



# STUDENT HANDBOOK

# St. Thomas University

## Student Handbook

The Division of Student Affairs has prepared this handbook to assist students while enrolled at St. Thomas University. For the purpose of promoting its educational mission, St. Thomas University has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and stability, the University aims to utilize its disciplinary procedure as a developmental process whenever possible. In accordance with this philosophy, educational assignments may be added to any disciplinary penalties. The foundation underlying such student standards relies on the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. By becoming a member of the University community, a student acquires rights in, as well as responsibilities to, the whole University community. These rights and responsibilities are defined in this handbook.

Students are required to comply with all University regulations as well as all local, city, county, state, and federal laws. All students are subject to the policies and procedures as contained herein. Also, students who are not undergraduate students and who are not regularly enrolled in a graduate or professional program may be subject to the policies and procedures as contained herein when they are on campus. In addition, any student residing in University residence facilities is subject to these policies and procedures for violations occurring within those facilities. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained herein may establish cause for disciplinary and/or legal action by the University.

In lieu of, or in addition to, disciplinary action, the University also reserves the right to impose fines, take legal action, deny or terminate financial aid and housing privileges, revoke study abroad privileges, withhold student records, revoke other privileges and impose other penalties as may be deemed appropriate. Furthermore, admission of a student to St. Thomas University for any semester does not imply or guarantee that such student will be re-enrolled in any succeeding academic semester. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at St. Thomas.

Students who engage in conduct that endangers their personal health or safety or the personal health or safety of others, may be required to participate and make satisfactory progress in a program of medical mental health evaluation and/or treatment if they are

to remain at the University. The University reserves the right to require the withdrawal of a student from enrollment and/or University housing, whose continuation in school and/or University housing, in the University's judgment, is detrimental to the health or safety of the student or others. Students who withdraw for reasons of health or safety must communicate with Student Affairs before seeking readmission to the University.

From time to time, it may be advisable for the University to alter or amend its procedures or policies. Reasonable notice must be furnished to the University community of any substantive changes. Whenever a specific title is used in these procedures, it shall include the appropriate designee of that person bearing the title. Whenever references to the singular appear in this handbook, the plural is also intended; whenever the plural is used, the singular is also intended. Wherever a reference is made to the masculine gender, the feminine gender is included. These policies apply to both graduate and undergraduate students; however, other University rules and regulations not included in this handbook may apply. The rights and responsibilities that follow take effect immediately upon publication of this document on the St. Thomas University website.

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## Section 1 Mission Statement

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

## Section 2 Catholic Identity

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

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

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

identity, as well as courses across the disciplines with an emphasis on critical thinking skills that should well equip students for such engagement.

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

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

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

**With the earth.** St. Thomas University is a beautiful campus, where attention to the natural environment has long been a priority, both in practical ways of caring for the campus and its buildings, and in the writing and research on environmental issues by faculty of the main campus and School of Law. As a Catholic university, we are called to

care and be responsible for the earth and all that is living. Pope Francis calls us to a relationship with the earth and education to prepare for that relationship.

“Environmental education has broadened its goals. Whereas in the beginning it was mainly centered on scientific information, consciousness-raising and the prevention of environmental risks, it tends now to include a critique of the “myths” of a modernity grounded in a utilitarian mindset (individualism, unlimited progress, competition, consumerism, the unregulated market). It seeks also to restore the various levels of ecological equilibrium, establishing harmony within ourselves, with others, with nature and other living creatures, and with God.” (Laudato Si’ 210)

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

## **Section 3 University Community Standard**

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

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

### **3.1 Individual Worth**

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

### **3.2 Integrity**

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

### **3.3 Self-Control**

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

### **3.4 Critical Thinking**

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

### **3.5 Community Responsibility**

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

## Section 4 Division of Student Affairs



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

### 4.1 Mission

The Division of Enrollment Management and Student Affairs enhances academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services and activities that promote a positive impact on the development and retention of students, personal integrity, ethical leadership, civic responsibility, environmental awareness and social consciousness.

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

## 4.2 Student Life

The Office of Student Life, located in the Student Center, is here to provide educational challenges, resources, and support for students through an integrated co-curricular program. Student participation in the activities sponsored by Student Life will allow them to develop leadership and life skills, cultivate a personal standard of ethics and values, provide opportunities to learn the value and impact of civic engagement/community service and facilitate mentorship relationships both within the walls of St. Thomas University and in the Miami Gardens and the southeast Florida area.

We accomplish these goals by:

1. Assisting all students in developing their leadership abilities and life skills by encouraging them to seek leadership opportunities, insofar as studies show this is a major part of their educational experience;
2. Assisting all students in cultivating their intellectual curiosity and their need to grow, evolve, and mature as persons, professionals, and students by encouraging them to attend and participate in all Student Life sponsored activities;
3. Assisting all students in taking the major step in civil servitude towards mentorship, by joining our mentoring partnership with local Miami Gardens mentoring services;
4. Assisting student leaders in recognizing and developing the leadership potential within themselves;
5. Assisting student leaders in developing an understanding of the various styles, roles, and approaches used by leaders from a variety of ethnic, social, and cultural backgrounds;
6. Assisting student leaders in recognizing and developing their leadership potential within their organizations; and
7. Assisting student leaders in establishing and maintaining effective, efficient, fiscally responsible, student organizations that are active in their educational, social, and civic engagement pursuits on campus and in the Miami Gardens and southeast Florida communities.

Campus Activities include a rich and varied program of events, on and off campus, to supplement the classroom educational experience. With student input, an exciting calendar of educational, social, recreational, and cultural events are planned throughout the academic year. All events are advertised throughout campus and are open to all members of the St. Thomas University community.

### OFFICE DETAILS

**Location:** Student Center

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

## 4.3 Student Government Association

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

All officers in the Student Government Association must maintain a cumulative GPA of 3.0 and must be in good standing with the Academic and Student Codes of Conduct, and, where applicable, the Residential Code of Conduct. SGA Officers are required to work 20 hours per week. These hours will include office hours and activity hours. Office hours must be posted and available to the 20 entire undergraduate student body, club advisors, and the Student Affairs staff. Failure to fulfill the 20-hour requirement may lead to removal from office.

### 4.3.1 Student Government Officers

The **President** presides over the SGA Executive Board (E-Board) meetings, delegate's tasks, and serves as the official representative with regard to Senior Staff, administration, recruiting, alumni, and Board of Trustees.

The **Vice President** assumes duties of the President in his/her absence. The Vice President is also in charge of the Clubs and Organizations.

The **Secretary** is the first face people see when walking into the SGA office, so he/she is the primary greeter.

The **Speaker of the Senate** is responsible for having a good connection with the "non-C/O" student population. This person will manage the Student Senate so that they are able to acknowledge what the students are saying, and develop a way to address their needs.

## 4.4 Student Senate

The Student Senate is a representative student governance body comprised of current undergraduate students, acting as a coordinating committee pursuing initiatives for the betterment of St. Thomas University. It reports directly to the Student Government Association and the SGA Advisor. It is responsible for maintaining communication between the students, faculty, staff, and administration by providing the student body with a means to deal with the affairs of students.

## 4.5 Clubs and Organization

### 4.5.1 REQUIREMENTS FOR STARTING A CLUB/ORGANIZATION

Student organizations form the basis of co-curricular life at St. Thomas University and are an important element to educating the total person. Outlined below is the process by which you can propose a student organization that is recognized by the Student Affairs and the University.

A student organization seeking recognition must be non-discriminatory and open to the entire STU undergraduate and graduate populations. All proposed student organizations and any affiliated national organizations must adhere to the goals and mission of St. Thomas University and the principles of the Catholic Church. Please note that not all proposed new student organizations will be approved based on several factors including but not limited to the number of similar organizations, the interest and sustainability, the use of campus resources, likelihood of sustaining over time, appropriateness, and support of the mission and vision of the University and the Catholic Church. In addition, no organization can be in support of any specific political candidate for any election.

### REQUIREMENTS FOR STARTING A CLUB/ORGANIZATION

#### 4.5.1.1 Step 1: Complete the Registration Form found in this packet

- SGA will inform you if your proposal has been accepted in writing within 10 business days.
- Be prepared to answer the following questions on your proposal:
- What is the id of the organization?
- What is the purpose of the organization?
- What are the short term goals for the first year of the organization?
- What are the long term goals for the first five years of the organization?

- What thorough research and findings has been done into any potential conflicts with the Catholic Church and explanation of how the organization is consistent with Catholic Social Teaching?
- Any additional information?

#### **4.5.1.2 Step 2: Hold a recruitment/organizational meeting.**

- This meeting can only be held after SGA and Student Affairs have approved your proposal
- If your organization is approved to move on to Step 2, you will be able to reserve space and post announcements for meeting. At this meeting you should discuss with your potential members any outstanding requirements needed to complete Step 3.

#### **4.5.1.3 Step 3: Register your Organization**

- The registration form will require the following information:
- Organization id and description
- Fill four (4) E-Board member (President, VP, Treasurer and Secretary), at least six members and a STU faculty or staff advisor
- Organization constitution

#### **4.5.1.4 Step 4: Review Process**

- Once the New Organization Registration has been submitted, the request will be reviewed by SGA Advisor. If additional information is required, the advisor will contact the organization. Student Affairs has the authority to recognize (or not recognize) student organizations on behalf of the university.
- Upon authorization, Student Affairs will also notify the organization president and advisor. At that time, all other appropriate campus departments shall be notified that recognition is complete.

## **4.6 Residential Life**

The Office of Residential Life exists to protect the general welfare and functioning of the residential community. Having the residential community is another way the University supports students in their education pursuits by allowing them to live on campus.

Disrupting the educational mission of residence life or infractions of any regulations related to residence life may result in disciplinary action including, but not limited to, fines, loss of privileges, change of residency, or dismissal from the residence halls. Student conduct which is inconsistent with the goals and objectives of St. Thomas University mission will not be tolerated. Residents are required to become familiar with, and abide by the provisions outlined and set forth in the Housing Contract, the Student Code of Conduct and any residence life publications, including the Residence Life Code of Conduct.

### **4.6.1 General Guidelines for Successful Residence Life**

College has a different meaning to each person, but what it means for most people is more freedom. You will be responsible for going to class, navigating around campus, and finding help where you need it. Adjusting to college life can be difficult, which is why STU offers a strong network of people, organizations, and services that will help you to be involved and make the most of your college experience.

Even though you have attended school for most of your life, college differs greatly from what you have experienced. It is your responsibility to attend class and turn in assignments. Learning is a shared process between you and the faculty. Each professor creates a syllabus for the course so that you know what assignments are due and what is expected of you. However, you are responsible for attending class, doing assignments, and meeting your potential.

For students who are looking to be involved outside of the classroom, the best place to start may be in your residence hall. Your resident assistant (RA) organizes hall events to create a sense of community and introduce you to different events and opportunities on campus. Sharing a room, possibly for the first time, can be tricky. Your RA can help you adjust to college residence life as well. If you have a roommate issue and need a moderator, your RA will help.

## **4.7 Student Health Center**

The Student Health Center, located in the Student Center, is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for University communities. Our work is based upon the principles of Catholic Social Teachings and Catholic Health Care: the care and dignity of the individual, attending the needs of the marginalized and disenfranchised, respect for workers, care of the environment, and the promotion of peace and nonviolence in our world. At St. Thomas University, we have the unique advantage of providing an intimate, family education model, aimed at 'Developing Leaders for Life'. The Student Health Center staff generally holds a doctoral level certification, in addition to contracted health care services provided by Jessie Trice Community Health Center, Inc.

Services Offered:

### **4.7.1 Mental Health Counseling:**

The Student Health Center provides students with assistance in addressing mental, emotional and behavioral concerns. Professional staff provides a variety of assessment, treatment and psycho-educational services. Services typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Through our comprehensive educational wellness programs, students may engage in "hands on" learning opportunities on special integrative wellness topics. The center also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle supporting our services.

### **4.7.2 Acute Medical Care:**

To support the well-being of our students and in conjunction with our mission, services provided by a Registered Nurse and an Advanced Registered Nurse Practitioner - through our contractual agreement with the Jessie Trice Community Health Center, Inc. – include: emergency first aid, nutrition counseling, screenings (e.g., HIV, vision, breast exam), chronic disease management (e.g., diabetes, high blood pressure), medication prescriptions. Individuals with medical concerns that require specialized diagnosis and treatment, or more comprehensive care are referred to a physician, clinic or hospital. Medical services received as a result of a referral are generally at the student's expense and based upon insurance provisions. Emergency medical care is obtained at Urgent Care Centers or hospitals. Transportation to these centers is usually provided by

ambulances or, in less severe cases, students may arrange for their own transportation. Emergency and urgent care medical services are partially covered by students' health insurance. This includes ambulance services. For more information, please visit our web pages, <https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>.

Contact: For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact the center's front desk at (305) 628-6690. To make an appointment for counseling services, call (305) 628-6695 or e-mail Maria Bedoya at [Mgaravito@stu.edu](mailto:Mgaravito@stu.edu). For emergencies, call 911.

**Hours:**

Clinic:	Monday – Friday.....	8:00am – 5:00pm
Counseling:	Monday – Friday.....	9:00am – 5:00pm
Nurse Practitioner:	Tuesday & Thursday.....	9:00am – 5:00pm

**4.7.3 Student Insurance:**

All full-time undergraduate, international, and law students are required to have adequate health insurance. This policy is in place for the sole purpose of safeguarding the well-being of students. There are no exceptions to this policy. If you do not have personal health insurance, an affordable health insurance plan is available for students of St. Thomas University. All full-time undergraduates, international, and law students are automatically enrolled in this insurance plan for the 2019-2020 academic year unless proof of comparable health coverage is provided online by the waiver deadline date. The Student Health Center communicates to students through St. Thomas University e-mail accounts, this includes the waive/enroll insurance information and deadline. Please be very careful to check your STU email regularly for updates on verifying existing health insurance, enrolling for student health insurance, and for all applicable deadlines. It is each student's sole responsibility to assure full cooperation with the guidelines for health insurance enrollment every calendar year. Each student is required to submit proof of health insurance. Active insurance status will be checked for accuracy. Both enrollment for the insurance and providing proof of alternative insurance must be done entirely online during the period of July 1st through September 9, 2019.

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

**Health Record Requirements:** All incoming first year and transfer students (Undergraduate and Law) must submit immunization records and physical forms prior to starting the semester.

Student athletes will have their own physical forms coordinated by the athletic department, but are still required to submit the immunization forms.

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

## 4.8 International Student & Scholar Services

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

### 4.8.1 Certificate of Eligibility SEVIS I-20

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

### 4.8.2 Department of State DS-2019

The DS-2019 is the document issued by the sponsor of the Exchange Visitor Program (i.e. STU). It is the document used for the issuance of the J-1 visa at a U.S. Consulate or Embassy to students or scholars. The U.S. Customs & Border Patrol officer will revise the DS-2019 and the J-1 visa at the port of entry and return it to the student/scholar. The DS-2019 must be valid at all times.

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

- Be fully admitted and registered as a full-time student each semester (for graduate/doctorate students, six credit hours; and undergraduate students, 12

credit hours), and may register for only one three-credit on-line course per semester towards the course load requirements;

- Check-in with the International Student Advisor within the first 15 days of the start of each semester, if the student is newly admitted;
- Keep a valid I-20 throughout course of study;
- Do not engage in off-campus employment without the authorization from USCIS or the designated school official (DSO);
- A valid passport at least six months into the future; and,
- A valid I-20's travel signature for re-entry to the USA; and have medical health insurance.

International students on an F-1 or J-1 visa who are physically present in the United States are not eligible for admission into a program of study that is only offered on-line.

**Important Note:** J-1 students may be degree or non-degree seeking, and are required to follow the above stated guidelines to maintain legal status. J-1 scholars are required to check-in with their host department upon arrival and the international student advisor within the first five days of their arrival. Additionally, they are required under the insurance provisions in new Subpart A to have medical benefits of at least \$100,000 per accident or illness, \$25,000 for repatriation of remains and deductibles not to exceed \$500 per accident or illness. J-1 scholars are required to comply with their contract agreement.

