitations and psychiatric conditions. Services are typically by appointment; same day appointments may be available for urgent concerns.

TUTORIAL SERVICES CENTER (713) 525-3878

In this office, students receive personalized instruction in academic subjects and writing skills from trained student tutors and staff professionals. Please visit the UST website for a list of subjects and tutor schedules.

ADDITIONAL STUDENT SERVICES

CAMPUS MINISTRY (713) 525-3589

The Office of Campus Ministry, located in the Center for Faith and Culture, serves students of all faith backgrounds and supports the spiritual life of the entire UST campus community. Guided by the Basilian Fathers and grounded in the Catholic intellectual tradition, Campus Ministry provides opportunities for prayer, dialogue, reflection, and service in an effort to foster the integration of students' spiritual, personal, and academic development. Campus Ministry forms the faith community through liturgies and Sacraments, prayer and retreats, small groups, service experiences, social justice education, and ecumenical and interreligious dialogue. Staff members are available for one-time or ongoing pastoral conversations and spiritual direction.

OFFICE OF UNDERGRADUATE ADMISSIONS (713) 525-3500

The Office of Undergraduate Admissions recruits new students, both freshmen and transfers, for UST. If you would like to serve as an ambassador for UST and help recruit new students to our campus, consider becoming a Presidential Ambassador. Contact the Office of Undergraduate Admissions for more information on the responsibilities of and how to apply to become a Presidential Ambassador on campus.

REGISTRAR (713) 525-2150

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

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

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

BUSINESS OFFICE (713) 525-2130

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

BOOKSTORE (713) 525-3806

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

DINING SERVICES (713) 525-3573

Aramark Dining Services offers restaurant-style dining in the Crooker Center Cafeteria, as well as *Subway*. Aramark provides traditional American cuisine, international fare, Starbucks® and healthy eating, including low-fat, low-carb, and vegetarian meal options.

DOHERTY LIBRARY (713) 525-2180 <http://library.stthom.edu>

The Doherty Library is the main University library. It contains over 260,000 physical books with access to over 220,000 electronic books, 274 databases, and access to approximately 75,000 periodical titles. Online resources are also available through the library website, <http://library.stthom.edu>. Call 713-525-2188 for research assistance.

UST students also have access to the Cardinal Beran Library at St. Mary's Seminary - <http://www.smseminary.com/library>. This library is an integral part of the University's School of Theology, and it subscribes to nearly 200 periodicals and houses over 60,000 volumes. Call 713-686-6844, ext 265 for assistance.

TITLE IX COORDINATOR (713) 525-3570

The University's Title IX Coordinator is a designated agent of the University with primary oversight for coordinating the University's Title IX compliance responsibilities. The Title IX Coordinator's responsibilities are important to the overall development, implementation, and monitoring of the University's efforts to comply with Title IX legislation and regulations. The Title IX Coordinator works to ensure a fair and neutral process for all parties. Students are encouraged to contact the Title IX Coordinator with questions or to discuss Title IX related matters – titleixcoord@stthom.edu.

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) represents the opinions of the undergraduate student body and provides a channel for communication between the student body and the greater University community. It also provides a forum for the expression of student views and interests. The SGA office is located on the first floor of Crooker Center, in the Student Activities Suite, and meetings are held in the COC room on the second floor of Crooker Center. All students are invited and welcome to attend SGA meetings.

SGA President – Greg Pirolli – sgapresident@stthom.edu

SGA Vice President – Rosa Sotelo – sgavicepresident@stthom.edu

STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB) is responsible for planning events and entertainment activities on campus. The goal of SAB is to enhance the student experience by building community and student engagement. SAB organizes events such as Neewollah (UST's annual Halloween bash), Welcome Back BINGO, Celts Got Talent, Crawfish Boil, Spring Formal and more. The SAB office is located on the first floor of Crooker Center, in the Student Activities Suite. SAB provides opportunities for involvement on campus. Apply to be an intern today!

SAB President – Angela Nguyen – ustsabpresident@gmail.com

SAB Vice President – Elena Dang – ustsabvicepresident@gmail.com

SPORT CLUBS ASSOCIATION

The Sport Clubs Association (SCA) oversees the various sport clubs on campus. The Executive Team, as the spokespersons for the SCA, assists in the planning, scheduling and promotion of practices and competitions within the clubs. The SCA office is located on the first floor of Crooker Center, in the Student Activities Suite.

SCA President – Antonio Mata – ustsportclubs@gmail.com

SCA Vice President – Vanessa Phung – ustsportclubs@gmail.com

2018-2019 Sports Clubs

Co-ed Badminton

Co-ed Beach Volleyball

Co-ed Baseball

Cheerleading

Co-ed Soccer

Co-ed Fencing

Co-ed Japanese Ju-Jitsu

Men's Basketball

Co-ed Running

Co-ed Table Tennis

Co-ed Tennis

Co-ed Dodgeball

If you would like to make contact with one of the clubs or would like to start a new club, email ustsportclubs@gmail.com.

COUNCIL OF CLUBS

The Council of Clubs (COC) is an independent student organization created for the purpose of fostering intra- and inter- club interests. It is comprised of designated representatives from each student club and organization. The COC encourages and supports the creation of new student clubs on campus.

and promotes club interaction, club development and student participation in academics and social activities. It provides student clubs the support necessary for the coordination and fulfillment of their constitutional objectives. The COC office is located on the first floor of Crooker Center, in the Student Activities Suite.

COC Chair – Nadin Fallah – coc@stthom.edu

COC Vice-Chair – Angela Moreno – coc-vicechair@stthom.edu

CURRENT COUNCIL OF CLUBS MEMBERS

Accounting Society	Japanese Culture Club
Alcohol Awareness Club	Korean Culture and Language Club
American Chemical Society	League of United Latin American Citizens
American Student Dental Association	Math Club
Beta Beta Beta Biological Honor Society (Tri Beta)	Model United Nations
Celts for Life	Mu Phi Epsilon (Music)
Chinese Language and Culture Association	National Organization for the Advancement of Black Chemists and Chemical Engineers
Computer Science Club	National Student Nurses' Association
Deaf Culture Club	Net Impact
Doctors without Borders	Pax Christi Theology Club
Disability Awareness Club	Pre-Health Professions Society
Filipino Student Association	Psi Chi (Psychology Club)
French Club	Pursue Excellence and Cherish Everyone
Game Changers Society	Sigma Tau Delta (English Honor Society)
Gentlemen's Circle	Society's Forgotten Children
Health Occupational Students of America	Spanish Club
History Society	Super Celts
IMPACT	UNICEF
Interfaith Council of Humanitarian Affairs	Video Audio Media Production
International Studies Society	
Irish Culture Club	

GRADUATE STUDENT ASSOCIATION

The Graduate Student Association (GSA) is designed to enrich the experience of all UST students, especially those in enrolled in graduate programs. Their objective is to represent and support the interests and initiatives of all graduate students. GSA accomplishes their objectives by hosting dynamic and engaging events, supporting the active graduate club system and implementing legislation that will improve the daily lives of graduate students across campus. The GSA office is located on the first floor of Crooker Center.

GSA President – John Idoko – GSAPresident@stthom.edu

GSA Vice President – Naomi Garcia – GSAVicePresident@stthom.edu

STUDENT PUBLICATIONS

UST NEWSPAPER

The University of St. Thomas newspaper is student-funded and student-run. Serving a readership of more than 2,000, the newspaper 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 newspaper are recommended to take the UST News Writing and Reporting class.

LAURELS

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

THOROUGHFARE

Thoroughfare is a magazine 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 Dr. Janet Lowery, lowery@stthom.edu, for information.

POLICIES AND PROCEDURES

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

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

SECTION 1: CODE OF STUDENT CONDUCT

Purpose

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

Definitions

- a. **Code of Student Conduct (“the Code”)** – standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
- b. **Complainant** – an individual who files a complaint with the Dean of Students alleging a violation of the Code of Student Conduct.
- c. **Conduct History** – documentation of a student’s conduct and sanctions.
- d. **Conduct Process** – the procedures provided in the Code from the initial complaint through the final resolution to consider whether a student has engaged in misconduct, and whether conduct sanctions should be imposed.
- e. **Consent** – words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objective of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual’s capacity to freely consent and may render an individual incapa-

ble of giving consent.

- f. **Dean of Students** – references the Dean of Students or designee.
- g. **Distribution** – any form of exchange, gift, transfer or sale.
- h. **Good Conduct Standing** – status in which a student is fully eligible to participate in university activities and privileges.
- i. **Greater Weight of the Evidence (Preponderance of Evidence)** – standard of review in the student conduct process which evaluates whether allegations are more likely than not to have happened.
- j. **Group** - a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
- k. **Incident Report (Notice of Complaint)** –the initial document in the conduct process that identifies alleged misconduct in violation of the Code.
- l. **Institution and University** - the University of St. Thomas and all of its undergraduate, graduate and professional schools, divisions, and programs.
- m. **Organization** - a number of persons who have complied with University requirements for official recognition and registration as a student club.
- n. **Permanent Student Conduct Record** – documentation of a student’s conduct violation(s) and sanction(s) that are permanently maintained by the Dean of Students and subject to the record retention schedule. This record is separate from an academic record.
- o. **Reckless** - conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University sponsored activities.
- p. **Responsible Student** – a student who is found or alleged to have engaged in an act or acts in violation of the Code of Student Conduct.
- q. **Student** - any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).
- r. **The Vice President** – references the Vice President for Student Affairs or designee.
- s. **Title IX Coordinator** – designated agent of the University whose primary responsibility is making sure the University is maintaining compliance with Title IX.
- t. **University Community** – the collective group of students, faculty, staff, university official and any other person employed by or contributing to the University.
- u. **University Premises** - buildings or grounds owned, leased, operated, controlled or supervised by

the University.

- v. **University Privilege** – a special benefit that is granted by the University or enjoyed by students, including but not limited to, access to a University building(s), residing in university housing, participating in social events or university sponsored events, election to student leadership positions, memberships in student clubs/organizations, and registration as a student club/organization.
- w. **University Sponsored Activity** - any activity on or off University premises that is directly initiated, supported, or supervised by the University.
- x. **Weapon** - defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.

Policy/Procedure

1. Authority for Student Discipline

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

2. Student Participation

Students are asked to assume positions of responsibility in the University conduct process 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 conduct 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. Violations of Law and the Code of Student Conduct

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 civil/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. Academic Integrity

Matters of academic integrity are reviewed and enforced under the direction of the Provost and Academic Affairs. Students engaged in acts which may constitute both academic dishonesty and misconduct as defined by the Code may be subject to sanction under both authorities.

7. Student Group and Organization Responsibility

University student groups and organizations are expected to conduct themselves in a manner consistent with the University's function as an educational institution. Student groups and organizations must observe all international, federal, state and local laws and University policies, including the Code, both on and off campus. A student group/organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student groups/organizations found in violation of the Code will be subject to conduct procedures and sanctions in the same manner as individual students, except that student groups/organization cannot be permanently removed from the University.

A complaint filed against a student group/organization does not preclude the possibility of complaints being filed individually against any or all individual students involved in the alleged misconduct.

8. Interim Suspension

Pending a disciplinary conference, the President of the University, the Vice President for Student Affairs and/or the Dean of Students may take immediate interim disciplinary action against any student who violates a rule or regulation of the University and/or a law of the Federal or State Government, when such action would be considered necessary to serve the best interests of the student defendant and/or the University of St. Thomas. Such "best interests" include but are not limited to the student defendant's physical or emotional safety and well-being, or the safety of students, faculty, community members, staff, administrators, or University property. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Dean of Students in order to discuss the following issues only:

- a. the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
- b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal University functions.

9. Records

Documents that are created and maintained as part of the conduct process are subject to the protections of the Family Education Rights and Privacy Act. Conduct records are maintained by the Vice President for Student Affairs in accordance with the University records retention policy.

10. Categories of Misconduct

Students at the University are expected to obey the norms of conduct of the University community, as well as the range of sanctions that can be applied for violating these norms. **Students are expected to act in accordance to the University's core values – goodness, discipline, knowledge and community.**

General Conduct and Principles. Students are expected to ...

- a. Treat others with dignity, civility and respect.
- b. Respect the property of individuals, groups and the University.
- c. Act with honesty, integrity and responsibility, refraining from activities which interfere with the regular operation of the University.
- d. Abstain from lewd, indecent, obscene, mischievous, or malicious behavior.
- e. Refrain from acts that are obnoxious and/or offensive to others.
- f. Respond to the directives of a University official.
- g. Behave in a manner consistent with University policies, mission and core values.

The following conduct is prohibited on University premises or on- or off-campus at University sanctioned events.

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

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

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

- 1) Interfering with University or University-sponsored activities including, but not limited to, studying, teaching, research, and international travel. This may include off campus behavior deemed to be detrimental to University business or University sponsored activities.
- 2) Interfering with any University emergency or public safety function, such as fire, police or emergency services.
- 3) Engaging in disorderly or obscene conduct, including recording another's image in violation of their reasonable expectation of privacy and without effective consent.
- 4) Breaching the peace, or aiding, abetting or inciting another to breach the peace.
- 5) Failing to comply with reasonable directive of a University official, including university police officers, acting in performance of their official duties.

- 6) Engaging in disruptive activity on campus, including in a classroom setting.
- 7) Failing to abide by signed agreements with the University, including, but not limited to, the Acceptable Use Policy for Technology Resources and Student ID Card Terms and Conditions.

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

- 1) Theft or attempted theft of property, time, or services and/or knowingly possessing stolen property.
- 2) Intentional or reckless destruction or damage to university property or the property of others.
- 3) Unauthorized possession, duplication, or use of access devices to University property.
- 4) Unauthorized entry onto or use of University premises.
- 5) The use or distribution of a trademark, including the University trademark, without the expressed written consent of the owner.

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

- 1) Engaging in physical and/or verbal abuse, fighting, threats, intimidation, harassment, coercion, hazing, physical or electronic stalking or any other conduct which threatens or endangers the mental, emotional and/or physical health, safety or welfare of any person. (This behavior could include activity on social media outlets.) Speech protected under the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech.
- 2) Engaging in acts of sexual misconduct, sexual abuse, sexual harassment, sexual exploitation, sexual violence, or sexual coercion as defined by state, international or federal law or university policy. Engaging in acts of domestic violence, dating violence, or stalking as defined by state, international or federal law or university policy.
Note: violations listed in Section D.2. of the Code of Student Conduct will be handled in accordance with the Sexual Misconduct and Interpersonal Violence Policy and Resolution Procedures Governing Students and Employees.
- 3) Arson or unauthorized use of explosives or other flammable objects, including fireworks, that could cause injury or damage by fire or explosion to persons or property.
- 4) Unauthorized use or possession of ammunition, firearms, or other weapons (such as bows and arrows, crossbows, swords, hunting or survival knives, billy clubs, etc.) that are dangerous and could cause injury or damage to persons or property.
- 5) Illegal use, possession, sale, manufacture, or distribution of controlled substances or dangerous or illegal drugs; misuse or possession of a legal drug or other substance which could cause harm to the user; possession of drug paraphernalia; or encouraging, being a party to any of the above or facilitation any of the above.

- 6) Public intoxication; driving under the influence; driving while intoxicated; use, possession or distribution of alcoholic beverages, except as expressly permitted by law and university policy and regulation.
- 7) Tampering with or misuse of security or safety equipment.
- 8) Reporting a false emergency or threat.

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

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

- 1) Failing to comply with a request to attend a conference with the Vice President, Dean of Students or a Student Affairs representative.
- 2) Failing to comply with sanction(s) imposed under the Code or sanction(s) otherwise imposed by the University.
- 3) Falsifying or misrepresenting information at any stage of the conduct process; or knowingly initiating a false complaint to a University official.
- 4) Attempting to discourage a person's participation in, or use of, the conduct process.
- 5) Retaliating or engaging in any threatening behavior against anyone involved in the conduct process, including a complainant and/or witness.
- 6) Harassing or intimidating a University official or any individual involved in the disciplinary process.

G. Committing any other offense that violates UST's General Conduct and Principles, Core Values and/or University Policy.

H. Facilitating Acts of Misconduct, including but not limited to –

- 1) Planning or facilitating an act of misconduct.
- 2) Being present during the commission of an act of misconduct and supporting and encouraging the act.

11. Sanctions for Misconduct

Any student found to have engaged in a conduct violation of the Code may be subject to one or more of the following sanctions. Repeated misconduct may result in assignment of more serious sanctions, including but not limited to suspension or expulsion. Sanctions that may be imposed in accordance with this Code of Student Conduct include --

- a. Admonition - a written or verbal reprimand.
- 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, monies owed, or misappropriation of property. Reimbursement may take the form of service in kind.
- e. Fine – a monetary fine applied to the student’s account. Fines are used sparingly, and only if the violation warrants a fine. Fines may also be used if there is a time restraint.
- f. Educational - an assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence. May include referral to a campus department, educational workshops or an assignment (i.e. reflection papers, flyer, journal).
- g. Loss of Privileges - a temporary or permanent loss of university privileges, including but not limited to loss of privileges to access a building(s), to hold a leadership position in a student group, to participate in study abroad programs, to hold a part-time job on campus, to register as a student group, or to participate in social or extracurricular events/activities; may also result in withholding of an official transcript or blocking enrollment for a specified period of time. This is a flexible penalty which may impose limitations to fit the particular case.
- h. Residence Hall Suspension – a temporary or permanent removal of a student from a specific residence hall or from all University housing.
- i. Student Group Suspension – removal of privileges and recognitions accorded to student groups for a specified period of time.
- j. 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.
- k. Expulsion from the University - permanent severance from the University.
- l. University Withdrawal – a student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering University premises and barred from re-enrollment until specific conditions are met. Reasons for University withdrawal include, but are not limited to, (1) to prevent the disruption of the education process; (2) the student failed to respond to an official summons from a University official; (3) the student has been suspended or expelled from the University.
- m. Immediate Suspension – immediate removal from all or part of the University premises while the conduct process is pending when a violation reasonable indicates that the student’s continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the University community or to the University premises.
- n. No-Contact Order – the Dean of Students may impose a limited or campus-wide No-Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media or tele-

phone. Friends and relatives are also prohibited from contact on behalf of either party.