The International Student Advisor (the Advisor) assists international students and scholars by providing services and support related to immigration regulations and maintaining legal F-1/J-1 status while attending St. Thomas University. Advisors serve as the liaison between international students and scholars and the USCIS. Additionally, the Advisor serves as a resource to the University community. All international students and scholars are encouraged to meet regularly with the International Student Advisor for detailed information with regards to their F-1/J-1 status.

### **4.8.3 Change of Immigration Status**

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

## **4.9 Campus Ministry**

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

## **OFFICE DETAILS**

**Office Location:** Student Center

**Phone:** (305) 628-6525

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

**Facebook:** STU Campus Ministry

### **4.9.1 Mission Statement**

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

### **4.9.2 Vision**

In view of the ongoing needs of the community to take Campus Ministry to the next level, Campus Ministry is envisioning a vibrant Campus Ministry based on relationships, discipleship and new evangelization and where the Eucharist and the Sacramental Life of the Church reaffirms its essence as the center and “the summit” of the community. College students are young and full of gifts and talents. They have so much to offer to

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

#### **4.9.3 Chapel of Saint Anthony**

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

##### Mass Services

Monday – Friday at 12:15 PM

Sunday Mass at 7:00 PM

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

## Section 5 University Resources and Services



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

## 5.1 Office of Admissions

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

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

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

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

### OFFICE DETAILS

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

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

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

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

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

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

## 5.2 Office of Financial Aid

At St. Thomas University, we are dedicated to providing the best education to our students. With the ever-increasing cost of a post-secondary education, more families are finding it necessary to seek assistance through financial aid. While the first resource for financing an education is one's family, the Office of Financial Aid is committed to the philosophy that every student demonstrating financial need should be offered assistance. The availability of certain funds and timeliness of application is imperative in determining amounts of assistance available to students. Therefore, it is important to apply early and adhere to application requirements and deadlines.

Each student's financial assistance package shall contain a component of gift aid to the extent that available funds and program eligibility will permit. Self-help will be the next component of the assistance package. With the above principles established, financial assistance shall be awarded in the following order, as eligibility and funds permit:

1. Federal Pell Grant;
2. Federal Supplemental Educational Opportunity Grant (FSEOG);
3. State Scholarships and/or Grants;
4. Private Scholarships and/or Grants;
5. Institutional Merit Scholarships;
6. Institutional Need Grant; and/or
7. Self-help (Federal Work Study, Federal Perkins Loan, Direct Stafford Loan and/or Direct PLUS Loan for Parents)

### Eligibility Requirements (Federal and State Programs)

Certain but not all eligibility requirements for federal and state financial assistance are summarized as follows:

1. Complete the annual Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](https://fafsa.gov) using an FSA ID.
2. Apply within designated deadlines.
3. Demonstrate financial need (except for some loan programs).
4. Have a high school diploma or a General Education Development (GED) Certificate or pass a test approved by the U.S. Department of Education or meet other standards your state establishes that are approved by the U.S. Department of Education.
5. Be enrolled in an eligible degree or certificate program at St. Thomas University.
6. Be a U.S. citizen or an eligible non-citizen of the U.S.
7. Have a valid Social Security Number.

8. Make satisfactory academic progress (as determined by the University).
9. Sign a statement on the FAFSA certifying that you will use federal student aid only for educational purposes.
10. Sign a statement on the FAFSA certifying that you do not owe a refund on a federal student grant or that you are not in default on a federal student loan.
11. Register with Selective Service (if you are a male and 18 through 25 years of age).
12. Not be a convicted drug offender during the period for which you will be receiving Title IV assistance.

## **OFFICE DETAILS**

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

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

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

Please note some aid programs may have earlier deadlines, as established by the specific aid fund organization. These deadlines must be met to receive aid from these specific programs. The Office of Financial Aid is dedicated to providing our students with the services and information they need to meet their educational costs at the University.

## **5.3 Academic Enhancement Center**

The Academic Enhancement Center offers courses of instruction to prepare students for academic work at the college level and to assist them in developing basic skills. The program offers instruction in these skill areas: Writing, Reading, Mathematics, and English as a Second Language.

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

### **5.3.1 Skills Courses**

Students who have not presented ACT, or SAT scores, or whose scores on one or more specified subtests fall below the required minimum, will be tested using one of several available standardized tests. Students who place below the minimum scores on these tests are required to take skills courses. These courses are available in English, Reading, Mathematics and ESL. Skills Courses (with course numbers below 100):

1. Count toward veteran's benefits and financial aid requirements;
2. Carry credit, but the credit cannot be used to satisfy degree requirements; and
3. Are not computed in a student's overall Grade Point Average (GPA).

### **5.3.2 English As A Second Languages**

The English as a Second Language (ESL) program is designed to help non-native speakers of English obtain the proficiency necessary to operate successfully in the higher education environment. The program provides a cultural orientation to the United States and to the higher education system. Students are tested at the time of registration and are placed into an appropriate level. Each program level takes one semester to complete.

### **5.3.3 English for Academic Purposes**

Students placed in the English for Academic Purpose (EAP) EAP1660 and EAP 1640 High Advanced level courses which are taken contemporaneously or successively are assigned 6 academic credits. For undergraduates, three credits earned in the Advanced Grammar course, EAP 1660 may apply as a general elective, and the Advanced Writing course, EAP 1640, may be applied to the undergraduate General Education Requirements in the Humanities. International graduate students who are planning to enroll in the MBA, MIB, MA in Communications and the MS in Education or the ED.D programs are required to take both EAP 1660 and EAP 1640 courses, which are assigned 6 prerequisite credits which are not calculated in the graduate GPA.

#### **OFFICE DETAILS**

**Location:** Institute for Workforce Enhancement

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

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

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

## 5.4 Office of Records Management

The Office of Records Management maintains a complete file on every former and current student at St. Thomas University for a period of at least five years following the student's last registration at St. Thomas University or until the student receives a degree or certificate.

The student's academic record at St. Thomas University is maintained in perpetuity. Each file contains:

- All applications and documentation submitted by the student during the admissions process, including high school and college transcript.
- An official record of transfer credits accepted by St. Thomas University
- Any academic waivers awarded the student.
- All alumni files minimally will contain the application to St. Thomas University, the degree clearance form, and the Diploma Clearance Form.

The Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a written request for access. Students should submit to the Office of Records Management, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A third party can be given information about a student's records only with the written consent of the student. Exceptions to this policy can include: (a) parents and legal guardians of students who are dependent as defined by the Internal Revenue Service, upon presentation of proof of that IRS status; (b) courts presenting a court order or subpoena for disclosure; (c) agencies needing information regarding students on F-1 or J-1 visas; (d) the U.S. Department of Education; (e) school officials with legitimate educational interests. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. At St. Thomas University, directory information (that information which is freely given to those requesting it) is limited to id, dates of attendance/enrollment and degrees/certificates earned, if any.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Thomas University to comply with the requirements of FERPA.

The id and address of the Office that administers FERPA is:

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

### **5.4.1 The Permanent Record**

The Permanent Record of every student (except those taking courses in the St. Thomas University Law School — see separate Record Retention Policy) taking one or more courses at St. Thomas University consists of the following: personal information sufficient to identify the student as unique (id, birth date, student identification number, and Social Security number when these are available); all courses in which the student has officially enrolled with any letter grade assigned upon completion of the course; any degrees earned by the student at St. Thomas University; and the grade-point average of the student for each academic level. The Permanent Record will also indicate any

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

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

1. Entered the personal information, when available, sufficient to identify the student as unique (id, birth date, student identification number, and Social Security number); all courses in which the student was officially enrolled, whether for credit or not, with the letter grade assigned; any degrees earned by the student at St. Thomas University; and the grade-point average of the student for each academic level into the database of the Administrative Computer, or
2. Scanned the hard copy of the students' original transcript and stored that image on compact disk. Copies of the compact disks are stored in the Office of Records Management and to a remote server located at a secure offsite facility.

For each student enrolling at St. Thomas University as a new or continuing student beginning on January 1, 1982, the Office of Records Management of St. Thomas University maintains within an electronic data file in the Datatel/Colleague database of the University a complete Permanent Record of every student. This file contains all data as identified as part of the Permanent Record in accordance with this policy. The Office of Records Management staff will, under the direction of the Registrar, add to the record such new information as pertains to the student's demographic and academic record as it becomes available, semester-by-semester, and as the student progresses at the university.

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

In addition to the Permanent Record contained in the electronic transcript, the Office of Records Management will retain the paper record file (when a paper record exists) as a repository of admission documentation and transfer transcripts of all students (except those taking courses in the St. Thomas University Law School – see separate Record Retention Policy) or for at least five years after the students last date of attendance or until the student receives a degree or certificate. Transfer courses accepted for degree credit are stored electronically within an electronic data file in the Datatel/Colleague database and are retained as part of the student's permanent academic record. Paper records which are not part of the student's permanent record may be kept for more than five years after the students' last enrollment as storage space permits.

### 5.4.3 Directory Information

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

### 5.4.4 Registration

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

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

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

Undergraduate students are not permitted to register via the WEB.

### 5.4.5 Add Period

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

### **5.4.6 Official Withdrawal**

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

### **5.4.7 Application for Graduation**

The student's assigned Professional Academic Advisor may complete the student's application for graduation once it is determined that all requirements for the student's first program of study have been met. While students may earn degrees and have the degree posted to the permanent record following Fall, Spring, and Summer semesters, there are only two Commencement ceremonies held in May and December. Students graduating in August may participate in Commencement in December.

### **5.4.8 Participation in Commencement**

The University considers Commencement to be an academic event, and thus available only to students who have either met all requirements for graduation by the date of Commencement or is enrolled in courses which, if successfully completed, will result in all requirements for graduation being met by the date of Commencement. If a student is unable to participate in Commencement, the student may participate in the next scheduled Commencement. In such cases, it is the student's responsibility to obtain their Commencement robes at the time of their originally scheduled Commencement.

### **5.4.9 Veterans Administration (va)**

St. Thomas University is approved for undergraduate and graduate education of Veterans and eligible dependents under current public laws. Students who may be eligible for educational benefits under any Veterans Administration program should communicate with the VA directly.

Eligible students **MUST** contact the Office of Records Management at (305) 474-6950 at least one semester in advance of the date of their intended enrollment at the University. For further information, phone the Southeastern Regional Office at (800) 827-1000.

## **Veterans Administration Regional Office**

P.O. Box 1437  
St. Petersburg, FL 33731

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

Lower Division Undergraduate: Paper – 525 Computer – 197  
Junior, Senior and Graduate: Paper – 550 Computer – 213

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

ETS-TOEFL IBT  
P.O. Box 6153  
Princeton, New Jersey 08541-6153  
1-800-60-TOEFL /1-800-468-6335  
Web: <http://www.toefl.org>

All admitted students whose primary language is not English will be tested regardless of their TOEFL score. A Non-Native speaker of English will have a TOEFL flag placed on his/her file. The flag will be removed when the student has demonstrated the required English proficiency in reading, writing, speaking and listening, comprehension skills.

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

## **5.5 Student Success Center**

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

## **OFFICE DETAILS**

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

**Hours:** Monday – Thursday from 8:00 AM to 7:00 PM  
Friday from 8:00 AM to 5:00 PM

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

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

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

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

### **5.5.1 Student Success Technological Systems**

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

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

Key Components of the Student success Center

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

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

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

### 5.5.2 Academic Advising

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

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

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

### 5.5.4 Testing Center

The Center provides undergraduate and graduate skills assessment, as well as other computer-based exams, to both St. Thomas University students and non-St. Thomas University students.

**Placing Exams (The College Board):** Accuplacer | Accuplacer WritePlacer

**College Credit Exams:** Students obtaining satisfactory scores in a particular subject area can earn college credits by completing – College-Level Examination Program (CLEP) | DSST Program (*formally known as Dantes*)

**Other Exams:** General Knowledge Test (students must pass to be admitted to the Student Teaching Internship at STU. Passing scores on this test are required for the

Florida Teacher Certification ½ Miller Analogies Test (MAT) | Test of English as a Foreign Language (TOEFL – Evaluates English proficiency, to register and for more information, visit <http://www.toeflgoanywhere.org>)

### 5.5.5 Career Services

Career Services fosters relationships with employers to facilitate employment opportunities to students and alumni for full-time, part-time, and internship opportunities. We combine one-on-one career advising with the latest in career-related technology, including an internet-based system for professional, internship, and part-time openings and resume referrals. Located in the Student Success Center.

Services available to students:

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

#### OFFICE DETAILS

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

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

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

**Phone:** (305) 628-577

**Facebook:** STUCareerServices

**Instagram:** stu\_careerservices

## 5.6 University Library

The University Library provides quality student-centered services and information that meet the needs of St. Thomas University's students. We connect students with the tools necessary to become active, knowledgeable members of their chosen fields. The faculty and staff of the library support student learning and strive to engage students in an approachable, accessible, and supportive environment. The library also hosts a variety of activities and events designed to appeal to student interests and encourage student pride, participation, and active engagement in a range of issues.

Using our E-Research gateway, students can access to over 275,106 journals, magazine, streaming videos, and newspaper full-text titles in digital format and over 223,000 e-books. The Library also has an in-house collection of over 250 print journal and newspaper titles. Access to these collections and services is available from any computer on campus, and from home with your University email user id and password. The Library faculty and staff will be happy to teach you how to use these powerful products in person, by e-mail, chat, or over the telephone.

At our downstairs wireless Internet café, the Library sells numerous styles of American coffee, tea, and hot chocolate. All beverages are \$1, and proceeds help us provide best-selling fiction, music, and DVD movies for students. Flat screen televisions are located in the café, and café style seating for group work and hanging out with your friends.

Our research computer lab is adjacent to the Reference Research Help Desk on the first floor. This is where you can receive professional help in electronic and print research, as well as assistance developing ideas for your research projects.

Upstairs, the library building houses two additional computer labs. All incoming freshman will receive library and electronic research instruction through the UNI-101 course in the Information Literacy Lab. More advanced research instruction will occur through upper level classes using databases and print material relevant to specific subject areas and assignments. Librarians also teach students how to use bibliographic software to easily create research papers with endnotes or footnotes.

The entire library building is a wireless computer network, and physical laptop computer plug-in connections are also on the first and second floors. Outside the Library, wireless seating around the lake has electricity and Internet access for 48 people studying alone or in groups. The Library also offers three study rooms for small groups that can be checked out at the Front Desk.

The general collection on the second floor is where you will find books you can borrow and take home by presenting your valid student I.D. Books are loaned for a period of one month and maybe renewed for another month unless another person needs the book. The desk at the entrance to the library is where you will present your student identification card before taking your book; it also is where you will find reserve items (articles, books, videos, etc.) placed for you to use by your professors. The Front Desk also is where you pay library fines (.25 cents per book for each day late; \$2.00 per hour for reserve items).

If we don't have the book or article you're looking for, the Library provides interlibrary loan services. Material can be delivered here from other libraries throughout Florida and across the United States. The time frame for this service ranges from 3 days to over two weeks. Electronic forms for making book requests are available from the interlibrary loan link on the Library web page, or you can receive assistance at the Reference Desk. When the books or articles arrive, you will be notified to pick them up at the Front Desk.

The Library building provides a FAX machine in the Reference Desk area and a copy machine exist immediately outside the Reference Desk area. Copies are .10 cents each. Dollar bills are accepted and the machine provides change after one photocopy is created.

Library hours are posted at our website, and students should check this periodically to keep track of holiday hours. Whether you're visiting us for your research needs, a stroll through our upstairs Atrium Art Gallery, a visit to our Internet café, or to use our laptop connections or study with friends, stop by and say hello. We're here to help you.

### **5.6.1 Children in the University Library**

The University Library is not designed for minor children. Children may cause distraction for the faculty, staff, and students who are working and studying in the library, and library staff may not and will not watch, supervise, or care for any minor. Children who are not accompanied by an adult who is responsible for the child will be reported to security. The University will attempt to accommodate St. Thomas University students with children, but they must follow faculty and staff directions. Children who are accompanied by an adult may not be allowed to be logged into a computer, and library faculty and staff may require adults with children to check out a study room if one is available to reduce the distraction of others. Adults with children who do cause a distraction will be asked and required to leave the library building.