- o. Removal of Good Conduct Standing – a temporary or permanent removal of good conduct standing, which may prevent the student from accepting / maintaining leadership roles on campus.

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.

(For violations meeting the definitions noted in the Sexual Misconduct and Interpersonal Violence Policy, please see the specific policy for sanctions.)

12. Case Referrals

Any person may refer a student or a student group or organization suspected of violating this Code of Student Conduct to the Dean of Students.

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 16 of this Code of Student Conduct.

13. Conduct Procedures

Upon receipt of an incident report, the Dean of Students will investigate all suspected and reported violations of the Code. If the Dean of Students decides to dismiss the allegation(s) as unfounded, the case will be closed. If the Dean of Students finds the allegation(s) have merit, a Notice of Complaint letter will be sent to the alleged student(s). This letter will include the alleged Code violation(s) and a meeting request to discuss the alleged violations.

At the time of the initial meeting...

- a. The Dean of Students will give the respondent an opportunity to respond to the allegations verbally and in writing.
- b. Upon receiving the verbal and written statements, the Dean of Students will decide to dismiss the allegation(s), to further investigate the allegations or to proceed with the disciplinary process.
- c. If he proceeds, an administrative hearing will be initiated.

The Dean of Students may defer proceedings for alleged 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 Dean of Students.

(For violations meeting the definitions noted in the Sexual Misconduct and Interpersonal Violence Policy, please see the specific policy for hearing procedures.)

14. Administrative Hearing

During an administrative hearing, and based on the preponderance of the evidence, the Dean of Students may impose any of the penalties listed in part 11 of this Code of Student Conduct.

a. The Dean of Students presents the administrative disposition to the student in person (when appropriate), followed by a written statement, which includes:

- The violation(s) charged
- Whether the student is responsible or not responsible for violation(s) charged
- The sanction(s) imposed
- The right to appeal
- The recording of the penalty on his/her permanent record if it is from part 11 j or k.

(For violations meeting the definitions noted in the Sexual Misconduct and Interpersonal Violence Policy, please see the specific policy for hearing procedures.)

b. A student defendant has seven (7) calendar days from receipt of the outcome letter to appeal the disposition. Appeals must be made in writing and submitted to the Dean of Students. Only appeals requested on the basis of one of the following reasons will be heard. (Compelling examples and reasons for the basis must be given at the time of appeal.)

- Procedures outlined in this Code of Student Conduct were not followed during the conduct process.
- Evidence presented during the conduct process was not given reasonable consideration by the Vice President.
- New evidence has become available in the case.
- The sanctions received were excessive.

If the student requests an appeal, and it is received in the allotted timeframe and meets the basis for appeal, the Dean of Student will prepare and file a written summary of the case and forward it, along with the appeal documentation presented by the student to the Vice President for Student Affairs within ten (10) calendar days of the receipt of appeal. The Dean of Students shall make available to the Vice President the full record of the administrative hearing. The Vice Presidents shall determine within fifteen (15) calendar days from the receipt of the appeal to sustain or suspend the decision. The imposition of sanctions will be deferred during the pendency of the Vice President's review, unless, in the discretion of the Vice President the continued presence of the student on the campus poses a substantial threat to him/herself or to others, or to the stability and continuance of normal University functions.

c. If the student does not elect to appeal the case, the Dean of Students notifies the appropriate University personnel of the disposition, if appropriate. This having been done, the case is closed.

15. Advisors

A student may be accompanied by an advisor, but the student must represent him/herself at the hearing. The Dean of Students will determine the role of the advisor at the time of the hearing.

In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing 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 Dean of Students 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.

16. 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 Dean of Students. This encumbrance will remain in effect until the case has been adjudicated and any sanction(s) imposed.

SECTION 2: RESIDENCE LIFE POLICY AND PROCEDURE

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

RESIDENCE HALLS

There are four on-campus residence halls. Guinan Hall is a traditional residential facility, and Young Hall, Clare Hall, and the Townhome Communities offer apartment style housing for upperclassmen students. Each residential community offers programming to foster a student's academic, spiritual and social development.

RESIDENCE LIFE INFORMATION

Department of Residence Life Contact Information

Location: Guinan Hall, Main Lobby

Main Office Phone: 713-525-3836

Front Desk Phone: 713-942-3431

Email: residencelife@stthom.edu

Office Hours: 9am-5pm, Monday through Friday

Residence Hall Address and Mail

Incoming mail should be addressed as follows:

Your Name

Hall and Room Number

1303 Sul Ross

Houston, TX 77006

At least two weeks prior to leaving campus housing, residents should notify creditors, magazine publishers, etc. of their change of address. Beginning on the day that a student moves out of on-campus housing, the Residence Life Staff is not responsible for forwarding residents' mail and will return all mail and parcels to the original sender. Residents are responsible for the daily collection of their mail. The Office of Residence Life and other University offices may communicate by mail. Residents are responsible for all information/notices placed in their mailboxes.

Repairs

Residents should report maintenance requests to Residence Life at residencelife@stthom.edu or 713-525-3836. For emergency requests after business hours, call 713-208-0244.

Parking

Parking is available in the Moran Parking Center and various other student parking lots across campus. Although the Moran Parking Center offers a daily parking rate for the community and visitors, it is recommended that students purchase a parking pass at the UST Police Department.

Meal Plans

All residents are required to purchase a meal plan. Plans vary depending on the residence hall the student chooses to live in. Students who would like to appeal the meal plan requirement based on documented medical needs, can do so in writing to the Assistant Vice President for Students Affairs - mcpherson@stthom.edu. Meal plans can be used in all dining facilities on campus; however, funds cannot be used for catering events. Questions about Dining Services or student meal plans can be directed to the Assistant Vice President for Student Affairs.

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. Residents are able to select their roommates, provided that all roommates involved mutually request to live together and this information is provided to Residence Life at least two weeks

prior to Fall move-in. Roommates must be same gendered persons who are eligible for housing as per Residence Life policies. Roommate relationships must be platonic - under no circumstances will students who are in a romantic relationship be permitted to live together.

2. All roommates and housemates must complete a roommate contract and submit this contract to their RA within the first week of living together. Failure to do so may result in fines and/or other disciplinary action.
3. 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 roommate mediation and two-week waiting period, the residents have not resolved their conflict, they may be permitted to change roommates/housemates, provided space is available. When roommates/ housemates are unable to decide upon who will relocate, the staff will assist in making that determination. Generally, the person who is requesting the change in roommates will need to be the one to move. The requestor may not demand that his/her roommate be forced to move.
4. 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, he/she must locate a new roommate. Generally, the person who is requesting the change in roommates will need to be the one to move. The requestor may not demand that his/her roommate be forced to move. Additionally, space must be available to accommodate the change in roommates. The Office of Residence Life 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.
5. 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. As stated above, the requestor may not demand that his/her roommate be forced to move.
6. Residents are expected to maintain a healthy and productive relationship with their roommate(s). The University may choose to sever its housing contract with the resident if the resident does not meet the minimum standards of a reasonable roommate, as determined by the Director of Residence Life. The University may take such action for reasons including, but not limited to:
 - a. The resident is unwilling to maintain a clean, uncluttered living environment.
 - b. The resident verbally abuses his/her roommate(s) or is otherwise considered to be a possible threat to the physical and or emotional well-being of the roommate(s).

- c. The resident creates a disruptive living environment.
- d. The resident consistently entertains guests without the consent of the roommate(s).
- e. The resident uses or consumes his/her roommate's/housemate's personal possessions without permission.
- f. The resident consistently demonstrates an inability to compromise.
- g. The resident refuses to speak to or in any other way refuses to communicate with his/her roommate(s).
- h. The resident smokes or drinks alcoholic beverages in violation of policy.
- i. The resident's family is creating a disruptive living environment.
- j. The resident has a history of roommate conflicts.
- k. Roommates are found to be in a romantic relationship with one another.

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 and/or barbecue grills
- nails and/or screws
- molly bolts
- drug or alcohol paraphernalia
- flammable liquids
- hookahs
- explosives
- pornography
- fireworks
- aquariums over ten gallons
- hot plates/hot pots
- toaster ovens
- sun lamps
- extension cords
- electric blankets
- electric skillet
- satellite dish
- microwave oven (Guinan Hall)
- weapons (including facsimiles)
- mercury thermometers
- alcohol (Guinan Hall)
- additional refrigerators (without prior approval)
- dart boards
- any other dangerous, illegal or offensive items not listed here
- paint ball guns, water guns or any other form of gun
- unauthorized pets
- open-flame devices
- toaster (Guinan Hall)
- candles
- torchiere halogen lamps/ lava lamps
- waterbed
- ouija boards
- water chair
- computer routers
- holiday lights that are not LED
- hoverboards
- cooking knives (Guinan Hall)
- non-cooking knives with a blade longer than three inches
- coffeepots with a hot plate (Keurigs or other similar styles are permitted)

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 or command hooks only to hang posters and pictures. Residents should read and follow all instructions related to the use and removal of these approved hanging materials. Residents will be charged for all damages to rooms, even if these damages occurred after use of an approved hanging material. 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. The definition of racist, sexist, bigoted, or in any way offensive will be deemed by Residence Life.
6. Holiday lights are permitted in the residence halls. All lights must be LED format and may not be displayed on patios or balconies without prior approval.

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 are venomous or 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. Students are not allowed to have dogs/cats in University housing.

Emotional Support Animal – Subject to the prior approval of the Office of Residence Life, the University of St. Thomas (UST) is committed to providing a supportive environment for students with disabilities as well as to complying with all applicable provisions of the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act.

Under the Fair Housing Act (FHA), a person with a disability may keep an Emotional Support Animal (ESA) in the individual's dwelling when there is an established need for the therapeutic nature of the

animal that is connected to the individual's disability. An ESA provides emotional support to persons who have a disability-related need for such support. An ESA is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional.

D. Fire Safety and Smoking

1. 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, which includes reporting any malfunctioning.
2. 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.
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 Office of Residence Life, provided the reservation is made at least 24-hours in advance. The kitchen and cookware/supplies must be cleaned by the resident after each use – charges may be applied if these supplies are broken or damaged.
5. Smoking – Residents must be outside and at least 25 feet from the entrance of any facility when smoking. The term “smoking” is intended to mean the inhaling, exhaling, burning, or carrying of a lighted cigarette/electronic cigarette, cigar, pipe, or other lighted tobacco product, in any manner, or in any form. Smoking is not allowed on balconies or within the courtyards or gates of University housing.
6. 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.

E. 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 or designee, University or City official. Any person who impedes another's safe evacuation will be subject to severe disciplinary action. In the case of a building evacuation, residents are not permitted to use the elevator.

F. Firearms/Weapons/Explosives

Possession or storage of firearms (including imitations), fireworks, explosives, BB guns, pellet guns, paintball or water guns, bows, arrows, spear guns, sling shots, switchblades, hunting knives, knives with a blade longer than 3 inches 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. The above rules apply whether or not a resident possesses a license to carry / own a weapon.

G. Trash and Maintenance of Grounds

1. Littering – Residents must keep their facility grounds free of trash/litter.
2. Trash/Recycling – 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, Clare Hall and the Townhomes Communities. The City has provided receptacles in the Young Hall garage for this facility. The designated collection day will be posted. 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 and Clare Halls, and Townhome Communities –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.
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.

H. Keys and Remotes

Residents are responsible for the proper use of all University issued keys (including card keys) and

remotes. Duplication and lending of a University key/remote is strictly forbidden. Lost keys/remotes 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 or to replace and reprogram a remote. Loaning or duplication of an assigned key/remote, and failure to immediately report a lost or stolen key/remote, may result in disciplinary action. Residents locked out of their rooms more than twice per semester due to failure to carry their keys/remotes with them, will be charged a room entry fee.

I. 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 by students 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 by students. Although Guinan gates may be used at various times by professional staff members and/or contracted vendors of the University, this does not give residents permission to use the gates unless this use falls under on the few exceptions stated above. 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. If a resident chooses to prop their own entry door, they must be present in the room at all times while the door is propped.
3. Blocking Entrances/Exits – Residents may not block or obstruct entries, exits or corridors so that an individual is intentionally prohibited from passage. Additionally, residents may not add additional locks to their doors without prior approval from Residence Life. If additional locks are approved, these locks must still allow University officials to enter the room at all times. Failure to follow these guidelines poses potential danger to residents and guests and will not be tolerated.
4. Balconies, Fences, Railings and Walkways
 - a. 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. Guinan residents may not have more than three persons may be on a balcony at any one time. Additionally, Guinan residents are permitted to have no more than two outdoor chairs on each patio/balcony.

- e. Residents must refrain from using railings/fencing as bicycle racks, clotheslines, etc.
 - f. Residents must also refrain from spray painting on balconies.
 - g. Residents are expected to keep balcony and patio doors locked, when not in use. Failure to do so will result in a disciplinary fine and may result in additional disciplinary action.
5. Roofs – Residents may not, at any time, for any reason, be on any housing facility roof.

J. Alcohol

Excessive consumption of alcohol diminishes a person’s ability to think reasonably and in accord with the dignity of the human person. As part of a Catholic institution, which believes in upholding the dignity and sacredness of the human person, the following alcohol policies are in place.

1. The possession, consumption, or distribution of alcoholic beverages, in any form, will not be permitted in Guinan Hall, regardless of age.
2. Drunk and disorderly conduct in private or public by any resident will be considered cause for referral to the Dean of Students.
3. The display of posters, banners, signs, etc. advertising alcohol is prohibited in University housing without prior approval.
4. It is a violation of policy to possess or use alcoholic beverage containers (empty or otherwise), shot glasses or other alcohol branded materials to decorate the interior or exterior of any University housing property.

5. Young Hall and Townhome Communities Alcohol Policy

The alcohol policy in the residence hall apartments/townhomes at the University of St. Thomas is designed to support the University, city, state and federal laws as well as to create an environment conducive to learning appropriate and healthy attitudes and behaviors regarding the use of alcohol in our society. In this policy, “alcoholic beverages” is defined as beer and wine only. If any violation of the alcohol policy occurs, a violation will be written for all students present (regardless of age).

- a. If the residents of an apartment/townhome are not of legal drinking age (21 years), no alcohol or container of alcohol is allowed in the apartment/townhome 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/townhome.
- b. If section 5.a. (above) does not apply, residents of legal age (21 years) and over may possess and consume liquid alcoholic beverages (beer or wine only, as per above) in their apartments/townhomes and in the apartments/townhomes of other students 21 years of age or older, as long as no one under the age of 21 is present.
- c. The consumption or possession of alcoholic beverages in open containers is prohibited in hallways, stairways, lobbies, balconies, patios, lounges, recreational areas, restrooms, and

all other areas of the residence hall apartment complex or townhome communities, regardless of age.

- d. No student of legal drinking age (21 years) is allowed to purchase, or in any way, provide alcohol for an underage student or guest.
- e. Alcohol, in any form, may not be sold or manufactured in the residence hall.
- f. Bulk or common source alcohol containers (i.e. kegs or party balls) are not allowed in the residence hall apartment complex or townhome communities, regardless of age.

Responsible use of alcohol is expected. Residents found to be intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed in the residence halls. 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.

K. Drug and drug paraphernalia

1. **Drugs** – The University forbids the possession of drugs prohibited by federal and state narcotics laws. Students involved in the non-prescribed use, possession, or distribution of drugs or in the use, possession, distribution, manufacture, or transportation of amphetamines, barbiturates, hallucinogens, inhalants, opiates, steroids, or marijuana will be subject to immediate criminal prosecution, housing contract severance, and suspension or expulsion.
2. **Prescription Drugs** – It is a violation of the law and University policy for a resident to possess or use any medication not specifically prescribed for him/her. Residents must maintain their prescribed medication in the container in which it was distributed by the pharmacy. These containers must be clearly marked with the resident's name, prescribing physician's name, medication, date, pharmacy and dosage. Residents are strongly encouraged to store their prescribed medications in a safe location such as a lockbox.
3. **Drug Paraphernalia** – Bongs, cigarette papers, roach clips, syringes, hookahs, CO2 cartridges, and all other items that may be used for the purpose of smoking, diluting, cutting, manufacturing, injecting, or otherwise consuming, using, selling, or distributing illegal drugs, are not permitted on housing property. Residents with medically certified illnesses who must give themselves injections must notify the Office of Residence Life within the first two days of classes. Notification must include written authorization, and be dated and signed by a licensed, practicing Medical Doctor (MD).
4. The display of posters, banners, signs, etc. advertising drugs is prohibited in University housing.
5. **Other Substances** – It is a violation of housing policy for a resident to use any substance, including household items and other items not readily identified as drugs, for inhaling, injecting, consuming or otherwise using the substance in a manner inconsistent with the manufacturer's intended use.

L. Privacy and Quiet Hours

1. 24-Hour Courtesy Hours – In order for a community atmosphere to flourish, respect of and courtesy for one another must be shown at all times. Residents should always comply with requests from fellow residents and neighbors to be quieter.
2. Quiet Hours – Residents should assume that other residents and neighbors are either studying or sleeping and conduct themselves in such a manner as not to disturb anyone. The reasonable right to quiet will take precedence over the right of noise. Quiet hours are scheduled from 9 p.m. until 9 a.m., Sunday evening through Thursday evening, and midnight until 9 a.m. on Friday and Saturday. During all hours not specifically designated as “Quiet Hours,” residents shall respect other residents by refraining from making unacceptable levels of noise.
3. 24-hour Quiet Hours – Twenty-four hour quiet hours will be in effect forty-eight hours prior to the first scheduled final examination each semester, and will end at the start of the last scheduled final exam for that semester.