## 5.6.2 Archives & Museum

The Archbishop John C. Favalora Archive & Museum houses the St. Thomas University Archives and the Archdiocese of Miami Archives as well as other special collections. The collection includes manuscripts, documents, photographs, objects, rare books, newspapers, and other printed and audio-visual scholarly resources. The museum galleries host special exhibitions throughout the year. Items from the collections may be viewed by students and other scholars at a special reading room located in the University Library.

### OFFICE DETAILS

**Hours:** Monday – Thursday from 8:00 AM to 2:00 AM

Friday from 8:00 AM to 5:00 PM

Saturday from 9:00 AM to 5:00 PM

Sunday from 2:00 PM to 2:00 AM

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

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

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

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

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

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

**Facebook:** STULibrary

**Instagram:** stulibrary

**Pinterest:** STU Library

**Twitter:** STULibrary

**YouTube:** STU Library & Archives

## 5.7 Campus Recreation

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

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

### **5.7.1 Intramural Sports**

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

### **5.7.2 Fitness Center**

The fitness center is a 2,800 square foot area equipped with machines and weights for all fitness levels. Cardio equipment includes treadmills, ellipticals, arc trainers, bicycles, and several weight machines for a total body workout. This area also features a dumbbell rack that ranges from 5lbs-100lbs, barbells, and over 150 rubber grip plates from 2.5lbs-55lbs. It is open to current students, faculty, staff, and paid alumni. Hours of the fitness center, a mandatory membership application for use, along with policies and procedures can be found at [Fernandez Family Center](#). Racquetball/Squash Court/Multi-Purpose Court DVDs of Insanity, P90X, T25, and Zumba can be checked out at the Lobby Window for your use. Open Play Basketball and volleyball courts can be used during designated times. Additional Recreational Facilities Outdoor swimming pool, outdoor basketball courts, and tennis courts. Equipment Check-Out Recreational equipment can be checked-out from the Lobby Window of the FFC during operational hours. An STU ID must be presented for equipment check-out. ID will be returned upon return of equipment. If equipment is damaged or lost, participant will be billed for charges on their STU account. Use of all recreational facilities requires a valid STU ID. All current students, faculty, staff, and paid alumni must present proper identification upon request; no guests allowed.

No ID, NO ENTRY, NO EXCEPTION.

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

### **OFFICE DETAILS**

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

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

## 5.8 Mail and Copy Center

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

If a student moves off campus during the year, they must go to the Mail and Copy Center and complete a change of address form. This will ensure that all First Class mail is forwarded to their new address for a period of six months. Bulk mail, i.e. magazines, newspapers or advertisements are not covered under this forwarding order therefore the student should contact the companies directly to notify them of the address change. All Bulk mail is disposed of. Failure to complete the change of address form will result in all First Class Mail being returned to sender.

### 5.8.1 Package Pickup Policy

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

Due to the large volume of mail and packages received on Mondays or after a holiday mail and packages will be ready for pick up after 1:30pm on those days otherwise mail and packages will be available for pick up at 9:00am. Courier/express companies will not make deliveries to the university on Saturdays. Students will receive notification of packages or express mail received on their behalf by the Mail and Copy Center. Students must remit monies to cover the cost of cash on deliver (C.O.D.) packages prior to the mailroom accepting delivery of the same. Students must have the exact amount for all C.O.D. shipments as neither the Mail & Copy Center nor the vendors can make change. The University Bookstore, located in Carrol Hall provides FED/EX Next Day Service, Second Day, and Ground Service.

### OFFICE DETAILS

**Location:** Lewis Hall/Physical Plant

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

### Resident Student On-Campus Address

Student Name

Building Name & Room Number

St. Thomas University

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

Miami Gardens, FL 33054

## 5.9 Office of Financial Affairs (Business Office)

Payments may be made by cash, check (subject to being honored by the bank on which drawn), credit card (currently VISA, MasterCard, and Discover), financial aid authorization, or bank wire transfers.

If a student wishes to use anticipated Financial Aid funds toward payment at registration, he/she must have previously received a Financial Aid award. Should the Financial Aid award be less than the amount owed the University; the difference must be paid in full at the time of registration. Grants and loans administered by the University are credited to a student's account once the award process has been completed. Student loans are electronically disbursed to the University weekly excluding holidays or University closures. Some student loans are disbursed in the awarded amount less 5% processing fees others are disbursed in the awarded amount. Student loans disbursed in the form of a paper check usually require endorsement from the student before it can be applied to his/her account. Students should visit the Office of Financial Affairs with valid identification to endorse the check. Valid identification includes a state driver's license, student ID or passport.

\*\*\* Student's that are not eligible for financial aid or refuse to apply for financial aid must pay 50% at the time of registration and the other 50% by the 8th day of the term.

### OFFICE DETAILS

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

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

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

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

**University Tuition and Fees Information:**

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

### 5.9.1 Late Registration

Students that have not completed registration before the first day of the semester/term will be assessed a late registration fee. This fee varies based on the time registration is complete. See Business Office Bulletin online for details.

### **5.9.2 International Students**

International students are required to pay 50% of the tuition and fee charges at the time of registration. The remaining 50% is due by the 100% refund period (8th day of the term). International students are not permitted to register via the WEB.

In addition, all unpaid balances (net of financial aid and payment plans) are assessed 5% interest charge (APR) annually until balance is paid in full (*no exceptions*).

### **5.9.3 Add/Drop Class Adjustments and Refund Policy**

When you complete a Change of Schedule form and your credit hours increase from your original registration credit hours (during the posted add/drop period), payment is due immediately for any resulting additional charges. When you authorize a decrease in credit hours below full-time (12 hours for undergrad (UG) during the posted add/drop period), your tuition and general fee assessment will be adjusted **and** your Financial Aid award(s) will be adjusted accordingly. A fee of \$10 will be charged per course added/dropped.

**Exception:** If class changes occur due to cancellation by University's administration and your new total credits fall below full-time, (12 hours for UG) you will receive 100% tuition and fee adjustment for this change only.

### **5.9.4 "A" Session and Terms**

Undergraduate students enrolled in "A" Terms or Sessions are allowed to withdraw by the 8th day of the first session. Graduate students, if registered for "A6" and "A7", may withdraw from either session during the first eight (8) days of "A6" or "A7" and be eligible for a 100% refund.

### **5.9.5 St. Thomas University Refund Policy**

Tuition refunds are based on total tuition charges and not on the amount paid. If you have been awarded federal aid, these programs from which the funds were disbursed will be refunded in accordance with Federal Law. Registration fees and deposits are non-refundable. In the case of "A" terms, the term begins on the first business meeting day of classes for that session, not the student's first class day. Students who register but do not attend classes, or who stop attending classes, will not receive credit unless they withdraw officially by submitting a completed official withdrawal (add/drop) form to the Student Success Center. The effective date of withdrawal is the date on which Student Success Center receives the form. See Business Office Bulletin online for details.

### **5.9.6 Special Billing to Third Parties**

Authorization from third parties and/or students is required in order for the Office of Financial Affairs-Student Accounts Business Office to invoice for payments. Common examples of third party organizations are: AmeriCorps, Florida Prepaid, U.S. Customs, Veterans Affairs, and Vocational Rehabilitation. Most of these organizations provide documentation. In the absence of such documentation, students should provide written authorization (including email) and detailed contact information for the Business Office to contact and invoice the organization on his/her behalf. Students should deliver documentation to the Student Success Center at the time of registration.

Sponsorship payments are due within 30 days after the semester begins. If the third party fails to honor its agreement, payment is due immediately from the student.

### **5.9.7 Installment Payment Plan**

You may choose to pay charges owed for an upcoming academic year (Fall and Spring semesters only) through a University approved tuition installment plan. A non-refundable payment plan application fee of \$75.00 is required visit See Business Office Bulletin online for details.

### **5.9.8 The Right to Privacy and Disclosure Regarding Financial Records**

The Gramm-Leach Bliley Act enacted in 1999 provides for safeguarding customer information and their right to privacy and disclosure. In accordance with this, all phone queries received from students or third parties requesting account information will have to be authenticated. Authentication identifiers include but are not limited to: full id of student, date of birth, last 4 digits of social security number, permanent address, and documented authorization to release account information-in case of a third party. Students should also print their full id or ID # on any check payment sent by mail.

### **5.9.9 Truth in Lending Act**

The Higher Education Opportunity Act of 2008 (Pub. L. 110-35) (HEOA) added section 128(e)(3) to the TILA to require that before a private educational lender may consummate a private education loan for a student in attendance at an institution of higher education, the private education lender must obtain the completed and signed Self-Certification Form from the applicant. The Federal Reserve Board's Final Regulations published on August 14, 2009 incorporate this new requirement at 12 CFR 226.48(e). The self-certification form must be completed and submitted to the Business Office.

This student form is located via the web under the Office of Financial Affairs.

### **5.9.10 Student Account Clearance Required for Future Registration, Transcripts, and Diplomas**

The University prohibits registration, release of transcripts or the issuance of a certificate of completion or diploma to any student who has not satisfied their financial obligations to the University. See Business Office Bulletin online for details.

### **5.9.11 Delinquent Student Accounts**

Students are responsible for their course selection and will be held liable for tuition and fees incurred as stated on their registration statement unless a written withdrawal form is filed with Student Success Center before the end of the specified 100% refund period. Therefore, the University reserves the right to refer student accounts to a collection agency, and or attorney and to disclose any relevant information to credit bureau organizations if payment of total charges is not made within 120 days.

In such an event, the student shall be liable for all collection expenses and, if required, all reasonable attorney fees associated with the collection of the outstanding balances and accumulated interest.

### **5.9.12 Dropping/Withdrawing**

The funds you are awarded are intended to help meet your educational expenses while attending the University. If you withdraw, drop out of school, drop below half-time, or change enrollment status in any given enrollment period, your financial aid award may be reduced or canceled, and you may be required to return a portion of the aid awarded to you. If you are entitled to a refund of your tuition, all or part of the refund may be

applied to the financial fund from which your aid was awarded. You may also be required to refund a portion of the funds disbursed directly to you. The amount of the refund is based on formulas established by the U.S. Department of Education. You should consult with an Enrollment Services Specialist at the Student Success Center prior to dropping or withdrawing to avoid an unnecessary financial hardship.

Students are responsible for their course selection and will be held liable for tuition and fees incurred as stated on their registration statement unless a written withdrawal form is filed with Student Success Center before the end of the specified 100% refund period. See pages 27-28 for further explanation of the role of the Student Success Center in the registration and change of schedule processes.

Students who wish to drop classes in order to receive a full refund must report to the Student Success Center no later than the final full refund drop date (100% Refund Withdrawal Date). See Business Office Bulletin online for details. Courses officially dropped with a 100% refund will be removed from the student's record. Amounts due to the University will be deducted before any check disbursement or credit is issued. Payment should be made at or mailed to Student Success Center.

### **5.9.13 Wire Transfer Payments**

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

Wire Transfer information:

Sun Trust/Miami, N.A.  
Corporate Cash Management  
777 Brickell Avenue  
Miami, Florida 33131

Phone: (800) 947-3786

ABA Number: 061000104  
Account Number: 0189001210477

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

Phone: (305)474-6977

### **5.9.14 Federal Perkins Loan Program**

The Office of Financial Affairs manages the Federal Perkins Loan Program. The Perkins fund is a revolving fund, that is, funds are replenished by student borrowers who fully repay their loans. Students who are awarded this loan are required to complete entrance and exit counseling which discloses their rights and responsibilities regarding timely repayment and the consequences of loan default. See Business Office Bulletin for details.

***The University reserves the right to change without notice its tuition, fees, Service charges, rules and regulations at the beginning of any semester or Term and during the year should conditions so warrant. This right will be exercised judiciously.***

## Section 6 Contracted Services



*Public Safety • Metz Dining • Bookstore • Bobcat Shuttle*

## **6.1 KENT, Miami and Emergency Management**

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

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

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

### **6.1.1 Emergency Management and STUAlert!**

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

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

University's capability to notify them of a life threatening emergency and issue appropriate protective actions.

**Location:** Lewis Hall/Physical Plant

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

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

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

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

## 6.2 Metz Culinary Management/Dining Services

<http://www.metzstthomas.com/>

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

### 6.2.1 Bobcat Cafe

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

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

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

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

## 6.2.2 Rathskellar

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

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

## 6.2.3 Einstein Brothers Bagels

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

**Hours:** Monday - Thursday 7:30 PM to 6:00 PM  
Friday 7:30 PM to 4:00 PM

## 6.3 Follett Bookstore

St. Thomas University chose us to provide their students (you!) with course materials, general reading books and references, supplies, computer products, and spirit apparel and accessories. We work to bring the best selection at fair prices to the college and you. The local bookstore staff stays in tune with campus and community issues, and knows the campus inside and out. Behind the bookstore, there is an army of buyers, techies and other support people who provide this store with new and used textbooks in astonishing quantities, as well as all the other products and services in the store. The Saint Thomas Book Center is part of the efollett.com bookstore network.

The efollett network serves over four million students across North America. The network's clout allows us to bring you the largest selection of used textbooks, the most cash at book buyback, and the best school logo's merchandise. What does this mean to you?

- You can shop the Saint Thomas Book Center [www.stu.bkstr.com](http://www.stu.bkstr.com) or directly through [efollett.com](http://efollett.com). The bookstore and efollett have the largest selection of used textbooks anywhere.

- You can pick your books by course and have them shipped to your door, or save the shipping cost and pick them up in the store.
- Then, just in case you need to, you can return the book right to this store (and not have to deal with sending anything back through the mail).

**Location:** Student Center

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

Friday from 9:00 AM to 3:00 PM

**Phone:** (305) 625-5179

**Fax:** (305) 621-6090

**Email:** [stu@bkstr.com](mailto:stu@bkstr.com)

**Website:** [www.stu.bkstr.com](http://www.stu.bkstr.com)

## 6.4 Bobcat Shuttle and Other Transportation Services

TriRail Only from 7:30 AM to 9:45 AM

TriRail and WalMart Neighborhood Market from 3:00 PM to 7:15 PM

*\*\*\* The morning loop takes about 10 minutes and the afternoon loop will take 15-20 minutes.*

Shuttle Schedule

The Bobcat Shuttle provides free transportation service on a fixed route within Stu's campus for students, faculty, and staff. Riders wishing to board can do so at anyone of our 4 campus stops, Walmart Neighborhood Market stop, or TriRail stop.

The Bobcat Shuttle bus is monitored by a GPS, called SmartTraxx. Students can access bus arrival times via their smart phone, PC, iPad or other compatible electronic devices. The SmartTraxx App makes this process very easy.

The App is available for [Android](#) and for [iOS](#) platforms.

### 6.4.1 TriRail/SFRTA EASY Card

The discount TriRail/SFRTA EASY Card is available to eligible discount passengers (Persons with Disability, seniors, and students). The EASY Card can be purchased online by visiting the TriRail website or in person at one of their four ticket kiosk locations.

To access additional information, please visit: [www.tri-rail.com/fares/easy-card/#benefits](http://www.tri-rail.com/fares/easy-card/#benefits)

## **6.4.2 Metro-Dade Transit Pass/EASY Card**

St. Thomas University's Follett Bookstore allows students who are interested in participating in Miami-Dade Transit College Discount Program the opportunity to purchase the College EASY Card.

An EASY Card and parking permit for Miami-Dade transit system can be pre-ordered by visiting the campus bookstore located in Carroll Hall. The monthly EASY Card is \$56.25 and the parking permit is \$11.25. You must purchase the EASY Card and parking permit in advance (before the 20th of the month) at the bookstore. When the EASY Card and parking permit(s) are available for pickup a notification will be sent by the bookstore.