M. 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 may lose visitation privileges for a period of time and the guest’s designated resident-host would also 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 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 must contact their designated host from the lobby phone or front desk. Guests must sign-in at the lobby front desk, by presenting a valid state ID, and wait for their designated host to meet them and personally escort them from the lobby. Upon depart-

ture, guests must be escorted back to the lobby by their designated host, and sign-out at the lobby front desk.

5. Visitors to All Communities Other than Guinan Hall – Visitors are expected to alert their host of their arrival. 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 property and may not be left alone at any time. Upon departure, guests must be escorted back to the entrance by their designated host and sign out using the visitor 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 same gendered residents beyond guest hours; however, residents must be escorted when visiting outside of their own housing facility and show 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 or the RA on-call prior to the arrival of their guest. Any overnight guest found to be without an overnight pass will be asked to leave housing and may lose his/her visitation privileges.
 - 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 within a 30 day period in University housing (this means that no one particular person may stay longer than three nights within a 30 day period in campus housing). This maximum of 3 nights within University housing remains in place regardless of the number of hosts a student has.
 - 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 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 action, including loss of visitation privileges and could include removal from housing.

N. 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, TV, 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.

O. Transportation Devices

1. Residents should not ride bicycles, skateboards, hoverboards, use skates, rollerblades, motorized shopping carts, or other such equipment inside housing facilities.
2. Mopeds and Motorcycles - Mopeds, motorcycles, and all other combustible engine vehicles are not permitted inside of University housing. Combustible engine vehicles are not permitted in housing courtyards, on sidewalks surrounding University housing, or on any other University housing property, other than designated parking areas.
3. Bicycles -
 - a. Residents may park their bicycles on University provided racks and under housing facility stairwells (no more than 2 bikes per stairwell opening).

- b. Bicycles should not be parked in common areas inside of University housing.
- c. Bicycles should not be chained to sign posts, railings, walkways, or otherwise attached to any interior or exterior structure not designed for this purpose.
- d. Bicycles left at the end of the spring semester, parked outside of rooms or other areas not designated for them will be confiscated and stored at the resident's expense for up to three days, after which, unclaimed bicycles will be donated to a local charity.

P. Solicitation and Signage

- 1. Soliciting and Selling – Salespersons are not allowed, under any circumstances, to canvass the halls or solicit from room to room, or door to door (this includes residents). If approached by a solicitor, immediately contact the University Police Department, 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 Residence Life Professional Staff.

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 (email, newsletters,

memorandums, etc.) forwarded to him/her by staff and/or all other University officials.

- k. Responding to the directives of University officials.
2. Honor Code – Residents are expected to immediately report unsanctioned activities within campus housing to a housing or University official. This is not only for the protection of our community, but also for the protection of each individual resident. Residents will suffer the consequences of their roommate(s)/housemate(s), guest(s), and roommate’s/housemate’s guest’s behavior if they fail to report known unsanctioned activity occurring within their contracted area.
3. Good Neighbors – It is the expectation of the University that our student-residents will refrain from any actions/behaviors that might in any way reflect poorly upon themselves, their roommates and housemates, and the entire University community. Residents are expected to demonstrate the highest respect and regard for their neighbors.
4. Bullying and Harassment – 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, as defined by Texas state law, 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 – If a prank, 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, the residents responsible for this prank will receive appropriate disciplinary action.
8. Rumors/Gossip – The initiation or sharing of gossip or rumors is always inappropriate. The University will not tolerate behavior that ultimately serves no purpose other than to hurt another or defame another’s character. Any resident found to have participated in this behavior may be subject to disciplinary action.
9. Dining Room Conduct – While in the dining hall, residents must be dressed appropriately (shirt and shoes included), must buy own tables, obtain meals during advertised hours, and show a student ID when requested.
10. Vandalism – Active involvement in reducing damages within the 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 entire community (room, hall, building, etc) may be charged the cost to repair the vandalism, as per Residence Life section S.6.b.

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, Director of Residence Life or his/her designee and/or the Dean of Students. 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 written warning, fines, community service, educational sanctions, revocation of privileges, reparations being required of the violator, a resident being required to switch residence halls, referral to the Dean of Students, eviction from housing, academic suspension and/or expulsion.

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, house-mate(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 (Fall) or one day before classes begin (Spring and Summer). Closing dates and times will be advertised via newsletter and the web at the beginning of each semester.
3. Check-out – It is the responsibility of the resident to properly check-out of campus housing at the end of the contract period or whenever moving out of campus housing, or to another location within campus housing. Resident must complete the appropriate paperwork and surrender keys in order to finalize check-out. Failure to check-out properly, completely, and on time will result in fines assessed to the resident
4. Room Damages – Damages to rooms, apartment units, and/or room furnishings beyond the limits of reasonable wear and tear will be charged to the assigned resident(s). A room inventory will be provided for the resident's protection against improper damage charges. Failure to submit a room-condition form 48 hours after checking into a room may result in the resident being charged for all existing room damages. Charges will be posted to the student's University ac-

count.

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 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 a refund request.

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. 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 (2) to four (4) 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. A student with a cumulative institutional GPA of 3.00 or higher may request permission to take an overload of not more than 3-credit hours per semester. Permission must be recommended by the student's academic advisor and approved by the dean of the appropriate school.

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

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

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

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

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

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

- H. Grading and Point Equivalents

A = 4.000 grade points per credit hour

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

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

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

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

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

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

- I. Final Semester Grades - Semester grades and cumulative statistics are available at the end of each semester on myStThom. 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.
- J. Classroom Behavior - 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. Any breach of discipline in the classroom and/or inappropriate classroom behavior will be reported to the Vice President for Student Affairs and the dean of the school, so that the behavior may be addressed through the conduct process.

Deficient Performance, Probation & Dismissal

- A. Academic Warning Analyses - The University is concerned when students perform at a deficient level. The Academic Warning Notice was developed to help students in academic difficulty. Faculty members at the University of St. Thomas can now provide interventions to these students through an online referral process known as Academic Warning Notices. Notices can be completed at any point of the semester, but can be especially relevant during the weeks close to midterm examinations. A faculty member completes an online form detailing reasons for the academic difficulty, such as performance or behavioral concerns or deficient skills, and recommends actions for improvement. Once submitted, Academic Warning Notices are emailed to the student, the student's academic advisor, and the referring faculty member for follow up. Academic Warning Notices do not become a part of students' permanent records but provide information and awareness so that they may address their difficulty and aid in our campus retention efforts.
- B. Academic Probation - Students who perform at a deficient level may be placed on academic 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 2.0 or better in their course work at UST. Students who have completed nine UST semester credit hours and whose cumulative GPA falls below 2.0 will be placed on academic probation. Students who are on academic probation must earn a minimum 2.0 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 2.0 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 academic dean or the Registrar.

Other reasons may justify dismissal, including academic dishonesty and violating certain norms of conduct expected of students, as outlined in the Code of Student Conduct.

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

Academic Integrity

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

A. Definition

Academic dishonesty includes but is not limited to:

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

B. Charge of Academic Dishonesty

Faculty and/or exam administrators who consider that they have a valid case of academic dishonesty against a student must inform the student of the charge and the resulting penalty which is at the discretion of the faculty member. The faculty member will submit the charge, penalty and supporting documentation to the Dean of Students and the Registrar using the Academic Dishonesty form on the portal after the act has been discovered and investigated but no later than the date when the course grades are due for the semester or academic session. Record of the offence will be kept by the Registrar's office as an official academic record. Each case will be treated as a matter of deferred adjudication; if and when the student graduates, the record will be expunged. A student wishing to appeal the academic dishonesty charge must write a letter of appeal within seven days of receiving the Report of Academic Dishonesty. The Registrar will forward the appeal and all supporting documents pertaining to the case to the Academic Committee.

C. Second Case Offenses

When a second charge of academic dishonesty has been upheld against a student, the student shall be dismissed from the University. The transcript will note "Dismissed for Academic Dishonesty," along with the date. Readmission to the University may be considered under extraordinary circumstances through a written appeal to the office of the Vice President of Academic Affairs.

Academic Grievance

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

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.

Absences and Withdrawal from the University

- A. **Absence from Class** - The University expect all students to be regular and punctual in class attendance. Frequent, unexplained absences may result in a student being administratively withdrawn from the course or in a grade reduction or failing grade, at the discretion of the faculty member, in accordance with the faculty member's attendance policy included in the course syllabus.
- B. **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.

- C. **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.

- D. Withdrawal and Absence Procedures for Military, Veteran, and ROTC students - The following options have been made available for 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" (Incom-

plete) for any class have one year after return from active military service to complete the required course work. The total time to complete the course requirements will not exceed five years from the call of service. With this option, students will receive a prorated refund of room and board charges.

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

Policy on Class Absences Due to Military Service:

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

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

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

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

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

The University may release a student's records to their parents (1) with the written consent of the student, (2) in compliance with a subpoena, or (3) upon receipt of evidence indicating the student was de-

clared a dependent by their parent on their parent's most recent income tax return. Consent forms are available in the Registrar's Office.

SECTION 5: SOLOMON AMENDMENT

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

SECTION 6: ATTENDANCE POLICY FOR CO-CURRICULAR ACTIVITIES

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

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

Policy and Procedures

1. Students should meet with their academic advisors prior to registering for classes to discuss their class schedule and participation in co-curricular activities.
2. Absence from class does not excuse students from any work missed during the absence.
3. Students must discuss with the instructor, as early as possible in the semester, the potential consequences of missing classes.

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

SECTION 7: POLICY ON PROFESSIONAL ETHICS GOVERNING FACULTY/STUDENT CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

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

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

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

SECTION 8: STUDENT COMPLAINTS

The University of St. Thomas strives to provide a safe, humane, and responsive learning environment for students. When conflicts arise, students are encouraged to resolve the complaint informally. In the case that an issue cannot be resolved informally, the individual has a right to initiate a formal complaint through the Office of the Dean of Students. Student complaints may include, but are not limited to, issues regarding classroom instruction, campus services and offices, as well issues with other students.

Students are encouraged to resolve all complaints informally, first by meeting with the person directly involved with the complaint. If the complaint cannot be resolved, students are encouraged to submit a formal complaint.

NOTE: If the complaint is one regarding academics, see the Academic Grievance Policy for procedures.

Formal complaints must be made in writing, submitted on the official complaint form, found at www.stthom.edu/dos. No anonymous complaints will be accepted.

Upon receipt of the formal written complaint, the Dean of Students or designee will review the complaint, assess validity, and forward to the appropriate department for further review and resolution.

- A. All academic/classroom complaints will be forwarded to the chair/dean of the academic department and the Vice President for Academic Affairs.
- B. All complaints about a staff/faculty actions/behavior will be forwarded to the employee's immediate supervisor and department chair/dean, and human resources (for record keeping purposes).
- C. All complaints about general campus services, other students' actions/behaviors, code of conduct violations will remain in the office of Student Affairs.
- D. All other complaints will remain in the office of Student Affairs.

The dean and/or next level supervisor will schedule a time to meet with the complainant to discuss and resolve the complaint. At this time, the complainant should bring all supporting documentation.

If the complainant does not agree with the resolution of the complaint, he/she may appeal the dean's or next level supervisor's decision to the vice president overseeing the department involved in the complaint. The student's written appeal, including all supporting documentation, will then be forwarded to the department's vice president, who may request an appointment with the complainant to discuss the appeal or may choose to make a decision based upon a review of the written documentation.

The vice president will make a decision concerning the complaint and notify the complainant of the decision in writing. The decision of the vice president is final.

After exhausting the University's complaint process, current, former, and prospective students may initiate a complaint with Texas Higher Education Coordinating Board. More information about how to file a complaint with THECB can be found at www.thecb.state.tx.us. Complaints will be accepted by sending the required forms (found on the THECB website listed above) either by email to StudentComplaints@thecb.state.tx.us or by mail to: Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788.

SECTION 9: COUNSELING AND DISABILITY SERVICES

Counseling and Disability Services (CDS) 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 CDS at 713-525-2169 or 713-525-6953.

Disability Services for Students

Counseling and Disability Services also provides academic accommodations for students with disabilities. The University abides by the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973 and other legal mandates that stipulate qualified students with disabilities receive accommodations to provide equal access to programs and opportunities at the University. If a student has a documented disability, reasonable and appropriate academic accommodations for students who qualify under the law are available. Disabilities may be defined by the following:

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

Students should set an appointment with professional staff at CDS 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 CDS 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 programs or activities, as required by the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, as amended, 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 Employees: Associate Vice President for Human Resources, (713) 525-3813

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

Secondary for Employees: Vice President of Finance, (713) 525-6960

Mailing Address: 3800 Montrose Boulevard, Houston, Texas 77006

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

Discrimination Grievance Procedures

The University of St. Thomas has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended. Information will be kept confidential to the extent possible. The Section 504 Coordinators will maintain all records related to filed complaints, written findings, and resolutions. The Executive Director of Counseling and Disability Services will maintain records for students; the Associate Vice President for Human Resources will maintain records for 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: Counseling and Disability Services, Crooker Center

Telephone: (713) 525-3162

- b. Disability Discrimination of Employees.** All disability discrimination complaints by employees should be filed with the Associate Vice President for Human Resources.

Location: Human Resources

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 of Finance (for employees).

- d. Complaints by Mail.** Complaints may also be mailed to the appropriate Discrimination Grievance Officer listed above 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 an employee, then the Associate Vice President for Human Resources 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 Human Resources is the accused party, the Complainant will contact the Vice President of 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 may include 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 mental health professional 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 probable imminent danger of harming him or herself. In such cases, the professional may break confidentiality in order to protect the student or others from harm. Whenever possible, the mental health professional 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 Police or Community Service Officer, that officer shall immediately attempt to contact a mental health professional at the Counseling and Disability Services office. The officer shall then notify the Vice President for Student Affairs and/or the Dean of Students. If physical self-harm is imminent, the Officer shall immediately call 911.

4. If a student causes behavioral disturbances, refuses professional help, or behaves in such a way that his or her safety is in question and the student's suicidal behavior is brought to the attention of the Vice President for Student Affairs and/or the Dean of Students by a member of the University community, the notified administrator will decide the course of action that serves the best interests of the individual involved and the University community.

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

SECTION 11: POLICY TO PROMOTE A DRUG AND ALCOHOL ABUSE FREE WORK-PLACE AND CAMPUS

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 that 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 unlawful use and abuse of drugs or alcohol is inconsistent with the behavior expected of members of the University of St. Thomas 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. Additionally, the impact of drug use and high risk alcohol consumption for college students cannot be overlooked in terms of its cost to the individual students affected and the University. For specific information related to alcohol and other drug consumption and consequences, go to the National Institute on Drug Abuse: <http://www.drugabuse.gov/>.

Policy and Procedure

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) or the unauthorized use of alcohol 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.

Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the University's policy on a drug-free workplace:

- A. Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11

through 1300.15, and as defined in the Texas Controlled Substances Act (Texas Health & Safety Code, 481.001 et seq).

- B. Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
- C. Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- D. Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
- E. Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the University.
- F. Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch or any independent regulatory agency.
- G. Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation (“Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans’ benefits to individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.
- H. Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.
- I. Illicit drug use means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs and the abuse of other drugs and alcohol.
- J. Student means any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

- K. University sponsored activities mean any activity on or off University premises that is directly initiated, supported, or supervised by the University.
- L. Workplace means the physical boundaries of the University and facilities owned or controlled by the University.

Health Risks

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at <http://www.dea.gov/druginfo/factsheets.shtml>. With any drug, prolonged use can lead to health issues as well as long-term dependency.

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs).

Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

Narcotics

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

Other Depressants

Other depressants (including GHB or liquid ecstasy, valium, xanax, ambien, and barbituates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

Anabolic Steroids

Anabolic Steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gynecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

Inhalants

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Penalties

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:

- A. 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.
- B. Employees and students may be referred to a drug and alcohol assistance or rehabilitation program in which they must maintain satisfactory participation.
- C. Employees may be subject to disciplinary action up to and including suspension, suspension without pay, termination, and may be referred for prosecution.
- D. Students in violation of the University of St. Thomas "Code of Student 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:

Employee and Student Initiated Assistance

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

University Initiated Assistance

A. 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.

B. 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.

While this policy covers drug and alcohol use at the University of St. Thomas, please be aware that there are penalties under Texas and federal law. All University of St. Thomas employees and students are responsible for complying with local, state, and federal laws regarding alcohol.

Underage Drinking Laws

Minors who purchase, attempt to purchase, possess, or consume alcoholic beverages, as well as minors who are intoxicated in public or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to \$500
- Alcohol awareness class
- 8 to 40 hours community service
- 30 to 180 days loss or denial of driver's license

If a minor is seventeen years of age or older and the violation is the third offense, the offense is punishable by a fine of \$250 to \$2,000, confinement in jail for up to 180 days or both, as well as automatic driver's license suspension.

A minor with previous alcohol-related convictions will have his or her driver's license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

Penalties for Providing Alcohol to a Minor

Adults and minors who give alcohol to a minor also face a stiff penalty. The punishment for making alcoholic beverages available to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement in jail for up to a year, or both. Additionally, the violator will have his or her driver's license automatically suspended for 180 days upon conviction.

Persons 21 or older (other than the parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly

allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult.

Sale to a minor is a class A misdemeanor, punishable by a fine up to \$4,000, confinement up to a year in jail, or both.

Zero Tolerance Law

In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles.

- A. The consequences for the minor on the first offense of driving under the influence of alcohol:
 - Class C misdemeanor, punishable by a fine up to \$500
 - Attendance at an alcohol awareness class
 - 20 to 40 hours of mandatory community service
 - 60 days driver's license suspension. The minor would not be eligible for an occupational license for the first 30 days.
- B. A second offense increases the consequences to:
 - Class C misdemeanor, punishable by a fine up to \$500
 - Attendance at an alcohol awareness class at the judge's discretion
 - 40 to 60 hours of mandatory community service
 - 120 days driver's license suspension. The minor would not be eligible for an occupational license for the first 90 days.
- C. A third offense is not eligible for deferred adjudication. The minor's driver's license is suspended for 180 days and an occupational license may not be obtained for the entire suspension period. If the minor is 17 years of age or older, the fine increases to \$500 to \$2,000, confinement in jail for up to 180 days, or both.

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:
 - a. the campus policy of maintaining a drug and alcohol abuse free workplace,

- b. the dangers of drug and alcohol abuse in the workplace,
 - c. the availability of drug and alcohol abuse counseling/rehabilitation,
 - d. the development of employee and student assistance programs,
 - e. 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.

Student and Employee Resources

The University offers the following drug and alcohol abuse information, counseling, assistance and services:

1. Information and Referral - All members of the University community are eligible to consult with the professional staff of the Office of Counseling and Disability Services and the Office of Health and Wellness Services regarding the availability of substance abuse assistance programs. Substance abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. A collection of resource materials pertinent to issues of drug abuse is available.
2. Individual Counseling - Enrolled students can be seen for short-term counseling and crisis intervention for assistance with substance use problems. However, Counseling and Disability Services will make a referral for long-term substance use and detox. Faculty and staff are eligible for an in-

itial consultation and referral for such services.

Employees may access services through the University's Employee Assistance Program. Employees may call 1-800 227-1060 or access Members.mhn.com. The Company Code is: stthom.

3. UST – On the Road to Recovery is a program that assists and serves students and employees with substance use issues at the University of St. Thomas. UST – On the Road to Recovery works closely with multiple departments on campus including Counseling and Psychological Services, Student Housing and Residential Life, Office of the Dean of Students, and the Office of Health and Wellness Services, to support student and employee health and wellness as it pertains to substance abuse issues.

4. UST Health and Wellness Office

Students and employees can visit the UST Health and Wellness Services Office and speak about any drug and alcohol questions in a safe and friendly environment. Appointments can be made contacting Health and Wellness Service at 713 525-3513.

5. Formal Organizations

Individuals can be assisted by participating in organizations like Alcoholics Anonymous or Narcotics Anonymous and information concerning these groups is maintained for dissemination to interested persons.

- Alcoholic Anonymous www.aahouston.org
- Narcotics Anonymous www.hascona.com or helpline@hascona.com

6. Community Resources

Various community resources offer short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step oriented program and/or appropriate treatment. Contact information:

- The Council on Recovery www.council-houston.org
- National Council on Alcoholism & Drug Dependence (NCADD) www.ncadd.org; 24hr Hope Line 800-622-2255
- Palmer Drug Abuse Program (PDAP) www.pdaphouston.org
- Memorial Hermann: Prevention and Recovery Center (PARC) www.mhparc.org

Implementation of Policy

Implementation of this policy is a joint responsibility of the Office of the President, Vice President for Student Affairs, Office of Dean of Students, Office of Human Resources, and the Office of Financial Aid.

Distribution of Policy

A copy of this policy will be distributed to faculty, staff and students at the beginning of each semester as a part of the annual notification process. Each newly hired employee will receive a copy as a part of the new hire orientation. Newly hired students will receive a copy as a part of new student worker ori-

entation.

Biennial Policy Review

The University of St. Thomas will review this policy biennially to determine its effectiveness and to recommend changes in the program to the President if they are needed. Such a review will also determine that the University's disciplinary sanctions are consistently enforced.

SECTION 12: SMOKING POLICY

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

POLICY/PROCEDURE

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

SECTION 13: ALCOHOL POLICY

This policy sets forth regulations regarding the service, consumption, and distribution of alcoholic beverages to all members of the University of St. Thomas community and their guests. The University strictly adheres to all city, state, and federal laws governing the distribution and consumption of alcohol. The University is committed to the safety and well-being of its community and to the national initiative of preventing alcohol abuse.

The general policies of the University concerning the consumption, serving or sale of alcohol are:

1. The University will not fund, directly or indirectly, the purchase of alcoholic beverages for off campus events, other than for official events sponsored by the Office of Institutional Advancement and/or Office of the President.
2. If alcohol is to be served at an event on campus, the sponsoring student organization or administrative department/organization must identify a faculty, staff, or administrative sponsor for the event. In addition, student organizations sponsoring an event must identify a student representative who serves as the primary student contact for the event and identify him/her on the alcohol permit.
3. In addition to the named sponsor, the event must have as many security personnel from a UST approved security organization as are deemed necessary by the VPSA or designee present for the entire event. The sponsoring organization will pay for the security personnel. Organizations may not provide their own security. (For faculty and staff events only, with fewer than 50 attendees, where no students are present, no security personnel will be required.)
4. An alcohol use form must be completed for all events in which alcohol will be served. The alcohol use form is available in the University Police Department.
5. TABC-certified servers must be used and can only be contracted through the Office of Student Activities or Dining Services. (For faculty and staff events only, with fewer than 50 attendees, where no students are present, no TABC server will be required.)
6. 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 avoided in any advertising, and during the event.
7. A drink limit will be determined by the VPSA or designee for each event which students will be present, based on the duration of the event. The standard drink limit will be up to one drink per hour, not to exceed three drinks per person. The University is not responsible for the actions of persons violating the policies and restriction set forth by this policy and the alcohol use form.
8. Alcohol products are limited to beer (kegs only for student events) and wine only. Dispensation and consumption of hard liquor are strictly prohibited, except for specific events sponsored by the Office of Institutional Advancement and/or the Office of the President. 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.

9. The named sponsor is responsible for ensuring that every attendee at the event shows proof of legal drinking age (21 or older) prior to being served any alcoholic beverage. The only acceptable forms of identification are driver licenses, state issued identification cards or a passport 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.
10. All events providing alcohol must have set start and end times. The named sponsor and student contact must remain present at the event for the entirety of the event.
11. Alcohol may not be served before 4:00 PM, Monday through Friday, and not before 12:00 noon, Saturday or Sunday, except for specific events sponsored by the Office of Institutional Advancement and/or Office of the President. Last call for alcohol will be one hour prior to advertised ending time.
12. The named sponsor and student contact are also responsible for making sure that the rights and privileges of the attendees are respected and that all other University policies are upheld.
13. 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.
14. 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 event sponsors at their sole expense and effort, unless sponsored by the Office of Institutional Advancement and/or Office of the President.
15. Event sponsors may be liable for loss, damage or theft of institutional, contractor or personal property occurring as a result of the event. If it appears that individual students or student groups may have violated the student code of conduct, they will be referred to the VPSA for disciplinary actions under the code of conduct.
16. Violation of any provision of University 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 6 months to 2 years.
17. Additional limitations or regulations may be imposed at the discretion of the VPSA or designee.

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.

POLICY / PROCEDURE

The information summarized in this document is available in the University Police Department in the Moran Center and at http://www.stthom.edu/Campus_Student_Life/University_Police_Department.

- 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 UPD at (713) 525-3888, twenty-four hours a day (ext. 3888 from campus phones).
 - b. Calling UPD from one of the emergency call boxes.
 - c. Calling 911 from any internal telephone or 911 from any external telephone for direct access to the local emergency services.
 2. University Police 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 UPD, and if deemed necessary, by the appropriate outside law enforcement agency. University Police responses include, but are not limited to:
 - a. Immediate response to the scene of the criminal activity by one or more University Police personnel.
 - b. Investigations of alleged reports in accordance with University of St. Thomas Police Department's procedures.
 - c. Issuance of a timely warning to the campus community, if on-going concern for safety exists.
 - d. Detaining suspects and filing the appropriate charges against them, dependent upon the circumstances of the offense.
 - e. Inclusion of criminal activity in the daily crime log, available at UPD and online on the UPD webpage.
 - f. 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 UPD 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 University Police 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. The University employs sworn police officers and non-sworn community service officers.
2. The University Police Department maintains a cooperative relationship with all other Federal, State, and Local law enforcement agencies.
3. The University Chief of Police provides information to all incoming students at orientation on a semi-annual basis, making them aware of how to contact UPD and of the importance of reporting criminal activity. Additionally, UPD personnel also give verbal crime prevention tips to students on an informal basis, encouraging them to approach police officers with information about crime on campus.

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

E. Programs designed to inform students and employees about the prevention of crime. There are numerous programs that are available at the request of the various groups or individuals on campus including Sexual Assault Protocol, Drug Awareness, and Theft Prevention. A variety of literature is al-

so available to any student upon request, as well as one-on-one discussions.

- F. Policy concerning the monitoring of local police reports at off campus student organization owned property including residential facilities owned by recognized student groups. The University of St. Thomas does not have any recognized student groups that maintain off campus properties.
- G. Statement(s) concerning possession, use and/or sale of alcoholic beverages and enforcement of State underage drinking laws and statement(s) regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws. Description of drug/alcohol abuse programs as required under Section 1145g.

Alcohol (beer and wine only, no hard liquor) is permitted on campus for people of legal drinking age, with the prior approval of the Vice President for Student Affairs. All laws of the State of Texas in regard to the underage consumption, sale, or possession of alcohol by underage persons are in effect on the University of St. Thomas campus. Illegal drugs, narcotics, or hallucinogens are not permitted on the campus of the University of St. Thomas. Offenders will be dealt with accordingly, pursuant to State and Federal narcotics laws.

The Offices of Counseling & Disability Services, Residence Life, and Health Promotion & Wellness have programs in place to deal with issues relating to drug and alcohol abuse.

- H. Campus crime statistics are provided annually to the Department of Education by UPD, and reported to the campus community in the Annual Security and Fire Safety Report (ASFSR), which is issued on or before October 1, each year and available on the UPD website. The email notification of the ASFSR to all campus community members on or before October 1st provides a link to the report, as well as how to secure a printed copy of the report.

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 hangtag.

2. Student Parking Fees

Fall Semester \$100

Spring Semester \$100

Summer Semesters \$60

Parking fees are non-refundable and payable at the Business Office or online.

Persons who purchase a parking permit, must present a printed receipt to the University Police Department (UPD) when registering their vehicle.

3. Hangtags 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

Note: Parking is available in the Moran Parking Center 24 hours a day. The Parking Center may be used by anyone who pays either the daily exit fee or the semester parking fee.

4. Student Vehicle Registration

- a. Vehicles must be registered with the University Police Department.
- b. After submitting a completed registration form and proof of parking fee payment, applicant will be issued a parking hangtag. This hangtag must be hung from the rearview mirror in the vehicle and displayed so that it is visible and legible from the outside of the vehicle.
- 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 hangtag by paying an additional fee of \$10. Additional permits can only be utilized by the student who has paid the \$100 parking fee.
- f. Vehicles parked on University property without an appropriate hangtag displayed will be booted or towed at owner's expense.
- g. Students are prohibited to obtain parking permits for use by visitors (persons other than students, staff or faculty).

5. Lost/Stolen Hangtag

A lost/stolen hangtag should be reported immediately to the University Police Department. A replacement fee will be charged for a lost hangtag.

6. Parking Garage Exit Fee

There is a \$5 per exit fee per vehicle for the parking garage for those who do not pay the semester parking fee. Any member of the UST community or any visitor to the University may pay the daily exit 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 a fine of \$50 and/or 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 UPD 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. Police Department 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. Police Department 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 Police Department. The term "vehicle" includes automobile, trucks, motorcycles, motorbikes, scooters and mopeds. "Visitors" are persons other than UST students, staff, and faculty. University policy requires that students have their student ID cards with them at all times while on campus. Drivers approaching the exit gates in the Moran Parking Center without an ID card will have to pay the exit fee regardless of whether or not semester parking was purchased.
- c. Each owner is expected to take the necessary steps to safeguard his/her property. The University is not liable for auto thefts, damages, or burglaries.
- d. Students are not allowed to park in designated faculty/staff parking lots Monday – Friday from 8:00 am-5:30 pm when school is in session.
- e. Vehicles with Handicap parking permits may park in any Handicap designated space in any lot at any time.

9. Operation of a Motor Vehicle

- a. The maximum permissible speed on all campus parking lots is 15 miles per hour.
- b. Pedestrians have the legal right-of-way at all crosswalks.
- c. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
- d. A vehicle shall not be operated / parked 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 shall 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 (30) 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, and the owner may also be charged a fee for the violation. All violation charges below increase by \$10 after the third citation for the same violation in a fiscal year.

Violation	Fee
Abandoned Vehicle in Moran Parking Garage	\$100
Failure to Display Parking Permit	\$10
Allowing Unauthorized Exit from the Parking Garage	\$25
Failure to Use Bicycle Rack	\$10
Blocking a Legally Parked Vehicle	\$25
Boot Removal	\$50
Displaying a Lost or Stolen Hangtag	\$100
Disregard of Barricades	\$20
Driving or Parking on Grass or Lawn Areas or Sidewalk	\$20
Illegal use of Permit (reproducing, altering, or defacing or use revoked, transferred, unauthorized permits or another person’s permit)	\$100
Improper Parking (disregard of stall lines, more than one foot from curb, facing wrong direction)	\$10
Parking in Area Not Designated as a Parking Area	\$20
Parking in Crosswalk	\$25
Parking in Lot or Space not Authorized by Permit	\$25
Parking on Campus While Parking Privileges are Suspended	\$100
Parking in 24-Hour Reserved Space	\$50
Parking Where Prohibited by Sign	\$25

Parking Where Prohibited by Yellow Lines or Curb	\$10
Safety Hazard (parking in fire lane, sidewalk, blocking drive, blocking fire hydrant, standing where prohibited, or improper use of skates or skateboards)	\$25
Unauthorized Parking in or Blocking of a Disabled Person Parking Space or Access Aisle	\$100
Unauthorized Removal of a Boot	\$200

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 Police Department 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 direct violators to the Business Office to pay fees. Only after normal business hours will officers accept this fee in cash or in a check made payable to “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 fee will accrue each day the boot remains in place. This fee will continue to accrue for three (3) days, at which time the Chief of Police 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 additional fees. 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 Department 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 are not allowed in buildings, with the exception of Guinan Hall (see Residence Life Policy and Procedure for more information).
- c. Bicycles may not block pedestrian traffic nor be chained to stairwells or arcade columns. Violators may have their bicycle booted (\$10 removal fee) or removed by the Police Department. Damaged locks will not be the responsibility of the University.

- d. 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 Police bike patrol officers are exempt from these limitations when performing official duties. More information on Parking Regulations can be found on the UST website.

SECTION 16: WARRANT AND ARREST POLICY

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

Representatives of law enforcement agencies should be directed to the Vice President for Student Affairs or the Chief of Police, 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 Police can inform the student of the existence of the warrant and provide him/her with the appropriate information to resolve the issue.

SECTION 17: WEAPONS POLICY

The University strictly prohibits the use, sale, manufacture, distribution, purchase, transfer, receipt or possession of weapons by students on the University's campus; any grounds or buildings on which an activity sponsored by the University is being conducted; and in any passenger transportation vehicle owned or leased by the University.

The following is also prohibited:

- Use, sale, manufacture, distribution, purchase, transfer, receipt, or possession of weapons while attending classes, and/or while entering or being physically present on the University's premises, including residence halls-
- Students from entering University premises or reporting for class while in possession of weapons.

Weapons include firearms, knives with a blade longer than three inches (with the exception of knives designed for food preparation, used in a cooking area), explosive materials, or any other object that could be used to harass, intimidate, or injure another individual, student, faculty or non-faculty member, volunteer, manager, or supervisor.

The University reserves the right, with cause, to conduct searches and inspections of students and/or their personal effects, lockers, desks, and/or other containers located on University premises.

This includes University vehicles wherever located. Entry onto University premises or attendance at an activity sponsored by the University constitutes consent to such searches or inspections. The purposes of such searches or inspections under this policy are to determine whether any student is in possession of weapons.

Searches will be conducted by authorized law enforcement officers. Authorizations may come from the Chief of Police, the President or the respective Vice President or their designees, or by a certified law enforcement officer in instances of clear and present imminent danger.

A student's refusal to submit to such searches may result in disciplinary action that can include any of the full range of sanctions as cited in the Code of Student Conduct, including suspension or expulsion.

TEXAS PENAL CODE

This policy is not intended to prohibit the storage or transport of a firearm or ammunition that a student is authorized by law to possess in a locked, privately owned or leased motor vehicle by a student who holds a license to carry a handgun under Subchapter H, Chapter 411, Government Code and lawfully possesses the firearm or ammunition: on a street or driveway located on the campus of the University; or in a parking lot, parking garage, or other parking area located on the campus of the University.

Students are prohibited from entering University property with a concealed handgun or a handgun that is carried openly. By entering onto University premises or attendance at an activity sponsored by the University, students acknowledge the following notice with respect to such premises and property:

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

QUESTIONS

Students having questions concerning this policy should contact the Office of Student Affairs at 713-525-3570.

SECTION 18: SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE POLICY AND RESOLUTION PROCEDURE GOVERNING STUDENTS AND EMPLOYEES

PREFACE TO POLICY

The University of St. Thomas (“UST”, “St. Thomas” or “the University”) is committed to providing timely support and assistance to victims and/or survivors¹ of sexual misconduct, interpersonal violence and/or gendered harassment. This policy provides detailed descriptions of how the institution identifies and responds to such complaints. This preface is intended to provide a snapshot of essential information for persons who need immediate assistance, so they do not have to navigate the entire document. This information is also included within the document in more detail. You may also visit www.stthom.edu/sexualmisconduct that houses this policy and information regarding on and off campus resources that may be helpful.

“Sexual misconduct” is an umbrella term that refers collectively to the below offenses that are prohibited by the University of St. Thomas. Those offenses are the following:

- Sexual Harassment
- Sexual Assault, which includes Non-Consensual Sexual Penetration and Sexual Touching
- Forms of Interpersonal Violence or Intimate Partner Violence, which include Dating Violence and Domestic Violence
- Sexual Exploitation
- Stalking, regardless of if it occurs in the context of an intimate relationship
- Non-sexual gender-based harassment and discrimination

Students or employees who experience an incident of sexual misconduct or one of the other prohibited offenses should consider the information and resources provided below. Full definitions of the above offenses are found later in this document.