For more information regarding the EASY Card, please visit: [www.miamidade.gov/transit/college-pass.asp](http://www.miamidade.gov/transit/college-pass.asp)

## **6.4.3 Blink CarCharging**

CarCharging has a goal to ensure that drivers of electric vehicles are able to recharge their cars' batteries wherever they live, work, and play. The company has deployed EV charging stations to reduce "range anxiety" and foster a zero emission environment that leads to oil-independence.

STU has an electric vehicle (EV) charging station available for use at a rate of \$0.51/kWh. EV customers have the opportunity to register at Blink's website to request a free Blink InCard. There are two designated spots reserved for the charging station is located in the Donnellon parking lot (lot #3, aisle A).

For more information and registration, please visit their website at: [www.carcharging.com](http://www.carcharging.com)

*<https://www.stu.edu/students/Student-Affairs/Transportation-at-STU>*

## Section 7 Academic Community Standards



St. Thomas University, Florida's Archdiocesan Catholic University, adopts the fundamental vision of the Judeo-Christian tradition and the Catholic faith, and values the wisdom to be found in the Bible and in other church teaching. St. Thomas seeks to establish a Judeo-Christian environment in which all may develop spiritually as well as intellectually.

The academic community places the highest value on truth, the quest for knowledge, and respect for others in an atmosphere of academic excellence. Both faculty and students are expected to maintain the highest standard of academic honesty and present work that is genuinely their own. Academic dishonesty undermines the establishment of the Judeo-Christian environment sought by St. Thomas. Therefore, faculty and students will neither commit nor tolerate cheating, plagiarism, or any other form of academic dishonesty.

How does one implement the value of Academic Honesty?

1. Know what academic dishonesty is and avoid any occurrence of it.
2. Prepare thoroughly for all assignments.
3. Prepare thoroughly for all tests.
4. Do not let other students copy from your work or tests.
5. Discourage dishonesty among other students.
6. Refuse to assist dishonest students who cheat, plagiarize, or are dishonest in other ways.

## **7.1 Academic Dishonesty**

Academic dishonesty is considered to be the representation of another's work as one's own, either directly or through complicity in falsification; cheating; plagiarism; facilitation of academic dishonesty; or infringement on the academic rights of others. Instructors show responsibility toward the prevention of academic dishonesty by explaining to students what constitutes academic dishonesty within the particular requirements of a course.

### **7.1.1 Areas of Academic Dishonesty**

1. Falsification is the intentional and unauthorized invention or fabrication of any information or citation in an academic exercise. An example of falsification includes but is not limited to making misrepresentations about facts in a report for a class.

2. Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise. Examples of cheating include but are not limited to:
  1. Looking at notes or another student's examination during a test or allowing another student to do so. Tests and examinations are considered original work unless working together is expressly permitted by the instructor.
  2. Copying homework assignments from another student or source when not permitted by the instructor or giving your homework to another student to copy.
  3. Submitting as your own work any academic exercise prepared by someone else.
  4. Submitting the same paper in two or more courses without the permission of the appropriate instructors.
  5. Having another student take your examination or do/prepare your assigned work.
3. Plagiarism is intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.

Examples of plagiarism include but are not limited to:

1. Presenting assignments, such as course preparations, examinations, tests, projects, and term papers, which are not original work of the student. Original work of the student may include thoughts, ideas, and words of another author only if their source is acknowledged using normally accepted standards.
2. Using information from printed/video/audio materials produced by others and presenting it as your own.
3. Altering thoughts or writing of others to make them appear as one's own. Purchasing, rewriting, or stealing a paper and making it look as if it were your own.
4. Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Examples of facilitating academic dishonesty include but are not limited to:
  1. Giving or selling a term paper or project to another student.
  2. Stealing a term paper or project for the purpose of giving or selling it to another student.
  3. Taking an exam or preparing work for another student.
  4. Offering money or a gift to a faculty member or anybody else in an attempt to gain an academic advantage.

## **7.2 Academic Disciplinary Committee**

This committee is appointed at the beginning of the academic year to hear student appeals. The committee is comprised of one faculty member from each School/College appointed by the Dean of that School/College and the student body President. The decision of this committee is final and should be immediately communicated to the Dean of the School/College whose decision was appealed.

Procedures to be Followed if a Student is Accused of Academic Dishonesty

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

In the case where the charge of academic dishonesty involves a grade for the student in a specific course or program the procedure to follow is:

1. If there is reason to suspect that a student has violated the Academic Conduct Code, the instructor must discuss, in private, the charges and evidence with the student.
2. If the instructor is satisfied that the charges are justified, a grade of "F" may be assigned to the work of the student, or if the instructor is convinced that the act of academic dishonesty is sufficiently serious, the student may be given the grade of "F" for the course. The instructor will notify the student of the decision. If the student does not appeal this decision, then no further action is necessary.
3. If the incident is not resolved, the student must appeal in writing to the Chairperson or the Dean's Designee for consideration. If the incident is unresolved, the Chairperson or the Dean's Designee will communicate the incident to the Dean of the School/College in which that course is offered, who will issue a decision within 15 days.
4. The student will have the right to appeal the decision of the Dean in writing (within 30 days of the Dean's decision) to the Academic Disciplinary Committee and to have a hearing with the Dean present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final.

### **7.2.2 Offense not Involving a Student's Grade in a Course**

1. When the academic dishonesty involves more than the grade in a course, the offense is reported to the Dean of the School/College. The Dean must discuss, in private, the charges and evidence with the student. In situations where more than one School/College is involved, the offense is reported to the Associate Provost.
2. If the Dean/Associate Provost is satisfied that the charges are justified, the appropriate administrator will notify the student of the decision and penalty within 15 days.
3. The student will have the right to appeal the decision of the Dean/Associate Provost in writing (within 30 days of the notification of the decision) to the Academic Disciplinary Committee and to have a hearing with the academic administrator present or anyone else the Committee Chairperson deems appropriate. All parties will be afforded the opportunity to present evidence and argument on all issues involved. The decision of the Academic Disciplinary Committee is final.

If, at any stage, the student is found innocent of the accusation, no further action will be taken, and there will be no evidence of the incident recorded in the student's record.

If the student is found to be guilty of academic dishonesty sufficient in magnitude to result in expulsion from the university, a record of the incident will be placed in the student's academic record in the Office of Records, Registration and Academic Computing by the Dean. If the student is allowed to re-enroll in the university and completes his/her degree/certificates successfully without further violation of the Academic Code, the record of the incident will be removed from the student's file upon degree/certificate completion.

## **7.3 Attendance Policy**

Beginning July 1, 2011, any institution that requires the faculty to take attendance for any part of the semester, now is defined as an institution required to take attendance and the institution must return any unearned Title IV funds within 45 days of the student's last actual date of attendance. In addition, we can no longer use an official withdrawal as the last date of attendance. The institution must document a student's unofficial withdrawal (last date of attendance) and maintain that documentation.

Beginning July 1, 2011, attendance is course specific. In addition, the definition is somewhat different for regular courses which meet in a classroom and distance

education courses. For regular classroom courses, the student can attend the class, turn in an assignment or engage in any interactive course related activity with the instructor. The requirement to demonstrate attendance is engaging in a current course activity.

To be counted as in attendance for an on-line course, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will receive the credit for the course. These changes will impact A-term courses and cohort courses where the individual courses do not span the full semester. Previously, we treated these courses like all other courses. However, beginning July 1, 2011, any student who stops attending a compressed course is not registered for and attending some other course, and does not confirm that they plan on attending another modular/compressed or regular course within 45 days, will be considered withdrawn. This change implies that institutions can no longer assume based on an earlier registration, that the student will attend a later compressed course if they stop attending a current course.

Prior to July 1, 2011, attendance for **Distance Education Courses** could be demonstrated simply by logging into the course or submitting an assignment electronically. However, as the next step implementing the requirement that the individual who registers for a Distance Education Course and gets the credit for the course must also do the work for the course (required by the reauthorization of the Higher Education Act), the U.S. Department of Education has changed the definition of attendance. To be counted as in attendance for an On-line Course, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will receive the credit for the course. See the specific requirement from the Federal Register quoted below.

“With respect to what constitutes attendance in a Distance Education context, the Department does not believe that documenting that a student has logged into an on-line class is sufficient by itself to demonstrate academic attendance by the student because a student logging in with no participation thereafter may indicate that the student is not even present at the computer past that point. Further, there is also a potential that someone other than the student may have logged into a class using the student’s information to create the appearance the student was on-line. Instead, an institution must demonstrate that a student participated in class or was otherwise engaged in an academically-related activity, such as by contributing to an on-line

discussion or initiating contact with a faculty member to ask a course-related question. This position is consistent with the current guidance the Department has provided to individual institutions regarding the applicability of the regulations to on-line programs.” Source: U.S. Department of Education Regulations, October 29, 2010.

## **7.4 Behavioral Violation and Academic Impact**

In the case of Code of Conduct behavioral violations leading to student expulsion, the student is to be given an Administrative Withdrawal for all courses in which final grade determinations cannot be made. In courses where final grade determination can be made, students will be awarded the grade as calculated by the corresponding professors.

## **7.5 Academic Grievances**

It is assumed that most grievances will be resolved in conversation between student and professor. Grade appeals must be initiated **no later** than 45 days after the end of the semester or term which the grade was received. Requests for an appeal filed after the 45 day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the Dean will appoint an appropriate faculty member to serve in this capacity. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean’s designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.
3. The student may appeal the decision of the chairperson or Dean’s designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean’s absence.

# Section 8 University Policies and Procedures



## **8.1 INDIVIDUAL WORTH**

*The policies below define behaviors that would betray our community standards and STU's commitment to Individual Worth. Students may be held responsible for any violations of the University Standards, as well as any other behavior (on or off campus) that betrays our commitment to Individual Worth.*

### **8.1.1 Appropriate Clothing**

The wearing of inappropriate clothing, accessories, and head or foot coverings while utilizing any University facility is prohibited. Appropriate attire is required for formal convocations, formal receptions and other formal occasions of a ceremonial nature. Clothing with derogatory, offensive and/or lewd messages either in words or pictures is prohibited.

### **8.1.2 Disorderly Conduct**

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

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

### **8.1.3 Harassment**

Members of the St. Thomas University community are expected to respect the rights of others by refraining from any inappropriate behaviors that may negatively impact a student, staff, or faculty member's experience. The University's prohibition on harassment applies to members of the university community, visitors to the campus and contractors and others who do business with the university or use university facilities. Harassment may include a single or repeated act. Harassing conduct includes but is not limited to:

1. Acts that invade the privacy of another individual (including but not limited to repeated contact in person, in writing, via phone, online...etc.), so as a reasonable person may be fearful of emotional or physical harm.
2. Sexual Harassment: Sexual Harassment is a form of sexual discrimination, prohibited by civil rights law. For the University's definition of Sexual Harassment, see The Sexual Misconduct Policy.

3. Harassment based on Protected Categories: the university prohibits harassment based upon an individual's race, sex, color, national or ethnic origin, age, disability, military service, sexual preference (or orientation).
4. Bullying: intentional actions towards another individual with the purpose of degrading or bullying another member (or guest) of the university community is a form of harassment. Bullying, whether direct (physical, in-person), or indirect (spreading rumors, cyber-bullying, slander) is a direct betrayal of the university commitment towards individual worth.

*(Adapted from Thomas More College)*

### **8.1.4 Hazing**

St. Thomas University believes that true community is nurtured in an atmosphere of social and moral responsibility, respect for individuals and loyalty to the principles of higher education. This basic philosophy coupled with the University's adherence to state, local, and federal guidelines is the basis for the adoption of this formal hazing policy. Hazing is dangerous and unnecessary and contrary to the educational goals of St. Thomas University. If a student organization is involved in a hazing incident, appropriate disciplinary action will be taken.

Hazing includes, but is not limited to:

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

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

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

4. The conduct or activity was not done to intentionally cause physical or emotional harm.

### **8.1.5 Non-Discrimination Statement**

St. Thomas University is committed to providing an environment in which all persons are safe from discrimination and which adheres to all federal and state laws banning discrimination. Aligning with this commitment, STU will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion or creed, disability of a qualified individual, veteran status, military service, age, national or ethnic origin (including ancestry), citizenship, genetic information, pregnancy, sex, or sexual preference (or orientation).

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

### **8.1.6 Sexual Misconduct Policy**

***\*\*\* The entire Sexual Misconduct Policy is located at [www.stu.edu/titleix](http://www.stu.edu/titleix)***

St. Thomas University, is committed to encouraging and sustaining a learning and living community that is free from harassment, violence, and prohibited discrimination. Consistent with this commitment and Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex/gender in any of the institution's programs or activities. STU has developed this comprehensive Sexual and Discriminatory Harassment Policy, applicable to all students. Further, STU conducts education and awareness programs with the goal of preventing and discouraging sexual assault, domestic violence, dating violence, and stalking.

As discussed more fully below, this Policy on Sexual and Discriminatory Harassment prohibits all forms of sex/gender-based harassment, sexual violence, sexual exploitation, relationship violence (domestic violence and dating violence), and stalking. Collectively, these terms are referred to in this policy as "Sexual Misconduct." They are defined below under "Prohibited Conduct." (Note that non-sex/gender-based harassment is also a violation of university policy, as described under the university's Policy, available at [www.stu.edu/titleix](http://www.stu.edu/titleix)).

The Policy serves three principal purposes. First, it establishes conduct standards—idly, prohibited Sexual Misconduct—for all University faculty, staff and students. Note that a violation of this Policy may also constitute a crime, which will be independently reported to STU's Public Safety Department, Miami Gardens Police Department, or other appropriate law enforcement agency.

Second, the Policy outlines reporting, investigation, and complaint resolution procedures in cases where it is alleged that an STU faculty, staff or student has engaged in Sexual Misconduct. In the paragraphs that follow, the Policy specifies to whom violations of this policy should be reported, the availability of confidential reporting, intermediate measures available to the complainant (i.e., the individual who was the alleged victim of the behavior[s] in question) and the respondent (i.e., the one alleged to have committed a possible violation of the policy), how the University will investigate and resolve alleged violations, possible sanctions, and appeals. The University's Office of Administrative Affairs (restricted to the following units/sections: Administrative Affairs, Human Resources, Public Safety and Risk Management, Environmental Compliance and Emergency Management) is primarily responsible for implementing these procedures. Anyone with concerns about a possible violation of the Policy by a student, faculty or staff member is encouraged to contact Lenore Prado, Human Resources at (305) 628-6514, [mbrijbasi@stu.edu](mailto:mbrijbasi@stu.edu) or through an online reporting system located at [www.stu.edu/titleix](http://www.stu.edu/titleix).

Third, the Policy describes resources available to complainants of Sexual Misconduct. A variety of support resources are available on campus and in the community to assist students in dealing with the impact of Sexual Misconduct, whether it happened recently or in the past. Such services are provided in the section titled Resources to Help Survivors Cope and interim measures issued by the Office of Student Affairs and/or the Human Resources (or her/his designee).

### **8.1.6.1 Reporting**

All violations of the Policy must be submitted to Monique Cunningham-Brijbasi, Director of Risk Management and Compliance at (305) 628-6648, [mbrijbasi@stu.edu](mailto:mbrijbasi@stu.edu) or online at [www.stu.edu/titleix](http://www.stu.edu/titleix).

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

#### **The OCR office for Florida:**

Atlanta Office  
Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: (404) 974-9406  
Fax: (404) 974-9471; TDD: (800) 877-8339  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

#### **The OCR National Headquarters:**

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of  
Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
Fax: (202) 453-6012; TDD: (800) 877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

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

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

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

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

## 8.2 INTEGRITY

*The policies below define behaviors that would betray our community standards and STU's commitment to Integrity. Students may be held responsible for any violations of the University Standards, as well as any other behavior (on or off campus) that betrays our commitment to Integrity.*

### 8.2.1 Children and Minors on Campus

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

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

### 8.2.2 Classroom Decorum

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty and students have a joint responsibility to develop and maintain an optimal learning environment. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable expectations of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion, or disagreement, but rather to promote respectful interactions.

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

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

### **8.2.3 Complicity**

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

### **8.2.4 Deceptive Behavior**

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

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

*(Adapted from Thomas More College)*

### **8.2.5 Dining Rules**

All St. Thomas University community members must present an ID to receive the staff, faculty and student discount price for a meal.