EMERGENCY INFORMATION

FOR IMMEDIATE ASSISTANCE

1. Confidential Support: Any student in need of immediate emotional support should contact Counseling and Disability Services and request to speak with a confidential counselor (after hours, contact

¹ The words “victim” and “survivor” are used interchangeably throughout this document. UST respects the decision of those who have experienced violence to identify as a victim or a survivor. We recognize that choosing to identify as a survivor is an important part of the healing process for some who have experienced sexual misconduct. When we are referring to the “victim” or “survivor’s” role in the administrative process, we refer to them as the “Complainant” or “Reporting Party”.

the police department or your housing staff to access the counselor on call). You may also access the Counseling and Disability Services website, www.stthom.edu/CDS. Survivors (employees or students) may also contact AVDA (sexual and domestic violence resource center off campus) to speak with a confidential advocate 24 hours a day, 7 days a week by calling (713) 224-9911. Access AVDA website at www.avda-tx.org.

2. Reporting: Students and employees are *strongly* encouraged to report sexual misconduct or other prohibited conduct to University authorities and to the police in order to protect themselves and others. Even if the survivor does not want to make a formal incident report with the University or cooperate with law enforcement, he or she still may have the right to other victims' services, including reasonable accommodations and interim protective measures in addition to support services. To file a report, any person can contact any of the following or file a report online at www.stthom.edu/sexualmisconduct:

- a. **Title IX Coordinator for Students:** (available during regular business hours) Lindsey McPherson, Assistant Vice President for Student Affairs / Dean of Students, 3909 Graustark, Room 215Q, Crooker Center, deanofstudents@stthom.edu, (713) 525-3570.

- b. **Title IX Coordinator for Employees:** (available during regular business hours) Randy Graham, Associate Vice President of Human Resources, 3818 Graustark Street, Room 104, titleixcoord@stthom.edu, (713) 525-3813.

Reporting to the Title IX Coordinator will not result in a criminal investigation but will result in an administrative investigation to determine if this policy was violated. If the incident occurred on campus, limited information will be shared with the UST Police for purposes of determining if a Timely Warning Notice should be sent out to the community and for purposes of capturing and counting crime data.

- c. **UST Police Department:** (available 24 hours a day, 7 days a week) (713) 525-3888
www.stthom.edu/police.

Reporting to the UST Police may initiate a criminal investigation into your complaint. The UST Police will also determine if a Timely Warning Notice should be sent out to the community and will capture and count crime data if the offense was reported to have occurred on campus or on a property owned or controlled by the institution. The UST Police will report your complaint to the Title IX Coordinator. You can tell the police as much or as little as you would like.

- d. **Houston Police Department:** (available 24 hours a day, 7 days a week) Call 911 for emergencies or (713) 837-0311. Visit the Houston PD's website, www.houstontx.gov/police, for more information or to obtain the address or contact information for a specific division within the PD.
Important Note - The Houston PD may not share the details of your report with UST (however, the campus police must notify the Title IX Coordinator of a report made to their office). If you report to the city police, you should also report to the Title IX Coordinator so on campus accommodations, interim protective measures and resources may be provided, like changes in

class schedule, housing, work location, or transportation options if you request these and if they are reasonably available.

MEDICAL TREATMENT AND EVIDENCE PRESERVATION

As of January 2009, victims of sexual assault may have a sexual assault forensic exam without reporting it to law enforcement.² State law allows you to have the sexual assault forensic exam (SAFE) up to 120 hours (5 days) after the sexual assault. You can report to law enforcement if you chose to. In Texas, you have ten years (statute of limitations on sexual assault) to make the report. Having a sexual assault forensic exam conducted allows you to preserve evidence that will be lost over time while you have time to decide how to proceed.

UST police officers and City of Houston police officers encourage victims to report the sexual or domestic assault even if it is past the statute of limitations. Your case cannot go forward with prosecution, but it is important to document the assault and the perpetrators who commit them (in addition to allowing UST to prevent recurrence of similar crimes, if applicable).

In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually-transmitted infection. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where she or he was assaulted within 120 hours after the incident occurred so that evidence may be preserved.

Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that may be useful to University investigators, UST Police personnel, or local police.

Below is a chart of area hospitals where victims of sexual or intimate partner violence may go for medical services. The chart also indicates whether or not the facility has forensic evidence collection services available.

Hospitals in and around the Houston area:

Memorial Hermann Hospital	6411 Fannin Street Houston, Texas 77030 (713) 704-1261	Forensic Nurse Response Team available at any Memorial Hermann Hospital in the greater Houston area
Ben Taub Hospital	1504 Ben Taub Loop Houston, Texas 77030 (713) 873-2000	Forensic Kits available

² Violence Against Women Act, 2005.

INVESTIGATIONS

Survivors who wish to pursue an investigation may choose to:

1. Contact the UST Police Department to pursue a criminal investigation if the reported conduct occurred on property owned or controlled by UST.
2. Contact the Houston Police Department to pursue a criminal investigation.
3. File a civil complaint in a civil court. (This is equivalent to personally suing your attacker- this action may require you to obtain your own attorney.)
4. Report to the UST Title IX Coordinator. An investigation of a campus policy violation is independent from criminal investigations or civil court action and the Title IX Coordinator accepts complaints of all kinds of conduct (criminal and non-criminal) as well as conduct that occurred on and off campus.
5. Decide not to file charges or make a report for investigation. Survivors are strongly encouraged, but not required to report the incident. Survivors have the right to be free from any suggestion that victims must report the crime to be assured of any other rights or resources. Campus personnel will not pressure survivors to report a crime if the survivor does not wish to report, but will assist any person in filing a report with law enforcement no matter where the misconduct occurred. You should contact the Title IX Coordinator for assistance in filing a police report if you should require assistance.
6. A victim/survivor may report to all of the above and have concurrent criminal and administrative investigations. UST will not wait for the completion of a criminal investigation to begin or conduct its' administrative investigation but can temporarily yield to law enforcement so law enforcement can conduct preliminary fact-finding into your complaint.

ACCOMMODATIONS

A survivor may make a request for accommodations to the Title IX Coordinator. The survivor does not need to participate in an investigation or file charges in order to request accommodations. The Title IX Coordinator will work in conjunction with relevant parties to determine which measures are appropriate to ensure the victim's safety and equal access to educational programs and activities. Accommodations include:

- Accommodations related to academics, transportation, and/or your working environment.
- Relocation in their on-campus job if either will bring them into proximity with the accused party. Survivors may also request changes to their class schedule if they have classes in common with the accused party.

- A “no-contact” order may be put in place between the survivor and the accused party³ or if the accused party is a non-UST member, the institution may be able to work with law enforcement to prohibit the party from entering campus property.
- Providing Reporting Parties with financial aid-related information, such as how to apply for a leave of absence or addressing concerns about loan repayment.

INTRODUCTION

The University of St. Thomas (“UST”, “St. Thomas” or “the University”) values a learning community in which all members feel secure, physically and intellectually, and prohibits sex-based harassment. This includes having an environment free from sex-based harassment, to include sexual harassment, sexual assault, and the offenses of interpersonal or intimate partner violence (which include domestic and dating violence), stalking, sexual exploitation, complicity and retaliation (as those offenses are later defined in this policy and procedure.) Gender-based harassment, as defined later in this policy, is also prohibited. Faculty, staff, and students of the University of St. Thomas are expected to commit themselves to be examples of the highest standards of personal and professional conduct. As an educational institution, UST affirms by this policy statement that acts of sex and gender-based harassment are detrimental to the integrity of the institution and cannot be tolerated in our community. The University will take prompt and equitable action to eliminate sex and/or gender-based harassment, prevent its recurrence, and remedy its effects, no matter if the conduct occurred on or off campus when it has the propensity to create a hostile environment on campus.

To foster a climate of respect and security on campus as it relates to preventing and responding to acts of sex and/or gender-based harassment, this policy and resolution procedure serve to demonstrate the University’s commitment to:

- Identifying the forms of sexual misconduct or other forms of prohibited conduct that violate this policy;
- Disseminating clear policies and procedures for responding to sexual misconduct or other forms of prohibited conduct reported or reasonably known to the University;
- Developing a campaign for delivering primary prevention and awareness programs and ongoing training and education programs to students and employees so they may identify what behavior constitutes sexual misconduct and the other misconduct described in the policy; understand how to report such misconduct; recognize warning signs of potentially abusive behavior and ways to reduce risks; and learn about safe and positive options for bystander intervention that may be carried

³ The words “accused party”, “Respondent” and “perpetrator” will be used in this document to refer to the person who is alleged to have engaged in the harm or misconduct depending on which process (administrative policy violation or criminal process.) UST is not assigning any blame to the use of those word, rather using the word to refer to the party.

out by an individual to prevent harm or intervene when there is a risk of sexual misconduct or other forms of prohibited conduct against a person other than such individual;

- Engaging in investigative inquiry and resolution of reports that are adequate, reliable, impartial, prompt, fair, and equitable that support the due process rights of both parties;
- Supporting complainants and respondents and holding persons accountable for established violations of this policy; and
- Providing a written explanation of the rights and options available to every person who alleges that they have been the victim of sexual assault, dating violence, domestic violence and/or stalking, regardless of when or where the conduct occurred.

In addition, this policy:

1. Identifies the University's Title IX Coordinators, the function of the Title IX Investigators, the role of the police, the appellate process and describes their roles in compliance with Title IX and the Clery Act, to include VAWA.
2. Identifies how students, employees, and others can report sexual misconduct or other forms of prohibited conduct to the University confidentially and what resources are available both on and off campus to aid them, including employees' and students' rights to notify campus and local law enforcement, be assisted in that notification, and their right to decline to notify such authorities.
3. Provides information about how reports are assessed, investigated, and resolved.
4. Provides the University with a means to take all reasonable steps to identify sexual misconduct and other prohibited conduct as identified in this policy, prevent recurrence, and to correct its discriminatory effects on the complainant and others, if appropriate.

This policy supersedes any conflicting information contained in other University policies with respect to the definitions or procedures relating to conduct prohibited by this policy.

JURISDICTION

This policy applies to students, University employees, contractors, vendors, visitors, guests or other third parties regardless of their sex, gender identity, gender expression and/or sexual orientation. This policy pertains to acts of sexual misconduct or other forms of prohibited conduct that may be based on sex or gender committed by or against students, employees and third parties when:

1. the conduct occurs on University property or other property owned or controlled by the University;
2. the conduct occurs in the context of a University employment or education program or activity, including, but not limited to, University-sponsored study abroad, research, on-line, or internship programs; or
3. the conduct occurs outside the context of a University employment or education program or activity but has continuing adverse effects on or has the propensity to create a hostile environment for students, employees or third parties while on University property or other property owned or controlled by the University or in any University employment or education program or activity.

NOTICE OF NON-DISCRIMINATION & NOTICE OF COORDINATION WITH NON-DISCRIMINATION POLICY

The University is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status. The University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. This policy prohibits specific forms of behavior that may violate Title IX of the Education Amendments of 1972 (Title IX); relevant provisions of the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964 ("Title VII"); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"); and the Texas Commission on Human Rights Act.

The University recognizes that it is important to coordinate this policy with other existing policies related to harassment and discrimination knowing that harassment related to an individual's sex, sexual orientation, gender identity or gender expression, pregnancy or parenting status can occur in conjunction with misconduct and harassment related to a person's race, ethnicity, national origin, religion, age, disability, or other protected status (intersectional discrimination). Therefore, when a report is made of harassment or discrimination based on sex or gender as well as harassment or discrimination based on some other protected status, the University's response will be governed by the procedures referenced in this policy in addition to other relevant policies in place at the University. Questions about which policy applies in a specific instance should be directed to the Title IX Coordinator.

Employees should seek further information regarding equal opportunity, disability, harassment, discrimination and retaliation that **is not based on sex or gender** from:

Randy Graham
Associate Vice President for Human Resources
Title IX Coordinator for Employees
University of St. Thomas - Houston
(713) 525-3813
3818 Graustark Street
Houston, Texas 77006

TITLE IX COORDINATOR, DEPUTY TITLE IX COORDINATORS, AND INVESTIGATORS

The University has designated a Title IX Coordinator who is responsible for the oversight of this policy and any procedures related to it. The Title IX Coordinator is responsible for overseeing and resolving all Title IX complaints and identifying and addressing any patterns or systemic concerns that arise during the review of such reports. The Coordinator's responsibilities include oversight of a prompt, fair, equitable investigation and resolution process for reports of sexual misconduct or other forms of prohibited conduct at the University. The Title IX Coordinator also evaluates trends on campus by using information reported to them and makes recommendations for campus wide training and education programs and

other remedial actions designed to eliminate sex-based harassment, prevent its recurrence and address its effects.

The Title IX Investigator(s) conduct thorough and impartial investigations into the facts of a complaint including interviewing the complainant, respondent, witnesses or others who may have relevant information, and collecting any other evidence deemed relevant to a case.

Title IX Coordinator for Students

Lindsey McPherson
(713) 525-3570
deanofstudents@stthom.edu

Title IX Coordinator for Employees

Randy Graham
(713) 525-3813
titleixcoord@stthom.edu

The U.S. Department of Education’s Office for Civil Rights (OCR) is responsible for overseeing institutional noncompliance with Title IX. To file a report directly with the U.S. Department of Education, use the contact information below.

The OCR office for Texas is located at:

Dallas Office
Office for Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
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CONDUCT PROHIBITED UNDER THIS POLICY

Sexual Misconduct is a broad term used by the University to identify a number of forms of harassment based on sex. Sexual Misconduct includes the following specifically defined forms of behavior: Sexual Harassment, Sexual Assault, and Sexual Exploitation. Other forms of conduct prohibited by this policy include all forms of Interpersonal Violence to include Intimate Partner Violence (domestic and dating violence) and stalking (regardless of if the stalking occurs in the context of an intimate relationship.). All forms of gender-based harassment, complicity, and retaliation are also prohibited conduct under this policy and resolution procedure.⁴

A violation of this policy will be found when: (1) submission to such conduct is made as express or implicit term or condition of an individual’s employment, performance, appraisal, or evaluation of academic per-

⁴ NOTE: The definitions in this policy may differ from those used in the civil or criminal laws of the State of Texas. In some cases, the definitions include behaviors that, while not torts or crimes under Texas law, still violate UST’s standards of conduct for faculty, staff, and students. In addition, certain conduct may be punishable under Texas or Federal criminal statutes, civil law, and University policy and these processes may work concurrently and independently but are separate and distinct from one another.

formance; or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, humiliating, or offensive living, working, or learning environment.

Sex and Gender-Based Harassment

"Harassment" is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful.

"Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

"Gender-Based Harassment" is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

Generally speaking, harassment can be divided into two types of conduct:

1. **Quid Pro Quo Harassment.** Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic standing, or participation in any aspect of a University program or activity or is used as the basis for the University's decisions affecting the individual.
2. **Hostile Environment.** A hostile environment exists when the conduct is sufficiently severe, pervasive, or persistent that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment programs and/or activities. Whether conduct is sufficiently severe, pervasive, or persistent is determined both from a subjective and objective perspective.

Harassing conduct can take many forms. The determination of whether an environment is hostile is based on the totality of the circumstances, including but not limited to: (1) the frequency of the conduct; (2) the nature and severity of the conduct; (3) whether the conduct was physically threatening; (4) the effect of the conduct on the Complainant's mental or emotional state, with consideration of whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or University programs or activities; (5) whether the conduct was directed at more than one person; (6) whether the conduct arose in the context of other discriminatory conduct; and (7) whether the conduct implicates concerns related to academic freedom or protected speech.

A single isolated incident may create a hostile environment if the incident is sufficiently severe, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal, written, or visual expression is typically not sufficient to constitute a hostile environment. It is also important to note that the University need not determine a hostile environment was created to call behav-

ior harassment, to initiate an investigation, or to resolve the complaint. The creation of a hostile environment triggers a duty to respond, but a single act of conduct that is harassing is taken seriously and is sufficient to trigger a response from UST.

Sexual or Gender-Based Harassment:

- May be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- May be committed by anyone, regardless of gender, age, position or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational or employment relationships, harassment can occur in any context.
- May be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- May be committed by or against an individual or may be a result of the actions of an organization or group.
- May occur by or against an individual of any sex, sexual orientation, gender identity, or gender expression.
- May occur in the classroom, in the workplace, in residential settings, or in any other setting.
- May be a one-time event or can be part of a pattern of behavior.
- May be committed in the presence of others or when the Parties are alone.
- May affect the Complainant and/or third Parties who witness or observe harassment and are affected by it.

Examples of conduct that may constitute Sexual Harassment as defined above may include one or more of the following:

- **Physical conduct**, including unwelcome touching, sexual/physical assault, impeding, restraining, or blocking movements, or unwanted sexual advances;
- **Verbal conduct**, including making or using derogatory comments, epithets, slurs or humor; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; or objectively offensive comments of a sexual nature, including persistent or pervasive sexually explicit statements, questions, jokes, or anecdotes;
- **Visual conduct**, including leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters in a public space or forum; or severe, persistent, or pervasive visual displays of suggestive, erotic, or degrading sexually oriented images that are not pedagogically appropriate;
- **Written conduct**, including letters, notes or electronic communications containing comments, words, or images described above;
- **Quid pro quo conduct**, including direct propositions of a sexual nature between those for whom a power imbalance or supervisory or other authority relationship exists; offering educational or employment benefits in exchange for sexual favors; making submission to sexual advances an actual or

implied condition of employment, work status, promotion, grades, or letters of recommendation, including subtle pressure for sexual activity, an element of which may be repeated requests for private meetings with no academic or work purpose; or making or threatening reprisals after a negative response to sexual advances.

This Policy is consistent with the University's commitment to Academic Freedom (Policy No. F.06.01). This commitment requires that the University protect community members' expressions of ideas in their teaching and learning, including topics that may be controversial, provocative, or unpopular. This protection extends to the expression of ideas, however controversial, in the classroom, and other campus-related activities.

It must be recognized, however, that this protection has its limits. This Policy defines those limits and conduct which is found to be "harassing" is not consistent with the University's commitment to academic freedom and free speech. No member of the University community may escape responsibility for engaging in harassing conduct merely by labeling the conduct as "speech" or other expressive activity.

Sexual Assault: Two Forms

1. Non-Consensual Sexual Penetration

"Non-Consensual Sexual Penetration" is having or attempting to sexually penetrate another individual:

- By force or threat of force;
- Without consent; or
- Where that individual is incapacitated and could not have provided consent.

Sexual penetration includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

2. Non-Consensual Sexual Touching/Contact

"Non-Consensual Sexual Touching/Contact" is having sexual contact with another individual:

- By force or threat of force;
- Without consent; or
- Where that individual is incapacitated and could not have provided consent.

Sexual Contact includes intentional contact with the intimate parts of another, causing an individual to touch their own intimate body parts, or disrobing or exposure of another's private parts without permission. Intimate body parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

Examples of behavior that would constitute non-consensual sexual penetration or contact include the following:

- Engaging in sexual activity with an unconscious or semi-conscious person;
- Engaging in sexual activity with someone who is asleep or passed out;

- Engaging in sexual activity with someone who has said “no”;
- Engaging in sexual activity with someone who is not reciprocating by body movement;
- Engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed;
- Allowing another person to engage in sexual activity with your partner without his or her consent;
- Requiring any person to perform any sexual activity as a condition of acceptance into any organization affiliated with the University;
- Telling someone you will “out” them if they don’t engage in sexual activity (e.g., threatening to disclose the person’s sexual orientation without their consent);
- Having sexual contact with someone under the statutory age of consent (statutory rape) or with a family member that is situated within proximity in your family tree to violate state statute (incest);
- Telling someone you will fail them or give them a grade different from what they deserve if they don’t agree to engage in sexual activity; or
- Facilitating or assisting in a sexual assault including purchasing or providing alcohol or drugs to further a sexual assault.

Sexual Exploitation

“Sexual Exploitation” occurs when an individual takes non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of Sexual Exploitation include, but are not limited to:

- Prostituting another;
- Surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all Parties involved;
- Non-consensual sharing or streaming of images, photography, video, or audio recording of sexual activity or nudity of the person being exploited, or distribution of such without the knowledge and consent of all Parties involved or possession or distribution of any of the above when they depict a person under the age of 18 regardless of the Parties consent (possession or distribution of child pornography);
- Exposing one's genitals or inducing another to expose their own genitals in nonconsensual circumstances;
- Knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge; and
- Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Stalking

“Stalking” occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

A *course of conduct* consists of two or more acts, including, but not limited to, acts in which a person directly, indirectly, or through third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Cyber-stalking is a particular form of stalking in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Examples of stalking include, but are not limited to:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a person;
- Surveillance and other types of observation, whether by physical proximity or electronic means; and
- Gathering of information about a person from family, friends, co-workers, and/or classmates.

To qualify as stalking, the conduct is not required to be sexual in nature.

Intimate Partner Violence: Two Forms

"Intimate Partner Violence" includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, spousal, domestic, or other intimate relationship with the Respondent. The University will not tolerate Intimate Partner Violence of any form.

Intimate Partner Violence is often referred to as dating violence, domestic violence, interpersonal violence or relationship violence. Intimate Partner Violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, psychological and/or emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate Partner Violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, one's pets, or to the family members or friends of the sexual or romantic partner. Intimate Partner Violence affects individuals of all sexes, sexual orientations, gender identities, and gender expressions, races and social and economic backgrounds.

1. Dating Violence

"Dating Violence" is physical acts of assault or threats of assault, detainment, or unwanted touching committed by a person who is or has been in a social relationship of a romantic or intimate nature

with the person subjected to such violence. Whether there was such a relationship will be determined based on, among other factors, the Complainant's and Respondent's statements, and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the Parties involved in the relationship.

2. Domestic Violence

"Domestic Violence" is physical acts of assault or threats of assault, detainment, or unwanted touching committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Texas; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws in the State of Texas.

Definitions of Additional Key Terms

To provide clarity to all individuals as to the kinds of behavior which constitute Sexual Misconduct or other Prohibited Conduct, the University further defines key terms which the University will use in evaluating whether Prohibited Conduct has occurred.

Consent: affirmative, conscious, and voluntary agreement to engage in sexual activity. Consent is required for any sexual activity to occur between two or more individuals. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other(s) to engage in the sexual activity.

It shall not be a valid excuse to alleged lack of consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances: (a) The Respondent's belief in consent arose from the intoxication or recklessness of the Respondent, or (b) the Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant consented.

The following are essential elements of consent at UST:

- *Informed and reciprocal:* All Parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.
- *Freely and actively given:* Consent cannot be obtained through the use of force, coercion, threats, intimidation or pressuring, or by taking advantage of the incapacitation of another individual.
- *Mutually understandable:* Communication regarding consent consists of mutually understandable words and/or actions that indicate a mutually unambiguous willingness to engage in sexual activity. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. **Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.**

- **Not indefinite:** Consent must be ongoing throughout the activity. **Consent may be withdrawn by any Party at any time.** Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed “no” or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately, which means they must separate their bodies, and all Parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.
- **Not unlimited:** Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Even in the context of a current or previous intimate relationship, each Party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.
- **Age:** The State of Texas considers sexual intercourse with a person under the age of 17 to be unlawful. A person who engages in “unlawful” sexual intercourse as described in the Texas Penal Code does so without effective consent as defined by this University policy. Specifically, there is no consent under this University policy where one Party (the “minor”) is under the age of seventeen, and the other Party is more than three years older than the minor. Reports received that allege sexual contact with a person under the age of 17 will be reported to the Houston Police Department (or appropriate law enforcement agency if the act occurred outside of Houston) as this conduct could constitute sexual abuse of children.

Force: The use or threat of physical violence to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by force is not valid.

For the use of force to be demonstrated, there is no requirement that a Complainant resist the sexual advance or request. However, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

Intimidation: The use of implied threats to overcome an individual’s freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent obtained by intimidation is not valid.

Coercion: The use of pressure to compel another individual to initiate or continue sexual activity against that individual’s will. Consent obtained through coercion is not valid.

Coercion can include a wide range of behaviors, including unwanted pressure, intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include continuously pressuring someone (“wearing them down”

to engage in sexual activity), threatening to “out” someone based on sexual orientation, gender identity, or gender expression (whether true or not) and threatening to harm oneself if the other Party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive. The University will evaluate the following in determining whether coercion was used: (a) the frequency of the application of pressure, (b) the intensity of the pressure, (c) the degree of isolation of the person being pressured, and (4) the duration of the pressure.

Incapacitation: A state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why, or how of the sexual interaction) and/or is physically helpless. For example, an individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious, or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition.

Incapacitation may result from the use of alcohol, drugs, or other medication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation.

The impact of alcohol and drugs varies from person to person, and evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs impacts an individual’s: (1) decision-making ability; (2) awareness of consequences; (3) ability to make informed judgments; or (4) capacity to appreciate the nature and the quality of the act.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances: (a) the Complainant was asleep or unconscious; (b) the Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity; (c) the Complainant was unable to communicate due to a mental or physical condition.

Whether the Respondent reasonably should have known that the Complainant was incapacitated will be evaluated using an objective reasonable person standard. The fact that the Respondent was actually unaware of the Complainant’s incapacity is irrelevant to this analysis, particularly where the Respondent’s failure to appreciate the Complainant’s incapacitation resulted from the Respondent’s failure to take reasonable steps to determine the Complainant’s incapacitation or where the Respondent’s own incapacitation (from alcohol or drugs) caused the Respondent to misjudge the Complainant’s incapacity.

It is the responsibility of each Party to be aware of the intoxication level of the other Party before engaging in sexual activity. In general, sexual activity while under the influence of alcohol or other drugs poses a risk to all Parties. If there is any doubt as to the level or extent of the other individual’s intoxication, it is safest to forgo or cease any sexual contact or activity.

Being intoxicated by drugs or alcohol is no defense to any violation of this Policy and does not diminish one's responsibility to obtain consent.

Retaliation: Any adverse action taken against a person for making a good faith report of sexual misconduct or other forms of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of Sexual Misconduct or other prohibited behavior. Retaliation does not include good faith complaints filed with the University.

Complicity: Any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of sexual misconduct or other forms of prohibited conduct by another person. The University reserves the right to investigate organizations affiliated by the University if the University knows or reasonably discovers that an organization facilitated the sexual abuse, harassment or physical violence against another based on their sex or gender.

Complainant: The person reporting prohibited conduct, who can be either the victim or a third party.

Employee: Categories of individuals employed at The University of St. Thomas include:

- Exempt
- Non-Exempt
- Full Time
- Part Time
- Faculty
- Staff
- Administrator
- Temporary
- Student Worker
- Graduate Assistant

FERPA: The Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99.

Gender and Sex: Often used synonymously, however, the terms have different meanings. "Sex" refers to whether a person anatomically is male or female, e.g., "he's a boy" or "she's a girl" whereas "gender" refers to either someone's innate sense of being male or female or their presentation as male or female.

Gender Bias: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender identity: A person's internal sense of being male, female, or a combination of both; that internal sense of a person's gender may be different from the person's gender at birth. *Note: A transgender person may express their gender identity through gender characteristics, such as clothing, hair, voice, mannerisms, or behaviors that do not conform to the gender-based expectations of society.*

Gender identity bias: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Gender Non-conforming: A person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing, or a man wearing makeup.

Preponderance of the evidence: A standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

Respondent: The person reported to have engaged in Sexual Misconduct or other forms of prohibited conduct is the “respondent”.

Sexual misconduct: A broad term that includes sex-based harassment, to include sexual harassment, sexual assault, and sexual exploitation. Other forms of prohibited conduct included with sexual misconduct include the offenses of intimate partner violence, stalking, complicity, retaliation, and gender-based harassment, intimidation, bullying and assault.

Student: A new or re-admitted student will be considered enrolled if the following conditions are met:

- a. Is currently enrolled at the University (it will be verified that student has attended at least one class),
- b. Is accepted for admission or readmission to the University,
- c. Has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows,
- d. Is attending an additional program sponsored by the University while that person is on campus,
- e. Or has engaged in prohibited conduct at a time when he/she met a, b, c, or d above.

After classes begin, students need to be attending classes to continue their enrollment status. Students are considered continuously enrolled when they are registered for consecutive fall and spring terms. Those who arrive to campus prior the start of classes for official University functions including, but not limited to student employment, trainings, athletics, band, etc. are considered University of St. Thomas students.

CONSENSUAL RELATIONSHIPS

Sexual or romantic relationships between employees and students with whom they instruct, supervise, evaluate, or advise are prohibited at UST. The University agrees with the American Association of University Professors statement:

Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.

If you are engaged in a romantic or sexual relationship with another employee or student whom you instruct, supervise, evaluate, or advise, it is your professional responsibility to advise Human Resources of that relationship so that Human Resources can discuss and assess the situation with you and/or your supervisor to determine whether it is appropriate to make changes to the instructional, advisory, evaluative, or supervisory relationship. Information disclosed in these discussions shall be treated as confidential, and disclosure to others shall be made only on a need-to-know basis.

The University of St. Thomas prohibits romantic or sexual relationships between an employee and his or her manager. In these circumstances, even when both parties have consented, the relationship can give rise to problems that compromise the professional integrity of staff and faculty and may generate charges of unfair treatment or of sexual harassment. Human Resources, in conjunction with the employee's manager, will work to find an acceptable solution.

Please note: In the event you are the subject of a report of sexual harassment and if the facts show that you were engaged in a romantic or sexual relationship with someone whom you instructed, supervised, evaluated or advised, and you did not advise HR of the existence of that relationship so that steps could have been taken to change, if appropriate or necessary, the instructional, advisory, evaluative, or supervisory relationship, the University may decline to assist you in your legal defense against the allegation(s), and you, not the University, may bear any litigation costs or fees associated with your legal defense. In addition, you may face disciplinary action, up to and including termination, for any substantiated misconduct resulting from such a relationship.

PRIVACY AND CONFIDENTIALITY

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. The University also is committed to providing assistance to help students, employees and third parties make informed choices. With respect to any report under this policy, the University will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate Sexual Misconduct and associated prohibited misconduct, prevent its recurrence, and remedy its effects.

Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy means that information related to a report of sexual misconduct or other forms of prohibited conduct will be shared with a limited circle of University employees who “need to know” to assist in the assessment, investigation, and resolution of the report. All Employees who are involved in the University's response to reports of sexual misconduct or other forms of prohibited conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

Further, the University will maintain as private, any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the University's ability to provide the accommodations or protective measures.

The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act ("FERPA"). All documentation related to a student's report, investigation, and resolution are protected by FERPA and will not be released, except as required by law. Non-identifying information about a report may be shared with the UST Police Department to comply with the Clery Act. A complainant's name will never be published in connection with the University's obligations under the Clery Act. In addition, the University does not publish identifiable information regarding victims in the University's Daily Crime Log or online. In addition, any person including a victim of sexual misconduct may request that her or his directory information on file be removed from public sources. Complainants may request that directory information on file be removed from public sources by contacting the Title IX Coordinator at titleixcoord@stthom.edu / (713) 525-3813 (for employees) or deanofstudents@stthom.edu / (713) 525-6972 (for students).

The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act ("HIPAA"), excepting health records protected by FERPA and by Texas Penal Code. Access to an employee's personnel records may be restricted in accordance with the applicable Texas law.

Confidentiality: Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and licensed and/or credentials clergy acting in that capacity, all of whom may engage in confidential communications under Texas law. The University has designated individuals who can have privileged communications as "Confidential Employees." When information is shared by an individual with a Confidential Employee or a community professional with the same legal protections, the Confidential Employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18; and/or (iv) the employee is identified as a Campus Security Authority under the Clery Act, in which case they would need to report non-identifying aggregate data about the incident to the reporting structure of the institution. (The U.S. Department of Education does not consider the reporting of statistical data to be a breach of confidentiality.) In these circumstances, the information will be captured and counted for inclusion in the University's crime statistics and will also be assessed for purposes of assessing the incident for potential distribution of a Timely Warning Notice as required by the Clery Act).

The following classifications of individuals are Confidential Employees under University policy for Title IX purposes:

Licensed Professional Counselors and Psychologists with the State of Texas whose official University responsibilities include providing mental health counseling to members of the campus community are not required by Title IX to report any information regarding an incident of sexual misconduct or other forms of prohibited conduct to the Title IX Coordinator or other University officials.

Clergy with whom are licensed and/or credentialed and whose official University responsibilities are to provide pastoral counseling to members of the University community are not required by Title IX to report any information reported to them regarding the abuse to the institution. Faculty members who are also licensed or credentialed clergy should take care to ensure students and others disclose to them while in their official church role as disclosures outside of this would constitute notice to the institution (faculty members are not confidential). If the clergy Faculty member also advised a student organization, then that faculty member may have additional responsibilities to report non-identifying aggregate data to the UST Police Department regarding numerous other types of misconduct if such misconduct is reported to have occurred on campus owned or controlled by UST.

Employee Reporting Responsibilities

Title IX uses the concept of notice and imposes obligations for a “prompt and effective remedy” on universities when notice of a sex and/or gender harassment complaint is given to a “responsible employee.” A school has notice if a reasonable employee knew, or in the exercise of reasonable care should have known, about the harassment. Every faculty, staff, and volunteer on campus who has been identified as a responsible employee must immediately report to the Title IX Coordinator any sexual misconduct or other forms of prohibited conduct reported to them or observed by them, including the name of the complainant and respondent, if known, and all known details as a “Responsible Employee”. The University requires everyone in the campus community, including Confidential Employees, to report the suspected abuse of children (those under the age of 18).

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs,” or other forums in which students, staff, or faculty members disclose incidents of sexual misconduct, are not considered a report of sexual misconduct or other forms of prohibited conduct or notice to the University of Sexual Misconduct or other forms of prohibited conduct for purposes of triggering the University’s obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the University will provide information about Title IX and Clery (VAWA) rights at these events. Similarly, information disclosed during a student’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (“IRB Research”) is not considered a report of sexual misconduct or other forms of prohibited conduct for purposes of triggering the University’s obligation to investigate any particular incident(s). Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all student subjects of IRB Research.

Request for Anonymity by a Complainant

Where the complainant requests that their identity not be shared with the respondent or that the University not pursue an investigation, the University must balance this request with the University's responsibility to provide a safe and non-discriminatory environment for all University community members. The University, through the Title IX Coordinator, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the complainant and respondent;
- Whether there have been other reports of sexual misconduct or other forms of prohibited conduct under this policy involving the respondent;
- Whether the circumstances suggest there is a risk of the respondent committing additional acts of sexual misconduct;
- Whether the respondent has a history of arrests or records indicating a history of violence;
- Whether the report indicates the respondent threatened further sexual violence or other violence against the complainant and other individuals involved;
- Whether the reported conduct was committed by multiple individuals;
- Whether the circumstances suggest there is a risk of future acts of sexual misconduct or other forms of prohibited conduct under similar circumstances;
- Whether the reported conduct was perpetrated with a weapon; and/or
- Whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

The University will take all reasonable steps to investigate and respond to the report consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the University is unable to act consistent with the request of the complainant, the Title IX Coordinator will inform the complainant about the chosen course of action, which may include the University seeking disciplinary action against a respondent. Alternatively, the course of action may also include steps to eliminate the effects of the sexual misconduct or other forms of prohibited conduct and prevent its recurrence that do not involve formal disciplinary action against a respondent or revealing the identity of the complainant.

Where the University determines that it must move forward with an investigation despite a complainant's request for anonymity, the University will notify the complainant and will make reasonable efforts to protect the privacy of the complainant to the extent possible. However, certain actions that may be required as part of the University's response, including an investigation and disciplinary resolution, will involve speaking with the respondent and others who may have relevant information, in which case the complainant's identity may have to be disclosed. In such cases, the University will notify the complainant that it intends to move forward with an investigation, but in no event will the complainant be re-

quired to participate in any such actions undertaken by the University. The University reserves the right to act as the complainant when pursuing complaints in which the complainant is not participating.