1. All students must have their ID cards with them to utilize the meal plan at the Bobcat Cafe. Resident students without ID cards will have their meals charged against their Flex Dollars or must pay with cash or credit card unless prior permission is given by the Director of Dining Services.
2. Proper attire must be worn at all times.

3. ID cards and meals are not transferable. If a resident student would like to treat a guest, the resident student can utilize his/her Flex Dollars. The resident student must be present to verify this transaction. Any student who gives their ID to another student to use in the Café will have their ID confiscated and must go to Students Affairs to retrieve it.
4. The set-up of the dining facility at Carroll Hall allows for an all-you-care-to-eat atmosphere. Meals must be eaten in the dining facility or one to-go box is allowed. To-go service includes one entrée, one starch, one vegetable, one fruit or one ice cream cone, two 8-oz. drinks and plastic silverware. Once you elect to sit down to eat, you can no longer remove any food from the dining facility. Any student found violating the to-go service regulations will not be allowed to participate in the to-go program thereafter.
5. Patrons are permitted to remove one piece of fruit or an ice cream cone (not both) when they are finished eating and are exiting the facility. No exceptions will be made.
6. No outside containers may be brought into the dining facility to be utilized for the removal of food or beverages.
7. Paper cups and plastic silverware are to be utilized for to-go meals only.
8. Patrons who prefer to eat their meal on the outdoor patio must take a to-go box and must adhere to the to-go guidelines set forth in #6 above.
9. All patrons must take their plates, flatware, and cups to the dish racks in the dining facility before leaving. Please do not take them with you as this will just create shortages for your friends, faculty, staff and guests.
10. The dining facilities on campus do accept credit cards. Checks will only be accepted for purchase of Flex Dollars on your card.

### **8.2.6 Computers and Internet Usage Policies**

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

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

*(Adapted from Thomas More College)*

### **8.2.7 Guests**

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the University official(s) making the request. The University reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the University deems appropriate.

### **8.2.7.1 Guest Guidelines**

1. To gain admittance to the campus, you must have a valid STU parking decal and student ID, be a guest or visitor of a student, faculty/staff member or be attending an approved contracted class.
2. Students entering campus in a vehicle without a valid parking decal must utilize the 'visitors' lane so as to be issued a temporary parking pass for that day. When requested, visitors must produce proper identification, vehicle registration or proof of insurance prior to entering. Anytime there is a question regarding the legitimacy of the visitor or vehicle, admittance will be denied.
3. Guests or visitors may not bring animals on campus including but not limited to warm blooded (cats, dogs, ferrets, etc.), feathered and poisonous animals.
4. Students are responsible for the actions and behavior of their guest(s), or others they are hosting, at all times. Student hosts should accompany their guests at all times. Guest(s) or visitor(s) visiting the residence halls should be registered with Residence Life staff. If a guest(s) or visitor(s) violates STU policies, the host may be held accountable and the guest or visitor may be asked to leave. Residents are responsible for properly and accurately identifying their visitor(s) or guest(s) to University staff upon request.
5. Residents must escort all guests in the Residence Halls at all times. A resident's right to privacy and comfort takes precedence over the community member's privilege to have a guest. It is important for roommates and suitemates to discuss visitation and to arrive at an acceptable agreement. As a resident you assume responsibility for the actions of your guests. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave and the host will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a guest, and are liable for any damages caused by a guest. A guest is considered to be a non-resident student utilizing the room of a resident student as a place of leisure, learning or lodging. Residents may have peer age or sibling guests of the same sex overnight (overnight guest) at no charge for a maximum period of three consecutive days and no more than five nights in an academic year for that guest. It is the resident's responsibility to properly sign in guest(s) prior to the guest(s) being escorted into any residential housing facility.

### **8.2.8 Title IX Compliance Policy**

Title IX of the Education Amendments of 1972, 20 USC Sect. 1681 et seq., prohibits discrimination on the basis of sex in schools, whether in academics or athletics. In furtherance of Title IX, St. Thomas University has adopted a Title IX Compliance Policy. It is the University's policy that no student enrolled at STU shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance. In addition, the University has adopted a comprehensive sexual misconduct policy that addresses sexual harassment, discrimination, assault, and other related violations involving sex/gender. It can be found at [www.stu.edu/titleix](http://www.stu.edu/titleix).

## 8.3 SELF-CONTROL

*The policies below define behaviors that would betray our community standards and STU's commitment to Self-Control. Students may be held responsible for any violations of the University Standards, as well as any other behavior (on or off campus) that betrays our commitment to Self-Control.*

### 8.3.1 Abuse/Physical Assault

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

1. Physical abuse/assault/fighting
2. Verbal abuse, threats, intimidations, coercion, stalking
3. Any conduct that threatens or endangers the health, safety, and/or welfare of others
4. Sexual assault

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

### 8.3.2 Alcohol Policy

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

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

*(Adapted from Thomas More College)*

### 8.3.2.1 Guidelines for the Use of Alcohol at University Student Events

1. Alcohol purchase and consumption is authorized only in licensed campus facilities, such as the Campus Rathskeller, or at special events/locations, which have been authorized by appropriate campus authorities.
2. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
3. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Metz Culinary Management. No other alcohol is permitted.
4. The sponsoring organization is responsible for ensuring that all University policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other University policies.
5. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all STU policies and procedures are strictly obeyed.
6. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to Judicial Affairs for review. The University can take disciplinary actions as a result of violations of these guidelines.

### 8.3.3 Drug-Free Campus

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

1. *Possession*. Possession is the actual presence of a Substance(s) on the student's person or within the student's control at the time of the incident (e.g. in the student's belongings, in a common space accessed by the student...etc.) When no Substances are actually present, consumption or paraphernalia violations may still apply.
2. *Consumption*. Consumption is the use of a Substance(s). Students need not be in the act of consuming at the time his or her incident is discovered; however, the student's consumption should have coincided with or precipitated the incident. Consumption does not necessarily require a finding of impairment or possession.
3. *Impairment*. Impairment is a student being in a diminished state of mind at the time of his or her incident due to the use of Substance(s). Due to the danger to the student and our community, impairment escalates the College's response.

4. *Distribution*. Distribution is the provision of a Substance(s) to others, whether or not for profit. Due to the danger and/or disruption to our community, distribution escalates the College's response.
  - a. This includes students giving other students substances such as personal prescription medications for any purpose.
5. *Paraphernalia Indicative of Prior Consumption, Possession, or Distribution*. Paraphernalia are items found during an incident that would indicate to an objective, reasonable member of the STU community that the student engaged in consumption, possession, or distribution of Substance(s) in the past. Examples may include, but are not limited to: *Marijuana pipes or pipes indicative of other drug use; bags with drug residue; scales; grinders; burnt or bent spoons; prescription pill bottles with labels scratched off or removed; rolling papers; and self-constructed devices used to mask the smell of smoke from drug use.*
6. *Complicity*. Complicity is a student being in the presence of a Substance(s) but not engaging in any of the above behaviors.

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

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

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

*(Adapted from Thomas More College)*

### **8.3.4 Sexual Values Policy**

As a deliberately Catholic community, we seek to create a climate of mutual respect and uphold high moral standards with regard to sexual behavior. Further, as a community, we appreciate the potentially negative effects consensual sexual behavior can have on the mental and physical health of those engaged in such behavior. Furthermore, the community appreciates the disruption such behavior can have on roommates, friends, and others sharing in a living-learning environment. Finally, St. Thomas University, as a Catholic, Diocesan University believes that sex belongs within the confines of marriage. Based on these

philosophies, STU expects that students refrain from overt (or sexual) public displays of affection while on University premises or at university-related events so as to respect the values of the Catholic community STU aspires to create.

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

*(Adapted from Thomas More College)*

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

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

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

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

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

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

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

### **8.3.5.2 Chewing Tobacco**

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

*(Adapted from Thomas More College)*

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

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

## **8.4 CRITICAL THINKING**

*The policies below define behaviors that would betray our community standards and STU's commitment to Critical Thinking. Students may be held responsible for any violations of the University Standards, as well as any other behavior (on or off campus) that betrays our commitment to Critical Thinking.*

### **8.4.1 Publications and Student Media**

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

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

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

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

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

### **8.4.2 Speech**

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

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

## **8.5 COMMUNITY RESPONSIBILITY**

*The policies below define behaviors that would betray our community standards and STU's commitment to Community Responsibility. Students may be held responsible for any violations of the University Standards, as well as any other behavior (on or off campus) that betrays our commitment to Community Responsibility.*

### **8.5.1 Arson**

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

### **8.5.2 Bomb Threats**

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

### **8.5.3 Breaking and Entering**

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

### **8.5.4 Campus Security Report**

St. Thomas University, through the Public Safety Department, annually publishes the Safety, Security, and Fire Safety: Annual Security and Fire Safety Report, which includes security policies, procedures, practices, and statistics for offenses. Information is also available online at <http://www.stu.edu/Portals/0/About/ECRM/docs/Annual-Security-Fire-Safety-Report.pdf>.

### **8.5.5 Disabilities**

St. Thomas University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any STU activity, service, or program of the University solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in STU's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

At the postsecondary level, it is the student's responsibility to initiate the process for disability services by contact the Academic Enhancement Center. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation. The student has the responsibility to provide St. Thomas University with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should contact the Academic Enhancement Center prior to the commencement of classes to discuss his or her needs.

#### **8.5.5.1 Academic Accommodation Guidelines**

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

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

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

## **8.5.6 Emergency Situations**

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and Public Safety at extension 6500. If calling from off campus or cellular phone, dial the police at 911 and Public Safety at (305) 625-6500.

## **8.5.7 Escort Policy**

The St. Thomas University Public Safety Department provides an escort service for students, staff and faculty whose circumstances require them to travel alone on campus, in isolated areas after dark, during times of low activity on campus or whenever there is concern for one's own personal safety. Because of the various patrol functions required of any officer, there may sometimes be a short waiting period.

The purpose of the public safety escort is to provide a safe means of transportation on the St. Thomas University campus during evening hours. This may be done by foot or by car within campus boundaries. The boundaries include all University facilities within the gated community.

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

## **8.5.8 Expression Policy**

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

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

### **8.5.8.2 Student Assembly and Protest**

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

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

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

*(Adapted from Thomas More College)*

### **8.5.9 Fire Safety**

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

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

### **8.5.10 Gambling/ Games of Chance**

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

### **8.5.11 Health and Safety**

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

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

STU will use a variety of strategies to educate members of the University community to identify, prevent and provide consequences for threats and acts of violence; and to mitigate the effects of threats and acts of violence on victims. While some threat assessment resolutions may result in disciplinary action against the student, it is the sincere hope that through the threat assessment process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and STU can continue to be a friendly, safe environment for all members within the University community.

In some situations, University officials may determine that it is necessary to disclose personally identifiable information from a student's education records to appropriate parties to address a health or safety emergency. FERPA's health or safety emergency provision permits such disclosures, without the consent of the parent or eligible student, if necessary to protect the health or safety of the student or other individuals.

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

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

### **8.5.12 Hurricane and Severe Weather Procedures**

Detailed information and procedures for hurricanes and severe weather is available online at <http://web.stu.edu/Portals/0/Emergency%20Management/WeatherEmergencyGuide2015.pdf>.

### **8.5.13 Identification Cards**

The STU Identification (ID) card is the official STU identification card. STU students are expected to correctly identify themselves at all times and present this information courteously upon request by a University official, Resident Assistant, Public Safety or by a law enforcement officer. An STU ID card is to be used only by its owner. This card may not be loaned, sold, fabricated, altered or transferred. The possession, use, manufacture or sale of falsified government issued or altered identification cards are strictly prohibited.

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

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

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

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

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

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

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

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

#### **8.5.16 Missing Student Policy and Procedure**

St. Thomas University takes student safety very seriously. Federal law requires colleges and universities to establish a missing student notification policy. The policy states, among other things, that students must be given the option to provide confidential emergency contact information in the event that he or she is reported as missing. If that occurs, St. Thomas University will use the information on the emergency contact form for the following purposes:

- Notify the missing student's identified emergency contact;
- Notify a student's parent or guardian if the student is under 18; and/or,
- Notify the appropriate law enforcement officials in the event no contact information is supplied.

Unless foul play is evident or strongly indicated, a student will be determined missing if he or she is unable to be located for 24 hours or more. Once a missing student report is filed, the University will begin an immediate investigation in an attempt to locate the student. To this end, the following policy and procedure has been developed to assist in locating student(s)

living in University-owned, on-campus housing. It is based on the facts and circumstances known to the University that a student is determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the university/college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report his/her concern to Public Safety or Student Affairs / Residence Life. Every report made to University officials will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Associate VP for Student Affairs (or his/her designee) will place the call.

At the beginning of each academic year, each student will be asked to provide emergency contact information in the event she/her is reported missing while enrolled at St. Thomas University. This emergency information will be stored by the University and will be updated annually.

#### **8.5.16.1 University Procedure**

The University official receiving the report will collect and document the following information at the time of the report:

1. The id and relationship of the person making the report.
2. The date, time and location the missing student was last seen.
3. The general routine or habits of the suspected missing student (e.g. visiting friends who live off-campus, working at a job off-campus) including any recent changes in behavior or demeanor.
4. The missing student's cell phone number (if known by the person making the report).

The University official receiving the report will inform the Division of Enrollment Services and Student Affairs to update the staff on the situation and to receive additional consultation. The Associate VP of Student Affairs will ascertain if/when other members of the University and the Director of Public Safety need to be informed.

Upon notification from any person that a student may be missing, the University may use any or all of the following resources to assist in locating the student.

The following actions may be used to locate the student:

1. The Office of Information Technology staff may be asked to obtain email logs to determine the last log-in and/or access to the University's network.
2. Staff may call and text the student's cell phone and call any other numbers on record.
3. Staff may send the student an email.
4. Stay may inform the student's resident assistant, roommate, and/or floor mates to see if anyone can confirm the student's whereabouts and/or confirm the date, time, and location of the student from a friend.
5. Staff may inform local law enforcement.
6. Staff may inform or call any other on-campus or off-campus friends or associates that are made known to the University. This could include checking a student's social networking sites such as MySpace, Instagram, Facebook and Twitter.
7. Ascertain the student's car make, model and license plate number. A member of the Public Safety will check the University parking lots for the presence of the student's vehicle.

### **8.5.17 Parent/Legal Guardian Notification**

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

### **8.5.18 Parking, Traffic and Auto Registration Policies**

Each student is responsible for operating his/her vehicle in a safe and courteous manner on the St. Thomas University campus. Students must adhere to all traffic and parking signs. Parking of any motor vehicle on the grass, medians, sidewalks, and places not designated as parking areas is prohibited.

All traffic control signs posted on University property are to be obeyed as stipulated in the State of Florida Driver's Manual. St. Thomas University will adopt and implement the directives set forth in each of the Florida Statutes regarding the operation of a motor vehicle on public regulated roadways with regards to traffic control signage, and apply it to the directives set forth to regulate motor vehicles operating on University property.

A maximum speed limit of 20 MPH will be enforced on the campus at all times. Speeding, failing to stop at a stop sign, and failing to obey informational signs will be considered moving violations and citations will be issued accordingly. Motorcycles and mopeds will follow the same rules as automobiles for registration and operation on the St. Thomas University campus.

Every St. Thomas University student who operates a motor vehicle on the university campus must register his or her vehicle. Registration requirements are: a valid driver's license, a valid STU student ID, proof of vehicle insurance and proof of vehicle registration. Students using more than one vehicle must register each vehicle. Vehicle registration must be done within the first two weeks of classes, and may be handled at the gatehouse.

#### **8.5.18.1 Auto Registration**

Upon registering a vehicle each student is then issued a parking decal, which is to be fully affixed to the outside of the lower left corner of the rear windshield in a manner to permit quick inspection by security officers. Failure to register a student vehicle by the 10th day of classes in any term will possibly result in a late registration fee penalty and the possibility of having the vehicle towed from the St. Thomas University campus. Students will be responsible for the towing fee as well as impound fees.