REPORTING

Any person who experiences sexual misconduct or other forms of prohibited conduct or who is aware of a member of the University community who has been subject to sexual misconduct or other forms of prohibited conduct is strongly encouraged to contact the Title IX Coordinator and the UST Police Department.

In addition, an individual does not have to be a member of the University community to file a report under this policy. The University will also take action to respond to allegations of sexual misconduct or other forms of prohibited conduct *when the University knows or reasonably should know* based on any available information that sexual misconduct or other forms of prohibited conduct has occurred.

Complainants may simultaneously pursue criminal and University disciplinary action. The University will support complainants in understanding and assessing their reporting options. Upon receipt of a report, the University will inform individuals of their right to file (or decline to file) a criminal report as well as the availability of medical, counseling and support services, and additional interim measures to prevent contact between a complainant and a respondent, such as housing, academic, transportation and working accommodations, if reasonably available (see Interim Measures). Making a report to the University does not require participation in any subsequent University proceedings, nor is a report required for a complainant to receive support or remedial measures.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the complainant's choice whether to make such a report and victims have the right to decline involvement with the police.⁵ The University's Title IX Coordinator will assist any victim with notifying local police if they so desire.

If the complainant would like to contact local law enforcement authorities, either of the following processes may be used:

- A complainant may choose not to have law enforcement contacted and no report filed but still may have a rape kit collected. (Note: The complainant later may file a report and may pursue criminal charges.) (Important: Police will be called to the hospital when a sexual assault is reported. You do not have to speak to them, and you may still have evidence collected from your body.)
- A complainant may file a police report and ask that the investigation and charges be pursued immediately. While the prosecuting attorney is still the decision-maker in whether the perpetrator is

⁵ The Title IX Coordinator is a "Responsible Employee" under Title IX and also a "Campus Security Authority" under the Clery Act. Statistical information not including the victim's identifying information will be provided to the University official responsible for compiling the University's crime statistics for the annual security report, even if the victim chooses not to report the incident to campus public safety.

charged criminally, the complainant can cooperate and provide as much timely cooperation and information as may be possible.

To the extent of the complainant's cooperation and consent, University offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, including taking interim measures before the final outcome of an investigation.

The University will provide resources to any person who has been a victim of sexual misconduct no matter where that conduct is reported to have occurred and will apply disciplinary procedures to those who violate this policy, if they have jurisdiction to do so. The procedures set forth below afford a prompt and equitable response to reports of sexual misconduct, maintain privacy and fairness consistent with applicable legal requirements, and impose appropriate sanctions on violators of this policy.

The University provides procedures and rights consistent with fundamental fairness to both parties involved; however, the University must ensure that steps taken to accord rights to the respondent do not restrict or unnecessarily delay the Title IX protections of the complainant. The University will complete an adequate, reliable and impartial investigation of reports that are made in good faith and will provide both parties their equitable rights during this process.

Anonymous reports also are accepted and should be directed to the Title IX Coordinator. An anonymous report can be made online at www.stthom.edu/sexualmisconduct. The University will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include identifying information and/or a description of the facts and circumstances. Anonymous reports that provide enough information to constitute certain criminal offenses will be reported to UST Police for purposes of inclusion in the University's Annual Security Report and to assess whether the University should send a Timely Warning Notice as required by the Clery Act.

REPORTING TIMEFRAMES

The University encourages prompt reporting of sexual misconduct or other forms of prohibited conduct so that the University can respond promptly and equitably; however, the University does not limit the timeframe for reporting. If the respondent is no longer affiliated with the University at the time the report is made, the University will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, and take other reasonable steps to respond under Title IX. The University may continue to investigate for purposes of complying with Title IX and take steps to prevent the recurrence of such conduct and remedy the effects, if appropriate.

PRESERVATION OF EVIDENCE AND MEDICAL ATTENTION

After an incident of sexual assault or intimate partner violence involving physical force, the victim should consider seeking medical attention as soon as possible. Victims who agree to have forensic evidence collection conducted as part of their care can locate hospitals with such emergency rooms in the *Resources* section of this policy or by calling the UST Police Department. Memorial Hermann Hospital and

Ben Taub Hospital can complete forensic evidence recovery and preserve evidence in case the complainant decides to file a police report.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothes or clean the bed/linen/area where the victim was assaulted if the offense occurred within the past 120 hours, so that evidence may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of all forms of sexual misconduct are also encouraged to preserve evidence including saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any that may be useful to University investigators or campus or local police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a report regarding an incident, he or she nevertheless should consider speaking with the Title IX Coordinator or local law enforcement to preserve evidence if she or he changes her/his mind later.

UNIVERSITY ALCOHOL AND DRUG AMNESTY

Alcohol and other drugs amnesty is intended to encourage students to seek assistance for themselves or someone else by reducing fear of facing the University's Student Code of Conduct for other misconduct. It is an attempt to remove barriers that prevent students from seeking the medical attention or other assistance that they need when sexual misconduct or other forms of prohibited conduct has occurred.

This policy does not necessarily grant amnesty for criminal, civil or legal consequences for violations of federal, state or local laws. The UST Police Department consists of sworn police officers with full arrest authority and, in some circumstances, they have discretion to exercise that authority as circumstances dictate per their training and professional experience.

However, the health and safety of the University community is a primary concern and this policy may provide amnesty for students from violations of the University's Student Code of Conduct where alcohol and/or other drug use is evidenced if granted by the Dean of Students.

PROTECTION ORDERS AND NO CONTACT ORDERS

The following information is available through the Office of the Attorney General, State of Texas. See the off-campus resource section for contact information.

What is a Protective Order?

In Texas, a protective order is a civil court order issued to prevent continuing acts of family violence, sexual assault, human trafficking or stalking.

Family violence (sometimes called Domestic Violence) is basically defined as (1) any act by one member of a family or household intended to physically harm another member, (2) a serious threat of physical harm, or (3) the abuse of a child.

Family includes blood relatives or relatives by marriage, former spouses, parents (married or not) of the same child, foster parents and foster children, or any member or former member of a household (people living in the same house, related or not).

How Can a Protective Order Help?

A protective order may prohibit the offender from:

- committing further acts of family violence, sexual assault, human trafficking or stalking
- harassing or threatening the victim, either directly or indirectly by communicating the threat through another person
- going to or near a school or day-care center of a child protected under the order attends

In some situations, a protective order may also include orders to: prohibit transfer or disposal of property, establish possession and visitation of a child, pay child or spousal support for a period not to exceed one year, attend mandatory counseling, vacate the residence or other specified property, if certain conditions are met. These additional provisions are not criminally enforceable. A person who violates them is not immediately arrested, but may be taken to civil court, found in contempt, fined and jailed.

Who is Eligible for a Protective Order?

If the court finds that family violence, sexual assault, human trafficking or stalking has occurred and is likely to occur again, a court may render a protective order.

Ultimately, a court must determine on a case-by-case basis whether a protective order is warranted.

How Can I Get a Protective Order?

You can apply for a protective order through the district or county attorney, a private attorney, or through a legal aid service program. The application must be filed in the county in which you or the offender lives. There are no minimum time limits to establish residency, and protective orders are available in every county in Texas.

Who May File for a Protective Order?

1. An adult member of a family or household; or
2. any adult for the protection of a child; or
3. a prosecuting attorney; or
4. the Department of Human and Regulatory Services.

The person who is the alleged victim of family violence, sexual assault, human trafficking or stalking is considered to be the "applicant."

What Information Do I Need to Provide?

When you apply for a protective order, you must supply the following information:

1. The name of each applicant (victim) and the county where each applicant (victim) resides;
2. the name, address, and county of residence of each individual who has committed family violence the offense against which protection is sought;
3. the relationship between the victim(s) and the offender; and
4. a request for one or more protective orders.

The victim should file for the order as soon after the incident has occurred as possible. Additionally, if other incidents of family violence, sexual assault, human trafficking or stalking have occurred, the victim needs to provide this information to the attorney who files the protective order application.

What Does it Cost?

The applicant (victim) or an attorney representing the applicant may not be assessed a fee, cost, charge, or expense by a district or county clerk or by a sheriff, constable or other public official or employee in connection with the filing, serving, entering or for any other service including any fees for dismissing, modifying, or withdrawing a protective order, certifying copies, comparing copies to originals, court reporter fees, judicial fund fees, transferring a protective order or for any other service related to a protective order.

The court may require the offender to pay the fees incurred in connection with the protective order unless the offender shows good cause or is indigent.

How Long Does it Take to Receive and How Long Does it Remain in Effect?

Unless a later date is requested by the applicant, the court shall set a hearing date no later than 14 days after the application is filed. If, however, the court finds from the information contained in the application that there is a clear and present danger of family violence, the court may immediately issue a temporary ex parte order. The temporary order is valid for up to 20 days. Final protective orders are effective for 2 years, unless another length of time is specified.

What Happens if the Protective Order is Violated?

Call the police immediately! Remember, protective orders do not offer complete protection. No piece of paper can protect you from all instances of violence.

Law enforcement agencies are notified of all protective orders issued in their area and they are required to maintain a list of those orders. If an offender violates the order and law enforcement is notified, officials will act to arrest the offender and seek to have charges filed. If a person violates the protective order in the presence of law enforcement, the offender must be arrested immediately. In cases involving the violation of a protective order, including an ex parte order, the offender may be punished for contempt of court by a fine of as much as \$500 or up to six months in jail or both. In cases of violation, ex-

cluding ex parte orders, the offender may be punished by a fine of as much as \$4,000 or jail for up to one year or both.

How can the UST assist me?

The Title IX Coordinator and/or members of the UST Police Department are available to assist individuals seeking a protective order and will coordinate safety plans in collaboration with Student Affairs or Human Resources, when appropriate. The University complies with Texas law in recognizing orders of protection and encourages any person who obtains an order of protection from Texas or any other state to provide a copy to UST Police and the Title IX Coordinator. A complainant may then meet with UST Police, HR, or the Title IX Coordinator to develop a Safety Action Plan, which is a plan for the University and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc.

What is a No Contact from the University?

No Contact directives from the University can serve as an interim measure from the University's Title IX Coordinator or designee. This prohibition of contact is between a respondent and a complainant including, but not limited to, in person and/or via third party, phone, text, written communication, or any form of social media.

Regardless of whether a complainant elects to pursue a criminal report, the University will assist a complainant and will provide each complainant with a written explanation of his/her rights. If a No Contact Directive is put in place, the Title IX Coordinator will also assess any other interim measures with both parties that may include, but is not limited to: escorts, special parking arrangements, changing classroom location, etc.

INTERIM MEASURES

The University may take interim measures at any point during an investigation. These measures may be both remedial (designed to address a complainant's safety and well-being and continued access to educational opportunities) or protective (involving action against a respondent). Interim measures are designed to eliminate the hostile environment, prevent its recurrence and remedy its effects. These measures may include, but are not limited to, no contact orders, changes in housing assignment for the respondent and/or complainant, academic accommodations, changes in supervisor or work location, removal from campus housing or grounds, social restrictions, changes in parking locations, increased security, and/or emotional and other support. An interim suspension, i.e. suspension from classes, work and other privileges or activities, or from the University, may also be instituted until resolution of a case.

Remedial measures are available regardless of whether a complainant pursues a complaint or investigation under this policy. The University will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures. The Title IX Coordinator has the discretion to impose and/or modify any interim

measure based on all available information and is available to meet with a complainant or respondent to address any concerns about the provision of interim measures.

INVESTIGATION AND RESOLUTION

All persons involved in the intake through the resolution of complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and instructed on how to conduct effective investigations and administer a conduct process that protects the safety of victims and promotes accountability. In proceedings under this policy, the standard of proof used to determine whether a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the sexual misconduct or other forms of prohibited conduct occurred.

The University reserves the right to bring reports forward against a student or employee and to act as the complainant for purposes of this policy.

PROCESS

- Upon receiving a report, the Title IX Coordinator will conduct an initial assessment of the available information to include the complainant's immediate and ongoing safety and well-being; the incident or conduct at issue; any risk of harm to the parties, any other individuals, or the broader campus community; the existence of severe, persistent or pervasive conduct, including evidence of a pattern, use of a weapon or other predatory conduct; and the necessity for any interim measures or accommodations. The Notice of Complainant's Rights will also be given to the complainant upon receipt of the report.
- As outlined above in the section titled "Request for Anonymity by a Complainant," the Title IX Coordinator will also consider the interest of the complainant and the complainant's expressed preference for manner of resolution or the initiation of an investigation to determine if disciplinary action is warranted.
- If the report and/or intake appear upon initial assessment to be a possible violation of this policy, the Title IX Coordinator will assign the case for investigation. (Private information may also be disclosed to appropriate personnel if deemed necessary by the Title IX Coordinator including, but not limited to, the Vice President for Student Affairs, Vice President for Academic Affairs, a Department Chair or Dean, Athletic Director, Registrar, University President, etc.).
- The University, through a trained investigator, will conduct an adequate, reliable and impartial investigation into the facts of the case and will interview the complainant, respondent, witnesses and/or others who may have relevant information, and collect any other evidence deemed relevant to the case including electronic or other records of communications between the parties or witnesses (via voice-mail, text message, email and social media sites), photographs (including those stored on computers and smartphones), medical records (subject to the consent of the applicable party) and any other relevant evidence or witnesses.
- Absent consent of the applicable party, medical and counseling records are privileged and confidential documents that students will never be required to disclose during the resolution of a re-

port under this policy. However, a party may choose to share medical and counseling records as part of the investigation.

- The sexual history of a complainant or respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a policy violation and will be considered only in limited circumstances. For example, if the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.
- Prior or subsequent conduct of the respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. For example, evidence of a pattern of sexual misconduct or other forms of prohibited conduct by the respondent may be deemed relevant to the determination of responsibility for the sexual misconduct or other forms of prohibited conduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially like the conduct under investigation or indicates a pattern of similar misconduct.
- The University will provide the complainant and respondent timely and equal access to information that will be used during any informal and formal process.
- The University will provide the complainant and respondent an equal opportunity to participate in any process, present evidence and/or witnesses.
- At the conclusion of the investigation, the investigator will deliver the report to the Title IX Coordinator.
- The Title IX Coordinator will review the investigator's report and, if necessary, direct the investigator to conduct further investigation.
- At the conclusion of the investigation, the Title IX Coordinator will provide, in writing, to both parties that the conclusion of the investigation is complete and the fact-finding information related to the case. In preparing the letter, the Title IX Coordinator will review all facts gathered to determine what information is relevant to include in the fact-finding section. In general, the Title IX Coordinator may choose to not include information that is irrelevant, more prejudicial than probative, immaterial, statements of personal opinion, statements as to general reputation for any character trait, including honesty and any information that may interfere with the given confidentiality of the complainant.
- The complainant and respondent may offer any additional comment or evidence to the Title IX Coordinator at this time.

- Upon receipt of any additional information by the complainant and respondent, or no comments, the Title IX Coordinator will review the report and all related documents and additional comments from the parties to make a determination using the preponderance of the evidence of whether or not the respondent is responsible for a policy violation and what sanctions, if any, will be issued. This proceeding is not open to the public and the complainant, respondent, and witnesses are not permitted to be present.
- The Title IX Coordinator will communicate decisions regarding responsibility and any sanction(s) to the involved parties.
- The outcome of the investigation, the rationale for the findings, and any sanction(s) imposed shall be simultaneously conveyed to the complainant and respondent in writing by email, U.S. Mail or face-to-face by the Title IX Coordinator. (Private information may also be disclosed to appropriate personnel if deemed necessary by the Title IX Coordinator including, but not limited to the Vice President for Student Affairs, the Vice President for Academic Affairs, a Department Chair/Dean, Athletic Director, Registrar, University President, etc.).
- The complainant and the respondent have the right to appeal determinations regarding responsibility.
 - Students should submit appeals in writing to the Vice President for Student Affairs within 5 business days of the notice of outcome.
 - Employees should submit appeals in writing to the Human Resource Generalist within 5 business days of the notice of outcome.

Appellate opportunity is equitable, that is both parties have the right to appeal. Appeals should be based on a procedural error or the discovery of new evidence that would substantially change the outcome (evidence that was not discovered during the fact-finding NOT evidence that was not shared and the party now wants shared) or sanction inconsistent with finding.

ADVISORS

The complainant and the respondent each have the right to be advised by an advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing in which the complainant or the respondent is required to be present. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting nor may the advisor direct questions to any administrator, party, or witness in the process. The Parties must represent him/herself at the hearing. Should the advisor become disruptive during any meeting, the Coordinator or investigator may ask them to leave. No advisor (or party) will be given the opportunity to cross-examine or to directly question a complainant/respondent. In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing will not be delayed due to the unavailability of an advisor. The names of the advisors and their credentials must be presented to the coordinator of the hearing at least 48 hours in advance of the hearing. If the complainant or respondent 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.

The advisor, on behalf of the complainant or respondent, may submit written questions to the Title IX Coordinator for consideration in the investigation. Upon review, those questions deemed appropriate will be forwarded to the Title IX Investigator for inclusion in the information-gathering process.

TIMELINE

Typically, the investigation and initial resolution under this policy will not exceed eight (8) weeks. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the investigation, to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation, to accommodate the availability of witnesses, to account for complexities of a case, including the number of witnesses and volume of information provided by the parties, or for other legitimate reasons. The investigator will notify the Coordinator who will then notify the parties in writing of any extension of this timeframe and the reason for such extension. The complainant and respondent will be notified, in writing, throughout the process by the Title IX Coordinator in regard to the major timeframes of the process to include the start of an investigation and the policy violation that is being alleged, any delay in the investigation, the conclusion of the investigation, and determination of the outcome resolution and any related appeals. The University is committed to being prompt.