#### **8.5.18.2 Vehicle Repairs and Towing**

To ensure the safety and well-being of students, faculty and staff personnel, Public Safety and campus maintenance personnel are prohibited from performing any vehicle repairs, towing, or lockout procedures. However, vehicle repair accommodations have been made to assist University personnel 24 hours a day, 7 days a week through a local vehicle towing and maintenance shop. Please ask the St. Thomas University Department of Public Safety Office at ext. 6500 for assistance.

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

## **8.5.19 Pets and Animals**

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals.

### **8.5.19.1 Service Animals**

Service animals are individually trained to work or perform tasks for the benefit of a person with a disability. Service animals may do such things as guide a person who is blind; pick up or fetch things for a person with a physical impairment; act as "medic alert" animals for people with seizure disorders, heart problems, or hearing impairments; or perform a variety of functions for people with psychiatric disabilities. Service animals are not pets; they are working animals.

### **8.5.19.2 Psychiatric Service Dog**

A Psychiatric Service Dog is a dog that helps its handler, who has a mental (psychiatric) disability. Examples of mental disabilities that may sometimes qualify a person for a Service Dog include, but are not limited to: Major Depressive Disorder, Bipolar Disorder, Post Traumatic Stress Disorder, Autism, Anxiety Disorder, and Schizophrenia. A Psychiatric Service Dogs (PSDs) may be of any size and of any breed suited for public work.

Some Psychiatric Service Dog handlers may choose to refer to their dogs as Alert or Medical Response Dogs, depending on what the dog does for them.

In the USA, handlers of PSDs are entitled to the same rights and protections afforded to handlers of other types of service dogs, such as Guide Dogs, Hearing Dogs, and Mobility Dogs, under federal laws. Like all other types of Service Dogs (SDs), Psychiatric Service Dogs are individually trained to do work or perform tasks for the benefit of the disabled person. They have also been trained to act discretely in public places, such as lying quietly under the desk in a classroom, keeping tightly to the handler's side and not sniffing anything on the shelves of grocery stores, and ignoring other people and animals.

### **8.5.19.3 Emotional Support Animals**

An ESA (Emotional Support Animal) is an animal owned by a disabled person. An ESA is a therapeutic pet, but has special rights under the Federal Housing Administration to allow them to live in "no pet" housing. It however does not have any ADA protections like Title I (Work place), Title II (Transport) or Title III (Public Access in businesses). So your ESA cannot go to classes with you (unless invited) or other businesses that ban pets.

The requirements to have an ESA are: 1) be legally disabled under the Federal Housing Administration or State law and/or, 2) a letter from your doctor prescribing an ESA for your mental well-being.

**Please note: it is a crime, felony fraud, to claim your pet, or ESA, as a Service Dog with ADA rights.**

#### **8.5.19.4 Therapy Animals**

Therapy animals are anyone's pets that have been trained to behave properly in a wide variety of environments and who are exceptionally gentle and well-mannered with a wide variety of human beings. Their "job" is to bring a higher level of social functioning to people in nursing homes, schools, hospitals, hospices, etc. They cannot go into no-pets-allowed places unless they are invited.

A therapy dog is an individual's pet which has been trained, tested, certified and insured to work in hospital, nursing home, school, and other institutional settings. The therapy dog and their handler visit to cheer patients, to educate the community, to counter grief and stress, and generally be good canine ambassadors within the community. Many therapy dog partners are volunteers. Therapy dogs are not service dogs.

Under U.S. law, persons with therapy dogs are NOT granted the right to enter businesses with their dogs which do not permit pets. They do not get to fly in the cabins of aircraft because they are therapy dogs, nor do they get to live in "no pets" housing because they are therapy dogs.

Emotional Support Animals (ESA) and Therapy Dogs (TD) are different. Many confuse the two, they are two different animals, and different laws apply to them. Neither of them are ADA Service Dogs (SD). The Therapy Dog is a working animal, owned by a non-disabled person. When working it visits hospitals, schools and nursing homes to brighten the spirits of the people it visits. It has no ADA rights and the FHA rules do not apply to it.

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

**Care and Supervision:** Care and supervision of the animal are the responsibilities of the student who benefits from the animal's use. The student is required to maintain control of the animal at all times, consistent with the capacity of the service animal user. The student is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the University consistent with the reasonable capacity of the owner. In the case of animals with cages, crates, or litter boxes must be cleaned daily to avoid the room becoming unsanitary. Consequently, all pet-related materials and waste must be properly bagged and disposed of in the dumpsters.

Animals cannot be tethered to buildings at any point. Throughout the school year, staff needs access to resident rooms for routine and emergency maintenance, cleaning and health and safety checks. It is the responsibility of the assistive animals' owner to therefore crate or cage their animals when they are not present in the room to prevent harm or loss of an assistive animal.

During overnight absences or vacations from their place of residence, students must take assistive animals with them and not leave the animals on campus for any reason. This includes but is not limited to weekend travel, overnight visits, and the Thanksgiving, winter and Spring Break periods. Failure to do so may result in disciplinary action (see removal policy).

Assistive animals are expected to spend the majority of their time either with the student or within the assigned room of the pet. Unless escorted by their student, animals are not permitted to walk through community spaces including other student rooms, common areas, laundry facilities, and/or classrooms.

**Damages:** Owners of assistive animals are solely responsible for any damage to students or university property caused by their animals and is subject to incurring charges from any damages or cleaning that is a result of their assistive animal. In the event that more than one student has an assistive animal in the room, the damage or cleaning fees may be split among roommates. Owner is financially responsible for ALL damages caused by animal.

**Health:** Animals housed in university housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The university has authority to direct that the animal receives veterinary attention. (Local licensing law is followed.)

**Leash:** If appropriate the animal must be on a leash, unless the leash would inhibit the animal's ability to be of service.

**Licensing:** Dogs must wear license tags at all times. The tags verify that the shots (rabies, etc.) required by law have been given.

**Roommates:** Prior to move-in, roommates will be notified by Residential Life regarding the assistive animal in the suite or apartment. The notification will include the type of animal and what services the animal performs. Roommates may request a room change if not comfortable with the presence of the assistive animal. It is highly encouraged that the student with the assistive animal discusses the presence of the animal with his/her roommates prior to move-in as well.

**Vaccination:** In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Although not mandated, cats should have the normal shots and neutered required for a healthy animal. Local licensing requirements are followed.

### **8.5.19.6 Removal of Assistance Animals**

The University has the authority to temporarily or permanently exclude an assistive animal from its grounds or facilities if the animal's behavior is unruly or disruptive, in ill health, or

habitually unclean. Health concerns and disruption issues will be addressed by Associate Vice President of Student Affairs and Residence Life staff.

The University may exclude/remove an assistive animal when it poses a direct threat to the health or safety of others, or results in a fundamental alteration of the University's program, or is documented that the animals living conditions are not conducive to a healthy living environment for the animal.

### **8.5.20 Shoes**

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

*(Adapted from Thomas More College)*

### **8.5.21 Solicitation and Sales**

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

*(Adapted from Thomas More College)*

### **8.5.22 Stalking**

STU aims to create a safe learning environment for its students, faculty, and employees. Accordingly, the University will not tolerate the stalking of any member of the University community as defined by Florida law. Violations of the Florida "stalking" law may result in disciplinary action, up to and including expulsion and/or termination.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

#### **8.5.22.1 A person commits stalking when any of the following occur:**

1. Any person who willfully, maliciously, and repeatedly follows or harasses or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in Florida Statute § 775.082 or § 775.083.

2. Any person who willfully, maliciously, and repeatedly follows or harasses another person, and makes a credible threat with the intent to place that person in reasonable fear of death or bodily injury, commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute § 775.082, § 775.083, or § 775.084.
3. Any person who, after an injunction for protection against repeat violence pursuant to Florida Statute § 784.046, or an injunction for protection against domestic violence pursuant to Florida Statute § 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows or harasses another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute § 775.082, § 775.083, or § 775.084.
4. Any person who willfully, maliciously, and repeatedly follows or harasses a minor under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in Florida Statute § 775.082, § 775.083, or § 775.084.
5. Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of the section/subsections referenced above.

#### **8.5.22.2 Definitions**

- "Harass" means to engage in a course of conduct directed at a specific person that causes substantial emotional distress in such person and serves no legitimate purpose.
- "Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- "Reasonable Person" means a reasonable person under similar circumstances and with similar identities to the victim.
- "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- "Credible threat" means a threat made with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety. The threat must be against the life of, or a threat to cause bodily injury to, a person.

#### **8.5.22.3 Procedures for Reporting Stalking**

Any student, faculty member, or employee who believes that he or she is a victim of stalking must immediately contact the Miami Gardens Police Department at 911. You must also notify Campus Security/Public Safety at (305) 628-6500.

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

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

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

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

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

### **8.5.24 Theft or Unauthorized Possession**

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

### **8.5.25 Trespass Policy**

St. Thomas University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle, as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the University may be restricted to time and place by the agent of the University issuing the trespass warning.

### **8.5.26 Unauthorized Possession of University Property**

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

## **8.5.27 University User id, Password and Email**

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

### **8.5.27.1 Password Policy**

It is vitally important that all students connected to the network understand the importance of keeping their password secret. If a password needs to be written down, it must be placed in a sealed envelope and placed in a safe place with an access list.

Passwords should not be or contain any of the following:

- Dictionary words (including foreign and technical dictionaries)
- Anyone's or anything's id
- A place
- A proper noun
- A phone number
- Passwords of the same character
- Simple pattern of letters on keyboards
- Any of the above reversed or concatenated
- Any or the above with digits prep ended or appended

Students must choose their passwords according to the following:

- Mixture of numbers, capital letters, small letters, punctuation
- Easy to remember (don't need to write it down)
- Easy to type quickly (difficult for an observer)
- 

### **8.5.27.2 Password Guidelines**

- Password must not be written down, or disclosed via email.
- Default passwords should not be used.
- If a password is disclosed, it must be immediately changed.
- Students will be informed in detail of cracking dangers/successes.
- All vendor-defined default passwords must be changed before the system is used.
- Passwords should be stored in encrypted form and the encryption should be strong, resisting brute force decryption for weeks on a powerful workstation.
- A user should not be able to read other users (encrypted) passwords (from the password file).

- Embedding of clear-text passwords into software should be avoided at all costs and embedded encrypted passwords are also to be avoided where possible.
- A password minimum age, maximum age, minimum length & history list will be specified as follows:

minimum age = 60 days, Maximum age = 90 days, Minimum length = 6 characters.

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

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

### **8.5.27.3 Email**

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

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

### **8.5.28 Weapons and Firearms**

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

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

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

*(Adapted from Thomas More College)*

### **8.5.29 Worthless Checks**

1. Students who make and/or deliver checks to St. Thomas University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the University or any of its agents may be subject to criminal prosecution by legal authorities.

## Section 9 University Disciplinary Procedures



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

The University Community Standards describes behaviors that are inconsistent with the essential values of the University community. The University retains the right to modify the University Community Standards at any time without advanced notice. The University reserves the right to discipline any student and/or a guest who engages in misconduct that adversely affects the pursuit of the University's educational purposes and objectives or otherwise violates University rules. Students are held accountable for their guest's actions and may be subject to disciplinary action for their guest's infractions of the University Community Standards. Intentionally attempting or assisting in violation of the Student Code of Conduct may be considered as serious as engaging in the behavior. A person commits an attempt when, with intent to commit a specific violation of the University Community Standards, he/she performs any act that constitutes a substantial step toward the commission of that violation.

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

Sanctions for the conduct listed below can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University whether it occurs on or off campus, including all online social media sites, such as MySpace, Instagram, Facebook and Twitter is a violation of the University Community Standards. In cases where the School of Law students have allegedly violated the University Community Standards, the Associate VP for Student Affairs (or designee) and/or the Dean of the School of Law will determine if the student will be held accountable to the University Community Standards or the School of Law Code of Conduct. In addition, other misconduct is described in the University Student Handbook.

## **9.3 Good Samaritan**

Students or members of the community who observe a medical or other emergency are obligated to call for help. If the "Good Samaritan" who places a call for help is found to be in violation of the University Community Standards, the fact that they placed the call will be considered when sanctions are imposed on an individual or student organization. If you feel a community member is in need of medical assistance, please inform Public Safety at (305) 628-6500.

## 9.4 Disciplinary Process

The disciplinary function of the University is an integral part of its educational mission. The discipline system emphasizes the acceptance of each individual's personal and social responsibilities. All breaches of the University rules and regulations are of equal seriousness. The University, however, recognizes its responsibility to all members of the academic community, and the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

## 9.5 Judicial Process for Violations of Community Standards

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

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

### 9.5.1 TERMS:

1. *Chief Conduct Officer* – This refers to the staff member in the Office of Student Affairs who oversees the Community Standards and Judicial Process directly.
2. *Chief Appellate Officer* – The Chief Appellate Officer in the Judicial Process is the Associate V.P. of Student Affairs.
3. *Hearing Officer* – The Hearing Officer is a trained member of the Faculty or Staff at STU who is appointed by the Associate VP of Student Affairs to determine a student (or students) responsibility for an alleged violation of the Community Standards. The Chief Conduct Officer may serve as a Hearing Officer.
4. *Respondent* - The individual who has allegedly committed behaviors that betray a Community Commitment.
5. *Active Complainant* – another student or community member who has brought forth a complaint against another student. Many cases will not have an Active Complainant, as many complaints come in the form of an Incident Report through residence life or the Public Safety Office (for example). In those cases, the report (itself) exists as the complainant, though individuals named in the report may be asked to provide more

information during the investigation or to be present for a hearing.

6. *Judicial Board* – A Judicial Board may be appointed by the Chief Conduct Officer to hear a case. Judicial Board consists of one student and two members of the faculty or staff.
7. *Preponderance of Evidence* – The evidentiary standard used when determining a student (or students) responsibility. “Preponderance of Evidence” means that the information as a whole, shows that the fact(s) supports the conclusion that is “more likely than not” that the student engaged in the alleged behavior.
8. *Responsible and Not Responsible* – A student is asked to make a declaration of “Responsible” or “Not Responsible” during their Preliminary Conference. When a student declares that he or she is “Not Responsible” for an alleged violation – a Hearing Officer(s) is appointed to decide whether or not the student is responsible by the preponderance of evidence in a hearing.
9. *Hearing* – A hearing is the opportunity for the University to determine the level to which a student is responsible/not-responsible for an alleged violation of the Community Commitments.

### **9.5.2 Types of Hearings**

- A. ***Administrative Hearing*** – An Administrative hearing will be conducted by the Chief Conduct Officer or an appointed Hearing Officer.
- B. ***Judicial Board Hearing*** - The Judicial Board consists of two faculty or staff members and one student. If a Judicial Board cannot be established (i.e. summer); violations of University policy will be resolved through an Administrative Hearing.
- C. ***Informal Hearing***- During an Informal Hearing, the student responsible for the behavior will be provided a document describing the charges against them and a list of sanctions, determined by the Chief Conduct Officer. The student will have the opportunity to sign the document, accepting responsibility for the charges, or to choose to schedule a formal hearing.

The Office of Student Affairs will consider severity and frequency of the charge(s) and will determine the appropriate hearing format. During the Preliminary Conference, the student(s) in question will have the opportunity to submit a written request for their preferred hearing format. The Chief Student Affairs Officer, or his/her designee will make the ultimate decision who will hear the case. This determination is made on a case-by-case basis.

The format for cases that fall under the University's Sexual Misconduct Policy will follow the processes listed in those documents. Those policies and procedures supersede those listed here.

## 9.6 Investigations

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

Upon receiving an alleged complaint that an individual or group of students has violated one or more Community Standards, the complaint shall be investigated by the Office of Student Affairs under the direction of the Chief Conduct Officer.

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

## 9.7 Preliminary Conference

The purpose of the preliminary conference is to provide guidance to the accused in the disposition of the charges, to answer questions regarding the procedures and format of the campus judicial system, and to make arrangements for the hearing. The accused student will be allowed to give 3 possible business days and times when he/she is available to schedule a preliminary conference (Chief Conduct Officer will choose one) once notification of an alleged violation has been received.

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

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

## **9.8 Hearing Procedures**

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

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

1. Introduction
2. Statement of Charges
3. Respondent will be asked to accept or deny responsibility all charges
  - a. Respondent may accept responsibility for some but not all
4. Complainants information to support charges/Investigation Report
  - a. If there is not an active complainant in a case, the investigation report may be read aloud.
5. Respondent Opening Statement
6. Respondent is questioned by Hearing Officer(s)
7. (If there is an active complainant, 5 and 6 will be repeated for complainant. Respondent will also have an opportunity to submit questions to the complainant)
8. Witness Statements
9. Hearing Officer(s) question witnesses.

10. Hearing Officer clarifying questions (may be asked of complainant, respondent, or witnesses)
11. Closing Statements
  - a. Active Complainant
  - b. Respondent
12. Dismissal for Deliberations
13. Written notification of hearing results within 5 business days

## 9.9 Appeals Process

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

### Appeal Procedures:

1. Appeals must be submitted in writing in the form of an Appeal Letter to the Appellate Officer through the Office of Student Affairs within 48 hours of delivery of the Outcome Letter.
2. Appeal letters must be authored and signed by the student submitting the appeal.
3. The Appeal letter should state the reason(s) for the appeal and the supporting facts. In order for an appeal to be considered valid, the request and supporting facts must be directly connected with one or more of the Scope of Appeal Criteria.
  - a. The Scope of Appeal Criteria lists the parameters within which a student may file an appeal. To be considered valid, any appeal must reference one of the following criteria:
    - i. *Procedural error*, which had a bearing on the original decision.
    - ii. *New information* that was not available at the time of the inquiry which had a bearing on the original decision.
    - iii. *Bias*. Information demonstrating that there is no way a reasonable person could have arrived at decisions similar to the original decision absent of bias.
    - iv. *Disproportionate Sanction* – Whether the sanction imposed was in due proportion to the gravity and nature of the conduct.

## 9.10 Sanctions

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

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

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

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

## 9.11 Possible Fines

The following is a list of possible fines for some violations of the Community Standards. Along with the below fines, additional restitution and/or costs may be incurred depending on the incident and damages.

Fines may increase based on the level of offense and the repetition of misbehavior. A student may be fined for any violation of the Community Standards. The following are the most commonly assigned fines.

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

*(Adapted from Thomas More College)*

## Section 10 Department of Athletics



### 10.1 Mission

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

## **10.2 Overview**

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men's teams compete in baseball, basketball, golf, soccer, tennis and cross-country; while women's teams compete in basketball, softball, volleyball, soccer, tennis and cross-country. The University also has co-ed Cheer and Dance. Students who wish to participate in athletics at a NAIA member institution will need to be certified by the NAIA Eligibility Center in order to qualify academically and be cleared as an eligible student-athlete for competition. For more information and to register, log onto the NAIA Eligibility Center website – [www.PlayNAIA.org](http://www.PlayNAIA.org).

## **10.3 Department of Athletics Philosophy Statement**

The President of St. Thomas University and the Department of Athletics firmly believe in supporting the academic progress of student-athletes and encouraging the values of respect for others, quality sportsmanship, and ethical conduct in amateur intercollegiate athletics. These are key values in achieving our mission of developing leaders for life. The President of St. Thomas University in cooperation with the Department of Athletics ensures that all student-athletes, athletic staff, and institutional personnel understand and practice the highest ethical conduct on and off the field or court and comply fully with all the rules of our Division. These values are the standards for all our fans, alumni, boosters, and the members of our immediate collegiate community at all events throughout the athletics program.

The Department of Athletics places a high priority on the health, safety, well-being and academic success of its student-athletes, and encourages the growth of well-balanced student-athletes in the student centered environment established by the University mission and its Catholic tradition. Participation in athletics facilitates the learning of values which improve the mental, social, physical, emotional, moral and spiritual development of student-athletes. These lifelong values teach teamwork, sportsmanship, and leadership. The Department of Athletics fully supports student-athletes and their efforts to meet their educational objectives and to maintain good academic progress toward their degrees.

In addition, the athletic programs afford student-athletes high-level, amateur athletic competition where they can challenge themselves on the field or court through equitable participation. Excellence in competition is always approached within the

framework created by our Division's constitution, bylaws, policies, and principles of sportsmanship. The Department of Athletics schedules the majority of its competitions with other members in its Division, within the University's regional and geographical location. An equal opportunity to participate in intercollegiate athletics is provided for all students regardless of gender, race, ethnicity, religion, national origin and sexual orientation. Furthermore, the Catholic tradition and mission of the University ensures that all students have opportunities for volunteer service and community engagement in order to develop leaders who contribute in the region in which they reside.

## **10.4 Eligibility**

Student-athletes will follow all eligibility guidelines that are set forth by the National Association of Intercollegiate Athletics (NAIA) and the Sun Conference (TSC), in addition to the University's admissions requirements. Whichever the most stringent rule will be the guideline to follow. Graduate students that are interested in participating in athletics at St. Thomas University must have completed and received an undergraduate degree from St. Thomas University and be enrolled full-time in a graduate program according to the graduate admissions standards.

In order to participate in athletics, student-athletes must maintain a minimum 2.0 overall GPA and pass at least 24 credit hours within the last 2 full-time terms of attendance. For specific NAIA rules, student athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at: <http://www.playnaia.org/>

### **10.4.1 Entering Freshman**

An entering freshman student must be a graduate of an accredited high school or be fully accepted as a regular student in good academic standing as defined by St. Thomas University. An entering freshman is defined as a student who upon becoming identified with an institution has not been previously identified with an institution(s) of higher learning for two semesters or three quarters (or equivalent). An entering freshman must meet two of the three entry level requirements to participate in athletics at St. Thomas University:

1. Achieve a minimum of 18 on the Enhanced ACT or 880 on the SAT. The ACT/SAT test must be taken on a national or international testing date and certified to the institution prior to the beginning of each term in which the student initially participates (residual tests are not acceptable). The SAT score of 880 or higher

must be achieved on the Critical Reading and Math sections of the SAT. The SAT score of 880 or higher must be achieved on the CRITICAL READING and MATH sections of the SAT. Scores must be achieved on a single test, and the test score must be sent directly from the testing center to the University and the NAIA Eligibility Center.

2. Achieve a minimum overall high school grade point average of 2.5 on a 4.0 scale (the NAIA requires a 2.0 GPA)
3. Graduate in the top half of your high school graduating class

**Please Note:** St. Thomas university admission standards must be met in order for student-athletes to be eligible for participation.

#### **10.4.2 Four –Year Completion**

Student-athletes have 10 semesters (or terms of attendance) in which to complete four (4) athletic seasons in a sport, whichever comes first. Student-athletes will be charged a term of attendance upon enrollment in 12 or more institutional credit hours. Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling. Student-athletes' eligibility begins when a student first registers for 12 or more credits or when a student athlete first competes (practices, scrimmages or contests) at any two or four-year collegiate institution. These years are continuous. A student-athlete may be granted an extra year of competition if they are ill or injured and meet the criteria of the NAIA medical hardship, only if the student-athlete has the eligible semesters and/or seasons remaining.

#### **10.4.3 Twelve Credit Rule**

The NAIA and St. Thomas University require that a student-athlete must be a full-time student in order to participate. It must also be verified that the student-athlete is registered and fees are paid for at least 12 credits. Under University policy a student-athlete is ineligible to practice or compete during any time if:

1. He/she is registered for less than 12 credit classes;
2. Registration or admission is canceled; or
3. Change in enrollment occurs.

Changes in enrollment (e.g., petitions to add/drop courses, late enrollment, instructor drops, etc.) should be submitted prior to the published deadlines to ensure that records are accurate and complete. If a student-athlete drops a course, it costs credits toward

graduation. A student-athlete is not permitted to drop a class without a signature from the Director of Athletics or Faculty Athletics Representative. This policy is designed to prevent a student-athlete from making changes in their academic schedule that may jeopardize their academic and/or eligibility status.

## **10.5 Progress Reports and Mandatory Bobcat Roundtables (Study Halls)**

To ensure that student-athletes are making normal progress towards graduation, the Department of Athletics administers progress reports throughout the semester as part of the University's F.I.R.S.T. alert system. Upon receipt of this report, coaches meet with student-athletes individually. Reports are also generated throughout the semester via professors who deem students at risk. From these various reports coaches will mandate study hall. In addition, all freshmen must attend a 2-hour supervised Bobcat Roundtable once per week for a full year. This is outside of what the coaches provide. Transfer students must complete one semester of roundtables while all student-athletes with a 2.5 GPA and below must continue the roundtables until their GPA is above 2.5. These roundtables will provide an opportunity for advisement and orientation to college life.

## **10.6 Financial Aid/Grants/Scholarships**

Athletic teams are provided with a specific number of one-year renewable grants-in-aid (athletic scholarships) in accordance with budgetary restrictions and regulations. Athletic grants are awarded by the Office of Financial Aid upon the recommendation of the Head Coach and the approval of the Director of Athletics. Grant-in-aids are not reimbursements for services performed, but to help student-athletes with their educational expenses. An athletic and/or academic grant is restricted to covering educational expenses such as tuition, room/board and fees. All grants cover only a portion of the current academic year and do not include additional funding for summer or mini-mester term classes. All grants have a minimum GPA and full-time status requirement to receive such grants. For more information, see the staff in the Student Success Center. Athletic grants require certification of eligibility. If deemed ineligible, a student athlete may lose their athletic grant (scholarship).

## **10.7 Athletics Missed Class Policy**

Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competition or practice outside of the championship segment (the off season). A schedule of games/competitions from the Faculty Athletics Representative will be emailed to all faculty for the fall, winter and spring sports indicating when student-athletes should be excused from class for games/competitions. It is still the responsibility of the student-athlete to communicate with each faculty member, in advance, regarding missed class time and the class work that should be completed.

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

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

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

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

including discharge as set forth by the policies of the Athletic Department at St Thomas University.

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

### **10.8.1 Tobacco Use**

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

#### **First Offense**

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

#### **Second Offense**

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

### **10.8.2 Alcohol Abuse**

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

### **10.8.3 NAIA Student-Athlete Substance Abuse Education**

To prepare for drug testing in 2017-18 at NAIA national championships, annual education will begin this academic year to promote student-athlete welfare and understanding of the NAIA policies. The education also includes Sexual Assault Prevention to assist in compliance with the federal SaVe Act requirements.

The NAIA performance enhancing substances education is designed to introduce and reinforce not only what substances are banned by the NAIA and their health impacts, but what can be expected with drug testing at national championships.

The program will be delivered through the existing NAIA Academy and comprise four progressive courses that correspond with a student's previous season of competition. Beginning in 2016-17, completion of the courses according to the student-athlete's previous season of competition will be criteria for eligibility.

## Section 11 Residential Life



*Villanova Hall • Cascia Hall • University Inn*

St. Thomas University Office of Residential Life provides the opportunity for community living based upon the Catholic philosophy of mutual respect for the rights of each individual. Our residence hall arrangements encourage autonomy, the development of interpersonal relationships, along with the convenience of residing on campus.

## **11.1 Introduction**

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

## **11.2 University Community Standards**

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

## **11.3 Residential Hall Policies, Rights, and Responsibilities**

The following regulations are enacted to protect the general welfare and functioning of the residential community. The residential community is intended to support student in their education pursuits. Disrupting the educational mission of residence life or infractions of any regulations may result in disciplinary action including, but not limited to, fines, loss of privileges, change of residency, or dismissal from the residence halls. Student conduct, that is inconsistent with the goals and objectives of St. Thomas University mission, will not be tolerated. Residents are required to become familiar with, and abide by the provisions outlined and set forth in the Housing Contract, the University Community Standards and any housing publications.

## **11.4 Community Respect Statement**

Each resident shares the responsibility of creating an environment in which all residents are respected and valued – regardless of one’s age, weight, gender, orientation, disability, race, ethnicity, color, creed, national origin, cultural, background, socio-economic status, or religious affiliation or conviction. Each resident shares the responsibility for: getting to know people from different groups.

### **11.4.1 Sustainability Statement**

Residence Life fosters a culture of environmental sustainability and civic responsibility by educating individuals about their impact on the campus, local, and global communities. We seek to initiate actions and awareness to create sustainable environments and healthy social systems.

Sustainability refers to a pattern of resource use that aims to meet human needs while preserving the environment without degrading the economic, ecologic, or social systems that future generations will rely on for meeting their needs. Sustainability is also a process of continuous improvement where slight changes in habits and lifestyles along with new technologies can yield tremendous benefits for the community, the economy, and the environment.

Residence Life Sustainability programs are designed to help STU students make responsible and sustainable lifestyle choices that reduce the use of energy, water and limit waste; ultimately lessening the overall ecological footprint of our residence halls.

## **11.5 General Guidelines for Successful Residence Life**

College means different things to each person, but the one thing it means for most people is more freedom. You will be responsible for going to class, navigating around campus, and finding help where you need it. Adjusting to college life can be difficult, which is why STU offers a strong network of people, organizations, and services that will help you get involved and make the most of your college experience.

Even though you have attended school for most of your life, college differs greatly from what you have experienced. It is your responsibility to attend class and turn in assignments. Learning is a shared process between you and the professor. Professors create a syllabus for their class so that you know what assignments are due and what is

expected of you. However, you are responsible for attending class, doing assignments, and meeting your potential.

For students who are looking to get involved outside of the classroom, the best place to start may be in your resident hall. Your resident assistant (RA) organizes hall events to create a sense of community and introduce you to different events and opportunities on campus. Sharing a room, possibly for the first time, can be tricky. Your RA can help you adjust to college residence life as well. If you have a roommate issue and need a moderator, your RA will help. Additional tips for a successful Residential Life experience at STU are:

1. Avoid leaving fruits in your room – this will attract fruit flies and gnats; once they are in the room, they are very hard to remove. Throw the fruit away in the trash chute or outside.
2. Toilet and sink overflow – if there is a problem with overflow, the handles behind and below the toilet and sink will allow you to stop the water pressure. Residents will be responsible for all water damage.
3. Candy and food – do not leave food on the ground as this will also attract insects like ants. Once they are part of your room, they are very difficult to eliminate. Avoid this and do not leave food lying on the ground or under furniture.
4. Wall damage – do not put anything on the walls that sticks permanently or with double-sided tape; this will cause damage and you are responsible for the paint repair – e.g. bulletin boards, dry erase boards, etc.
5. Open windows and Air Conditioner (AC) – leave the windows closed when the AC is on!!! Failure to do so results in condensation near the vent of the air conditioning and may cause possible mold issues. Additionally, any damage caused is the responsibilities of the residents and may interfere with someone's allergies. Generally, it is a good idea to keep the windows closed at all times to keep insects out and moisture reduced.

### **11.5.1 Residence Life Agreement**

1. When a student signs a Housing Contract (academic year-Long, both fall and spring semesters with the exception of Winter Break and any portions of the academic year remaining at the time this Contract is signed), the student agrees to respect and adhere to all policies and procedures pertaining to St. Thomas University housing and food service as outlined in the Student Code of Conduct, the Contract and other residence halls or University publications.
2. Each student is responsible for knowing these regulations and conducting themselves accordingly. Students who do not adhere to the University policies

and regulations, as specified in the aforementioned publications, are subject to disciplinary action that may include the termination of their residence on campus.

3. Resident students are responsible for rule violations occurring in their respective rooms, whether they are present or not, or in common areas and may be subject to disciplinary action for such violations.
4. The University reserves the right to refuse to enter into any agreement for residence hall accommodations with any student.
5. Where the health, safety or academic environment may be impaired, the University reserves the right to make room changes which may include reassignment(s), to other residence areas or termination of residency. Students who are charged with a violation of regulations may be temporarily removed pending adjudication of charges.