COORDINATION WITH LAW ENFORCEMENT

The Coordinator will contact any law enforcement agency that is aware is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the investigator may delay the University investigation temporarily while an external law enforcement agency is gathering evidence. The Coordinator will promptly advise the resuming of the University investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.

OBLIGATION TO PROVIDE TRUTHFUL INFORMATION

Submitting or providing false or misleading information in bad faith or with a view to personal gain or intentional harm to another in connection with an incident of sexual misconduct or other forms of prohibited conduct is prohibited and subject to disciplinary sanctions under UST's related policies. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

SANCTIONS

Below is a list of sanctions that could be assigned if the Responding Party is found responsible for misconduct:

- Loss of selected rights and privileges for a specified period of time
- Social Probation: a loss of privilege to host or attend events on campus

- Residence Hall Separation
- Residence Hall Relocation
- No Contact Directive
- Discretionary Sanctions: work assignments, essays, behavioral contracts, community service, or other related discretionary assignments
- Restitution: compensation for loss, damage, or injury, this may take the form of appropriate service and/or monetary or material replacement
- Loss of Privileges: denial of specified privileges for a designated period of time, this includes, but is not limited to, loss of position in club or organization or athletic team, suspension from group, loss of privileges to use specified facilities, loss of privilege to have car on campus
- Conduct Probation: a written reprimand for violation of specified regulations
- Withholding Diploma: UST may withhold a student's diploma for a specified period of time. The student may also be denied participation in commencement exercises while charges are pending or as a sanction
- Suspension from the University for a specified period of time
- Expulsion from the University for a specified period of time
- Termination of employment

RECORDKEEPING

The University will retain all records related to reports of sexual misconduct or other forms of prohibited conduct under this policy in a locked storage area in the office of the Title IX Coordinator for a period of seven (7) years, regardless of case outcome. The University will destroy all case records after the applicable retention period unless the case resulted in permanent expulsion or termination from the University.

NON-RETALIATION

It is unlawful under Title IX and a violation of University policy to retaliate against any individual who has brought a good-faith report of sexual misconduct or other forms of prohibited conduct or who has assisted in the investigation of a report of sexual misconduct. Retaliation, whether actual or threatened, destroys the sense of community and trust that is critical to a learning and work environment. The University considers acts or threats of retaliation in response to such disclosures or participation to constitute a serious violation of University policy, which may result in disciplinary action, up to and including dismissal, against the individual responsible for retaliation.

For purposes of this policy and procedures, retaliation means any adverse action taken against a person for making a good faith report of Sexual Misconduct or other forms of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of "no responsibility" on the

allegations of prohibited conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

Retaliation may include the following forms of behavior:

- employment actions such as termination, refusal to hire, or denial of promotion;
- other actions affecting a person's employment or academic or school-related activities such as threats, unjustified negative evaluations, unjustified negative references, or increased surveillance; and
- any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights.

NOTE: Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, "snubbing" a colleague, not talking to a student, or negative comments that are justified by a student or employee's poor academic or work performance or history.

If you believe that you are being retaliated against because of making a report or assisting in an investigation in violation of this policy, you should promptly report your concerns to the Title IX Coordinator.

RISK REDUCTION

Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some strategies to reduce risk of victimization. The Rape, Abuse, & Incest National Network (RAINN) encourage individuals to:

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
5. **Make sure your cell phone is with you** and charged and that you have money.
6. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
7. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
8. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
9. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone

- call. If you've left your drink alone, just get a new one.
10. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
 11. **Watch out for your friends, and vice versa.** If a friend seems out of it, is too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
 12. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
 13. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 14. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 15. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

ANNUAL REVIEW

The University will review and update this policy, as appropriate, by August 15, of each year. The University will evaluate, among other things, any changes in legal requirements, existing University resources, and the resolution of cases from the preceding year (including, but not limited to, timeframes for completion and sanctions and remedies imposed).

PREVENTION AND EDUCATION

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the U.S. Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in Texas and/or using the definition of consent found in this policy;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Delivers information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence; and
- f. The procedures that the institution will follow when one of these crimes is reported and the procedural requirements for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

BEING AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. These individuals are not directly involved but have the choice to intervene, speak up, or do something about it.”⁶ The Uni-

⁶ Burn, S.M. A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

iversity promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.
2. Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.

RESOURCE DIRECTORY

The University provides any complainant who reports an incident involving sexual misconduct or other prohibited conduct either on or off-campus with a copy of the Notice of Complainant’s Rights. The following information and resources are listed in this notice along with procedures, options and available assistance from this policy.

ON CAMPUS RESOURCES

Office and Direct Contact	Address/Location on Campus	Phone Number
Counseling and Disability Services Director: Rose Signorello	Crooker Center, 206 3909 Graustark Street	(713) 525-2169
Title IX Coordinator for Employees: Randy Graham	Human Resources 3818 Graustark Street	(713) 525-3813
Title IX Coordinator for Students: Lindsey McPherson	Crooker Center, 215 3909 Graustark Street	(713) 525-3570
Human Resources Associate Vice President for Human Resources: Randy Graham	Human Resources 3818 Graustark Street	(713) 525-3813
UST Police Chief H.E. Jenkins	Moran Center 3807 Graustark	(713) 525-3888
Campus Chaplain: Father David Bittner	Center for Faith and Culture 1302 Sul Ross	(713) 525-3589
Campus Minister: Father Chris Valka		

Dean of Students: Lindsey McPherson	Crooker Center, 215 3909 Graustark Street	(713) 525-3570
International Student Support Services Director: Lily Swan	Crooker Center, 214 3909 Graustark Street	(713) 525-3503
Financial Aid Dean of Scholarships and Financial Aid: Lynda McKendree	Herzstein Enrollment Center 4115 Yoakum Street	(713) 525-2170
Employee Assistance Program for UST employees		(800) 227-1060

OFF CAMPUS RESOURCES

Off Campus Resource	Address	Phone Number
Houston Police Department	1200 Travis Street Houston, Texas 77002	(713) 884-3131
Houston Police Department Family Violence Unit		(713) 308-1100
Memorial Hermann Hospital for Forensic Testing	6411 Fannin Street Houston, Texas 77030	(713) 704-1261
Counseling and Mental Health: Associated Catholic Charities	2900 Louisiana Street Houston, Texas 77006	(713) 526-4611 ext. 3418
Sexual Assault Hotline (Houston Area Women's Center)	1010 Waugh Drive Houston, Texas 77019	(713) 528-7273
YWCA Advocacy Group	6309 MLK Jr. Blvd Houston, Texas 77021	(713) 640-6820
The Montrose Center: LGBTQ Services	401 Branard Street Houston, Texas 77006	(713) 529-0037 (o) (713) 529-3211 24HR Helpline
AVDA: Domestic Violence Support (including male victims)	1001 Texas Avenue, Ste 600 Houston, Texas 77002	(713) 224-9911
Where to get Protective Orders - AVDA	1001 Texas Avenue, Ste 600 Houston, Texas 77002	(713) 224-9911
Victim Assistance City of Houston Victims Services Unit		(713) 308-0080
Visa & Immigration Assistance through Catholic Charities	2900 Louisiana Street Houston, Texas 77006	(833) 468-4664

SECTION 19: HAZING POLICY

Hazing of any kind is inconsistent with the University's values and incompatible with the safe, healthy environment that the University of St. Thomas community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. Not only is hazing against the law, but the very act and its outcomes are detrimental to the type of leaders the institution strives to develop. UST is committed to providing a safe environment for all members of the university community and prohibits hazing by any student or student group.

DEFINITIONS:

1. Appropriate University Official – any UST employee or official who is in a position to stop or remedy hazing; including, but not limited to officials responsible for student housing, student conduct, student organizations; athletic coaches and trainers; and advisors to student organizations.
2. Hazing - any intentional, knowing or reckless act, occurring on or off campus, by one person acting alone or with others, directed against an individual or group that endangers the mental or physical health or safety of that individual or group for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization regardless of whether the student victim may have consented to or acquiesced in the activity. The term “hazing” includes, but is not limited to:
 - Subjecting the student(s) to an unreasonable risk or harm.
 - Adversely affecting the mental or physical health or safety of the student(s).
 - The destruction of private or personal property or the disruption of a campus community environment.
 - Unreasonably or unusually impairing an individual's academic efforts.
3. Student – any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) had engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).
4. University Student Organization / Group – a number of persons who have complied with the University requirements for official recognition or registration as a student club/organization.

POLICY:

All students are strictly prohibited from engaging in any hazing activity.

1. Prohibited Personal Conduct

No person may engage in hazing; solicit, encourage, direct, aid, or attempt to aid another to engage in hazing; recklessly permit hazing to occur; or have firsthand knowledge of the planning of a specific

hazing incident involving a student at UST, or have firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report that knowledge to the Dean of Students or other appropriate university official.

No person who has cause to believe that an incident of hazing may have adversely affected the physical or mental health or welfare of an individual under 18 years of age, shall fail to immediately report the incident to law enforcement authorities in accordance with the obligation to report child abuse or neglect. The obligation to report child abuse or neglect is mandated by state law and a report must be made to law enforcement authorities prior to the notices related to hazing. Reporting an incident of child abuse or neglect to any other institutional official, other than the police department, does not fulfill the legal obligation to report child abuse or neglect.

2. Prohibited Organizational Conduct

No student group may condone or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization commit or assist in the commission of hazing. Both a student group and individuals participating in hazing may be subject to discipline.

3. Example of hazing activities, which are explicitly prohibited include, but are not limited to the following:

- Compelling individuals to consume alcohol or drugs.
- Paddling in any form, shoving or otherwise striking individuals.
- Compelling individuals to wear or carry unusual, uncomfortable, degrading or physically burdensome articles or apparel.
- Compelling individuals to engage in sexual behavior, sexual or racial harassment or slurs or exhibitionism.
- Depriving individuals of the opportunity for sufficient sleep, decent edible meals or access to means of bodily cleanliness.
- Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep or reasonable study time, or by preventing an individual from attending class.
- The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.)
- Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food.
- Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games or any other activities which make an individual the object of amusement, ridicule or intimidation.

- Transporting individuals against their will, abandoning individuals at distant locations, or conducting any “kidnap,” “ditch” or “road trip” that may in any way endanger or compromise the health, safety or comfort of any individual.
- Causing an individual to be indecently exposed or exposed to the elements.
- Requiring an individual to remain in a fixed position for a long period of time.
- Compelling an individual to be branded or tattooed.
- “Line-ups” involving intense shouting of obscenities or insults.
- Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which encourage the defacement of property; engage in theft; harass other individuals, groups of individuals or organizations; or disrupt the normal activities of the University.
- Tests of courage, bravery, stamina or sexuality.
- Intentionally deceiving members, prior to initiation, to make them believe they will not be initiated.
- Intentionally deceiving new members of an organization to make them think they will be struck or hurt.
- Excluding an individual from social contact for prolonged periods of time.
- Compelling an individual to engage in acts of personal servitude.

4. How to Report Hazing

Anyone with knowledge of hazing should immediately report the matter to UST by contacting the Dean of Students Office at 713-525-3570 or the University Police Department at 713-525-3888.

UST will investigate all reports of hazing involving students, whether the alleged misconduct took place on or off campus and regardless of the victim’s acquiescence to the alleged misconduct.

5. Applicability of Community Standards

The terms and concepts (e.g., humiliating, degrading, unusual, uncomfortable, embarrassing, demeaning, etc.) cited in this policy shall be interpreted by university officials in relation to acceptable and applicable community standards.

6. Immunity for Good Faith Reporting

The University may elect not to pursue disciplinary sanctions for a violation of this policy for persons who voluntarily and in good faith provide information related to hazing. A person who makes a report in bad faith or with malice may be subject to disciplinary actions.

7. Obligation to Report

A person who believes that he or she had been subjected to hazing or a person who has knowledge of hazing activities should report the incident(s) to the Dean of Students, the University Police De-

partment or another university official. All university officials must promptly report incidents of hazing to the Dean of Students or UPD.

8. Reporting By Health Care Professional

A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities may report the suspected hazing activities to police or other law enforcement officials, and, in accordance with Texas law, will be immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

9. Sanctions

Students or student groups may be disciplined and sanctioned for the misconduct of hazing under the UST Student Code of Conduct. Violations of this policy may result in disciplinary action, with sanctions up to and including suspension or expulsion from the University.

All reports of hazing regarding student groups will be investigated by the Dean of Students or a designee. Student groups may also be referred for investigation by the UST Police.

10. Notification

UST will distribute a list of organizations that have been sanctioned for hazing or convicted for hazing on or off the campus of the institution during the preceding three years to each student within the first three weeks of each semester.

SECTION 20: 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 fall and spring semesters. Students should watch the University's web site, myStThom, and the weekly student 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 alternate email accounts
- 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](https://www.facebook.com/stthom.edu).

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

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

Questions regarding problems with the ENS system can be sent to ens@stthom.edu.

SECTION 21: 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 University Police Department (UPD), who will inform them of the restrictions that govern their activities while on University property, including the following:

1. All demonstrators will remain orderly and peaceful at all times.
2. All demonstrators will remain on the sidewalks and crosswalks, or within such other outdoor paved areas as may be designated by UPD.
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 UPD.
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 UPD, 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, UPD 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 22: 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*, and we seek to act in accord with the statement of the United States Conference of Catholic Bishops concerning Catholics in political life. 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. In such cases, the following considerations, modifications, or reasons for prohibition will apply.

Policy/Procedure

1. Requests

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

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:

- A. The educational content and value of the proposed speech or event
- B. The degree of faculty involvement in planning the speech or event
- C. The academic or educational context for the speech or event
- D. The amount of co-sponsorship by faculty and campus organizations.

3. Modifications

The concern about compromising our Catholic identity and mission may be addressed by applying the following modifications:

- A. Issuing disclaimers
- B. Requiring that a question and answer period immediately follow the speech or event
- C. Creating counter programming at a different time
- D. Balancing the speech or event with opposing views
- E. Changing the date or venue of the speech or event, or otherwise providing appropriate context for those attending
- F. Other appropriate options

4. 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:

- A. 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
- B. There is a substantial risk that the speaker, speech or event would conflict with University poli-

cies 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

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

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

5. Appeal

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

6. Academic Freedom

This policy supplements the policy on academic freedom.

7. Annotations

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

SECTION 23: POLITICAL SPEAKERS POLICY

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

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

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

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

1. The format and ground-rules should be fair and impartial and should be agreed upon by the participants and relevant parties in advance of the event.
2. All of the major candidates and relevant constituencies should be invited to participate.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate by the University.

When the University as a whole officially invites one candidate to speak on campus, then all major candidates should be invited, although not necessarily at the same time. Defining who is a candidate is not always easy. Normally, candidates from major parties are obvious candidates, as are individuals who amass a certain degree of support. Incumbents are candidates at times during the season of elections,

which may be sometimes difficult to judge. When questions arise on matters such as these, it is generally safer to ask the Vice President for Student Affairs or others for guidance.

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

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

SECTION 24: 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. 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 25: STUDENT CLUBS AND ORGANIZATIONS

All students are encouraged to become involved in campus life through the many activities, clubs and organizations at UST. All student clubs must be consistent with the Mission Statement of the University of St. Thomas. All clubs and organizations must register in the Office of Student Activities. All-student and undergraduate clubs are encouraged to be members of the Council of Clubs, and graduate clubs are encouraged to be members of the Graduate Club System. All clubs and organizations must have a faculty or staff advisor. The Office of Student Activities can assist students with starting a new campus club or organization. In order to be considered, new clubs or organizations will need to write a constitution, select a faculty or staff advisor, and provide contact information for those students responsible for initiating the club. The Vice President for Student Affairs holds the ultimate responsibility and authority for final approval of any University recognized student club or organization.

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

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

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

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

SECTION 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).

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 Office 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 anyone 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 Office of Student Affairs and the University Police Department. Originals will stay with trip coordinator during the trip.

SECTION 27: SIGN 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:

- 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.
- Limit size of material to 8 1/2 x 11. Smaller sizes are preferable.
- Postings cannot be posted for more than fourteen days.
- 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.
- 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.
- Should there be a question as to the nature and content of the material(s), the Vice President for Student Affairs or his/her designee should be consulted for approval/disapproval.

2. For UST events or elections:

- Signs may be posted on sticks placed 4 to 5 feet from the sidewalk one week prior to event.
- 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 student electoral guidelines.

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

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 and Malloy Halls 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.

4. 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 designee.

5. Posters inside of Crooker Center

- A. All signs should be approved by the Vice President for Student Affairs or his/ her designee.
- 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.

6. Banners/Tarps

- A. Banners or tarps must be approved by the Office of Student Activities prior to hanging.
- B. Banners or tarps cannot hang in the walkway or intrude upon people's ability to pass through the area safely.
- C. Banners or tarps cannot be posted for more than fourteen days.

Restrictions

1. Postings may not be placed on painted surfaces, glass windows or doors, trees, sidewalks, benches, poles, outside walls of buildings, trash receptacles, lamp posts, vehicles or windshields, bathroom stalls, and walkways, stairways or entrances unless otherwise authorized.
2. Advertising should not be posted earlier than two weeks prior to the event.
3. 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

1. The group or individual that places a "posting" (including tarps or banners) is responsible for its re-

moval (including tape, hook or string) no later than two days following the event.

2. In the case of an election, the signs should be removed when the polls close on Election Day.
3. 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

1. Exemptions from the above policy will rarely be given, and then only by the Vice President for Student Affairs or his/her designee.
2. 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

1. Ten outdoor campus bulletin boards (glass cases) around campus on the Academic Mall, Moran Center, Crooker Center and Jerabeck Athletic and Activity Center.
2. Bulletin boards located in Malloy basement, Anderson basement, Center for Science and Health Professions, Crooker Center, Jerabeck Center, Cullen Hall, Doherty Library, O'Rourke, Robertson, and Welder Hall and in various classrooms across campus.
3. All residence halls and townhomes. (must be approved by the Residence Life Administrative Staff).