### **11.5.2 Occupancy**

1. Occupancy begins when the student signs for the University room key(s) thus becoming a resident. Failure to return a University-issued room key within 2-hours after termination of room occupancy will result in a re-keying charge of the room(s). All withdrawals from the residence halls must be initiated in writing with the Office of Residence Life.
2. Occupancy of a room is limited to the assigned resident, the assigned space and to the period for which the housing fee has been paid. Questions regarding occupancy should be directed to the Office of Residence Life. Residents are not permitted to sublease space to another person. NO student is permitted to enter another student's room without permission from an occupant. No student may sign out a key for another person's room. University keys may not be duplicated, copied or transferred at any time except through the Office of Residence Life.
3. Students may not change or exchange rooms without prior approval from the Office of Residence Life.
4. Room keys are the property of the University and must be produced when requested by a University officer. All students are required to return the issued key(s) to residence life staff, when the occupancy period ends, during scheduled University residential housing closing periods (ex. Winter break) and are to leave their residences in a reasonably clean and orderly condition, and to follow the proper checkout procedures set forth by the Office of Residence Life. Failure to do so will result in an administrative fine in addition to damage fines, removal of items left in the room and the re-keying charge if necessary.
5. Upon entering at the beginning of the occupancy period each resident must complete a Room Condition Report with a Resident Assistant to indicate the condition of the room. At the end of the occupancy period the condition of the

room will be assessed. If there is any damage to the room and its furnishings the students account will be charged accordingly.

6. When a residence hall room becomes half-vacant, the remaining resident may be required to consolidate into another half-vacant room. Failure to move by the required deadline may result in disciplinary action and/or fines.
7. Students who do not claim their room assignment by 5:00 PM on the second day of classes, or who do not notify the Office of Residence Life prior to the first day of classes regarding their late arrival, will forfeit their room assignment. If the room has been forfeited, the Office of Residence Life will make a new assignment on a space available basis.
8. Damages to public areas of the residence halls, e.g. lavatories, hallways, lobbies, etc., are the responsibility of every resident on the floor and/or building. When individual responsibility cannot be determined, charges to the deposit will be assessed to all occupants of the floor and/or building.
9. Residents billed for residence hall damage during the academic year will have ten (10) business days to submit payment to the Business Office. Any student failing to complete payment in the prescribed time, or those who are continuous offenders, may be subject to immediate suspension from the residence hall.
10. Alterations of the physical structure, property, appliances or furnishings of the residence halls are not permitted without the written authorization of the Office of Residence Life. Draperies, tapestries, blankets, flags, towels or posters which are displayed on walls, ceilings, windows and doors in a manner which could facilitate ignition, block exits or fire detection units or present overhead fire hazards are not permitted. Draperies may not hang suspended from the doorway. Tapestries may not touch light fixtures, block a ceiling sprinkler or hang more than 16 inch from the ceiling. Draperies (non-housing issued) must be made of fire resistant materials.
11. Residents must vacate the residence halls within 24 hours of their last final examination or by the end of the occupancy period, depending on which comes first. During scheduled breaks students must leave their residence hall rooms by the posted date (ex. Winter break) and may not return before posted move-in dates. Residents who do not check out properly will be assessed fines for improper checkout, damages and removal of any remaining items or property.
12. Residents may not engage in any sport or sport related activities within the residence hall rooms, lounges, hallways, stairwells, or other public areas. Sports or sports related activities including, but are not limited to, Frisbee, floor hockey, golf, bowling, football, baseball, basketball, and soccer. Also, students may not use water pistols, super-soakers, or any other mechanism that emits projectiles, which includes, but is not limited to, paint guns and other similar items.

13. Before vacating the residence halls, whether at the end of the academic year, semester end, or for other reasons, residents must complete a proper check out with a resident assistant. Failure to check out properly will result in a \$250.00 fine as well as any charges for damages or removing items left in the room. The Office of Residence Life will be responsible for assessing damages to a room and making the necessary charges to the student's account. In the event that individual charges cannot be determined, the charges will be split between the roommates. Proper check-out procedures information will be distributed towards the end of the academic year and is always available from the Office of Residence Life. Any items left in the room after checkout or the occupancy date(s) will be discarded.

### **11.5.3 Roommate Agreement**

We highly recommend that you sit down with your roommate(s) to discuss the Roommate Agreement within two days of moving into your residence hall. The questions on the form will prove very helpful in generating discussion about the details of living together. If any disagreements should arise, you will be able to consult your roommate agreement form and make modifications if necessary to solve and avoid future problems.

- Each roommate should make his/her individual response. Being honest will save time and minimize hurt feelings later.
- If responses to questions are different, discuss that difference and try to reach an understanding that all roommates can live with.
- Write down your agreements. If there are things not listed in the contract that you feel may be important to you, write them down and discuss them too.
- After the document has been signed, return it to your RA for safekeeping. You can request its return as needed and always renegotiate items by mutual agreement as necessary.
- If problems arise, start with discussion. If you want a mediator, utilize your RA, the Head RA or the Director of Residential Life.

### **11.6 Lockout Procedures**

If a resident is locked out of their room they will be allowed one free "key in" provided an appropriate ID is validated. Failure to present an ID will result in denied room entry. Each time, including the first, a ticket will be given to the resident for the lockout. The second time and each time thereafter a fine will be charged; \$15 fine for the second

unlock; \$20 fine for the third unlock and subsequent unlocks. As a last resort, if no ID is available, go to the RA in charge of your floor for assistance. The loss of a key could result in the change of a lock, the cost of which will be charged to the student account.

Lockout Schedule

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

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

## **11.7 Laundry Facilities**

Washers and dryers are located in each residential complex. These are operated using MacGray Digital laundry. The facilities may be used only by residents. Laundry machines use credit card, debit cards or coins.

## **11.8 Health and Safety Inspections**

In order to ensure clean, healthy, and safe living environments for both current and future residents, health and safety inspections are conducted once per month. All residential students are issued a mandatory 24-hour notice so that they can coordinate cleaning, health, and safety efforts within their bedrooms and/or suite areas. The Resident Life staff is authorized to enter bedrooms even if the resident(s) are not present, given that there was prior notification. Staff members will only inspect in pairs.

## **11.9 Maintenance and Repairs**

If you find something in your room or residence hall that needs to be repaired go directly to the Residence Life Office to submit a work order. This work order will then be submitted to the Physical Plant who is responsible for making the repairs. For emergency situations, please call the RA on duty at (786) 298–0741. Remember the Physical Plant is responsible for the upkeep and repair of the entire campus and will sometimes have priority issues where the repair is not an emergency. Please be patient as the Residence Life Office is not responsible for the timeliness of a repair.

## 11.10 Guests

Residents must escort all guests in the Residence Halls at all times. A resident's right to privacy and comfort takes precedence over the community member's privilege to have a guest. It is important for roommates and suitemates to discuss visitation and to arrive at an acceptable agreement. As a resident you assume responsibility for the actions of your guests. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave and you will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a guest, and are liable for any damages caused by a guest. A guest is considered to be a non-resident student utilizing the room of a resident student as a place of leisure, learning or lodging. Residents may have peer age or sibling guests of the same sex overnight (overnight guest) at no charge for a maximum period of three consecutive days and no more than five nights in a year. It is the resident's responsibility to properly sign in guest(s) prior to the guest(s) being escorted into any residential housing facility.

### 11.10.1 Procedures to Check in a Guest

There are two procedures that must be followed in order to properly check-in a guest with Residential Life. If a guest is not properly checked in then they will be deemed to be on campus without permission and subject to immediate removal. Repeated violations will result in a ban from the campus. In addition, failure to observe these procedures by a resident will result in loss of guest privileges, possible sanctions, or other penalties. It is critical to the safety and welfare of the overall Resident Life community that these procedures be followed.

1. Prior to the arrival of your guest send an email from your STU account, with the full id of the guest, and your hall with room number in the "Subject Line" of the email to Public Safety at [publicsafety@stu.edu](mailto:publicsafety@stu.edu) and The RA on Duty at [raonduty@stu.edu](mailto:raonduty@stu.edu). For example, John Carter of Villanova Hall Room 232 wants to check-in Jane Garcia, a guest. The email subject line sent from John Carter to Public Safety and RA on Duty would read: Guest Check-in Jane Garcia Villanova 232.
2. Call the RA on duty and inform them of the id of the guest and hall number. The phone number for the RA on duty is: (786) 298-0741.

### 11.10.2 Guest Policies

1. A host or hostess shall be permitted to entertain guests only with the express permission of his/her roommate(s).
2. All guests must leave their IDs at the gate house and may retrieve them prior to leaving campus. St. Thomas University is not responsible for unclaimed IDs after guests/overnight guests leave the campus.
3. Residents are not permitted to have guests/overnight guests during vacation periods (including, but not limited to, summer and winter breaks), registration periods, exam periods, or other periods when formal classes are not in session.
4. The curfew for non-overnight guests is 12 midnight Sunday through Thursday and 2:00 am Fridays and Saturdays.
5. All guests/overnight guests must be registered with the Resident Assistant on Duty and Public Safety.
6. Guests/overnight guests found without proper registration will be asked to leave campus immediately and the host may face disciplinary action.
7. The number of overnight guests permitted in any residence will be equal to the number of University beds in the room or apartment.
8. The host or hostess accepts full responsibility for his/her guest(s)/overnight guest(s).
9. The residence hall staff reserves the right to ask any guest/overnight guest to leave at any time. Failure to leave upon request will result in being escorted off campus by Public Safety and disciplinary action for the host/hostess.
10. In order to ensure adequate security in the residence halls, any member of the campus community or their guest(s)/overnight guest(s), must present proper identification to University staff members. Students are required to carry their St. Thomas University identification card with them at all times. Failure to present proper identification of oneself or one's guest(s)/overnight guest(s), or knowingly furnishing false information, is a violation of University regulation.
11. The Office of Residence Life is authorized to impose an administrative charge upon the assigned occupant(s) of a residence for each illegal overnight guest when it is determined that overnight guests or sponsors are in violation of this policy. The illegal overnight guest charge may be appealed, in writing to the Residential Life Office.
12. The University reserves the right to exclude visitors from any area on campus in time of impending or actual crises or emergencies, such as hurricanes, campus disruptions, and bomb threats, and to exclude any visitor(s) from any area of the campus for any reason the University deems appropriate.
13. A person who has been suspended or expelled from the University and/or University Housing for financial or disciplinary reasons or whose record prohibits

admission without special clearance to the University does not have guest privileges on the University campus. Violators of this policy may jeopardize their re-admission status and/or may be subject to legal or disciplinary action by the University.

14. Thomas University residence halls are not public facilities.

Only STU students and their guests/overnight guests, and University officials, faculty and staff are permitted in these buildings. All others are forbidden from entering without authorization from residence hall staff. Violators may be subject to arrest.

Residents are permitted to visit other residents past visitation hours. The privilege of a visitor is dependent on the permission of all roommates. A visitor is defined as a current STU student that lives on campus at the time of the visit. Only one visitor is allowed per resident per room. Remember, a resident's right to privacy and comfort takes precedence over the community member's privilege to have a visitor. It is important for roommates and suitemates to discuss visitation and to arrive at an acceptable agreement. As a resident you assume responsibility for the actions of your visitor. If a visitor is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave and you will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a visitor, and are liable for any damages caused by a visitor.

## **11.11 Posting Policy**

### **11.11.1 General Statement**

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

### **11.11.2 Policy**

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

### **11.11.3 Poster Removal:**

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

### **11.11.4 Sponsorship:**

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

### **11.11.5 Identification of Publicity:**

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

### **11.11.6 Language:**

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

### **11.11.7 Alcohol:**

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

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

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

### **11.11.9 Student Government Elections:**

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

### **11.11.10 Mass Mailings:**

Registered student organizations may distribute information through resident student mailboxes if the material is approved by the Student Affairs, and all pieces are folded, addressed, bundled according to residence hall and delivered to the Mail and Copy Center for distribution.

### **11.11.11 Chalking:**

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

### **11.11.12 Room Distribution:**

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

### **11.11.13 Noncompliance:**

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

### **11.11.14 Reasonable Accommodations:**

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

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

## **11.12 Solicitation**

Organizations, groups, and individuals, including commercial sales persons, may not conduct sales promotions, sales, or solicit funds on campus. This includes fliers or promotional materials. No Door-to-Door solicitation will be permitted at any time by any group or individual. Students who observe any sales person from off-campus soliciting on campus or in any University buildings should report this to a Residence Life Staff member.

## **11.13 Accidental Damage**

Students are prohibited from damaging, defacing and/or destroying, intentionally or accidentally, University property or the property of another resident or guest. Students will be held responsible for the restitution of any damages they, or their guests, cause. Students may also face disciplinary actions.

Students may be held accountable for damages associated with the property of other students or University property. Students may be held responsible for damages they cause intentionally or accidentally. For example: this could include damages resulting from paint damage from bulletin boards put up in the room, hooks glue in the bathroom, or dry erase boards on the walls.

If your negligence results in damage to the property of others or to the University, you may be held responsible for the subsequent damages.

## **11.14 Health and Safety**

1. Tampering with or misuse of fire hoses or extinguishers, alarm equipment, smoke/heat detectors, sprinkler systems, emergency exits, windows, doors, and fire exit signs is prohibited.

2. Residents and their guests are required to evacuate any campus residence building when an alarm sounds, or when instructed to do so by a University staff member. Residents are not permitted to return to the residence hall until police, the fire department, campus security, or a University staff member gives authorization.
3. No student shall commit or aid in the intentional commission of an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the University or another student. This violation may result in disciplinary action and/or criminal prosecution.
4. Constructing, storing, possessing or detonating fireworks, combustibles, firearms, firearm parts, weapons, weapon parts, ammunition, gasoline, canisters, and other explosives are prohibited in the residence halls.
5. The use of sporting equipment, including bicycles, roller blades, and water guns are also prohibited.
6. Residents are required to comply with reasonable request or orders on behalf of the University. This requirement includes reasonable requests for students to meet with administrative offices and to participate in disciplinary investigations and hearings.
7. Residents may not throw objects from their residence halls or windows, or litter on University property. Trash must be discarded in designated receptacles. Littering may result in disciplinary action.
8. Gambling is not permitted in the residence halls.

## **11.15 Community Standards**

### **11.15.1 Wi-Fi**

STU provides wireless internet (Wi-Fi) for each of the Residence Halls. Students may not bring their own wireless routers, as they interfere with the strength and reliability of the signal for the entire building. Residents should refer to the computer usage policies in the Community Standards for expectations related to appropriate behaviors online. The University also restricts some devices that broadcast a wireless signal as they often interfere with the Wi-Fi experience for all students. If there is not an option on the device to turn off the wireless signal (mode/function), the following electronics may not be permitted in the halls: Including but not limited to: Smart TVs, Roku, Wireless Printers, Chromecast, or similar devices to these.

### **11.15.2 Trash**

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

### **11.15.3 Appropriate Attire**

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

### **11.15.4 Public Displays of Affection**

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

### **11.15.5 Cleanliness/Personal hygiene**

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

### **11.15.6 Bed Bugs/Lice**

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

the right to terminate Resident's right of occupancy and exercise all rights and remedies under the Housing Contract.

### **11.15.7 Quiet/Courtesy Hours:**

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

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

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

### **11.15.8 Roofs/Window Ledges**

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

## **11.16 Prohibited Items**

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

### **11.16.1 Alcohol**

Possession and consumption of alcohol is not permitted by or in the presence of any student under the age of 21 years. Students of legal age are permitted to use/possess alcoholic beverages within their own rooms, or the rooms of other residents who are of legal age but not in the presence of underage students.

### **11.16.2 Weapons**

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

### **11.16.3 Pets**

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

### **11.16.4 Cooking Devices**

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

### **11.16.5 Extension Cords**

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

### **11.16.6 Paraphernalia**

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

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

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls. Candles,

incense, and any item with an open flame or exposed heat source will be confiscated. Residents found in violation of this policy may be documented and face judicial sanctions.

## **11.17 Room Inspections/Searches**

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

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

## **11.18 Inappropriate Behaviors**

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

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

- a. The minimum fine for students found responsible for propping an access door is \$100

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

*(Adapted from Thomas More College)*