

2011-2012

## AQUINAS COLLEGE STUDENT HANDBOOK

*The provisions of this handbook are for information purposes only and should not be construed as a contract between Aquinas College ("College") and the student.*

## **MISSION STATEMENT OF AQUINAS COLLEGE**

Aquinas College is a private Catholic institution of higher education. The College offers an academically challenging curriculum in the sciences and liberal arts.

The primary mission of Aquinas College is to provide an atmosphere of learning permeated with faith, directed to the intellectual, moral and professional formation of the human person. Aquinas seeks to foster intellectual achievement and personal growth in a socially and economically diverse population. The Christian principles and values they learn enrich students.

Faculty and staff seek to make students aware that a relationship exists between human culture and the message of salvation. Thus, the mission of Aquinas College is to bring this message of salvation to bear on ethical, social, political, religious, and cultural issues.

## **THE STUDENT'S ROLE IN INSTITUTIONAL DECISION-MAKING**

At Aquinas, every student plays a role in institutional decision-making and their input is valued by the administration of the College. Students are involved in institutional decision-making on several different levels:

- Every student is encouraged to actively participate in the Student Activities Board. This group is a formal student organization and meets regularly on campus. It is chaired by a student elected by the Student Activities Board. In cooperation with the Director of Student Affairs, the Student Activities Board suggests, plans and implements student activities on campus. Every student is invited to attend meetings announced through emails, posters and portal announcements. Equal representation from all student groups is encouraged.
- One student representative, chosen by the Student Activities Board, serves on the Safety Committee of Aquinas College.
- Every student is invited to share suggestions, concerns and complaints through a "Suggestion/Complaint Box" located in Student Affairs. These suggestions and complaints are reviewed regularly by the Director of Student Affairs and presented to the Student Activities Board for discussion and action, when deemed appropriate.
- The Library also has a "Suggestion Box" where students are encouraged to suggest ideas for improvement or other concerns. These suggestions are reviewed by Library management and action taken when deemed appropriate.
- Every student is encouraged to express opinions and concerns to academic advisors, faculty members, and/or program directors. Student End-of-course surveys provide a direct means whereby students may rate the effectiveness of instructors and the quality of the courses. Survey results are shared with each faculty member and the Vice President for Academic Affairs for action, when deemed appropriate.

## **STUDENT LIFE**

### **STUDENT ACTIVITIES**

There are several social activities planned for the student body throughout the school year. These include our annual Fall Festival and Spring Fling, Christmas Tree Lighting, and Mardi Gras Party. College students are encouraged to participate in charitable events such as blood drives, food drive, and the Salvation Army Angel Tree program.

An intramural sports program is available which includes opportunities for participation in sports such as coed softball and volleyball. Availability is based on student input and participation is often through the Metro Parks Recreational Leagues. More information is available from the Student Affairs Office.

### **CAMPUS MINISTRY**

Fr. Jacek Kopera, a Dominican priest and former chaplain at Columbia University, serves as the Campus Minister for Aquinas College. Fr. Kopera offers Mass daily in St. Jude Chapel during the fall and spring semesters, and during the summer session when his schedule permits. Dates and times for Mass are regularly posted. The chapel is open daily from 7:30 a.m. to 9:00 p.m. for personal prayer.

Two campus-wide masses are celebrated during the school year: the Holy Spirit Mass during the fall semester and the St. Thomas Aquinas Mass in the spring. While attendance is not mandatory, all students are encouraged to participate.

All classes at Aquinas begin with a prayer or spiritual reading. We also begin each meeting and event with a prayer. Many other opportunities for communal prayer are available, including an annual Living Rosary, weekly rosary recitations, biannual penance services, weekly Adoration of the Blessed Sacrament and Stations of the Cross during Lent.

The **Frassati Society** is a student religious organization dedicated to living out the Beatitudes. They host several weekly and annual events. Freshman Formation, a freshman retreat for new first-time freshmen at Aquinas, is offered in August, just before the start of fall classes.

### **STUDENT ORGANIZATIONS**

Student organizations at the College are either academic or non-academic in nature, and must be in full accord with the mission of the College and the teachings and mission of the Roman Catholic Church. Speakers for student organizations must be pre-approved by the Director of Student Affairs in consultation with the Administrative Team, to confirm that the speaker is not in conflict with the professed faith or mission of the College and would be considered to be of good benefit to the students.

Sponsors of academic organizations, such as Phi Beta Lambda, ASCD and others, are appointed by and report directly to the Program Director under which the organization exists. Any new policies and procedures or alterations of current policies and procedures related to the conduct of

the organization must be approved by the Program Director. The Office of Student Affairs may provide assistance upon request for approved projects.

Sponsors of non-academic organizations report directly to the Director of Student Affairs. Any new policies and procedures or alterations of current policies and procedures related to the conduct of the organization must be approved by the Director of Student Affairs.

All sponsors will coordinate scheduling of events with the Director of Student Affairs.

The procedure for developing student activities and new student organizations follows:

- Any student, faculty member, or staff member may propose a new student activity or organization.
- A faculty or staff sponsor must be secured.
- The proposal must be submitted in writing to the Director of Student Affairs, who will determine the viability of the proposed organization and make recommendations to the Administrative Team, who will render a decision.
- Once the decision concerning the proposal is made, the Director of Student Affairs will notify the individual(s) making the request.

### **STUDENT ACTIVITIES BOARD**

The Student Activities Board serves as the College student government organization. It serves as a planning group for activities for students and as a body through which students in the College may communicate needs or suggestions that may be matters of concern to the College student body. By laws are available in the Office of the Director of Student Affairs. More information about this organization can be found on the College website under the Student Life section.

### **PHI BETA LAMBDA (BUSINESS ADMINISTRATION)**

Phi Beta Lambda is a national organization for college business students. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The College chapter sponsors its own student activities on and off campus, including tours of local businesses, guest speakers, fundraising, volunteering and support for charity.

### **SIGMA BETA DELTA (BUSINESS ACADEMIC HONOR SOCIETY)**

Sigma Beta Delta is an international honor society in business, management and administration. Its goals are to encourage and recognize scholarship and accomplishment among students of business, management and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

### **ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD) - STUDENT CHAPTER (TEACHER EDUCATION)**

The Aquinas College Association for Supervision and Curriculum Development Chapter is an organization for teacher education students who are committed to their professional development as future teachers. This organization provides teacher education students with opportunities to serve in leadership roles. The College ASCD Chapter provides students and area teachers with professional development opportunities by sponsoring two *Commitment to Quality Seminars* each year. Public service is an important part of the ASCD Chapter.

### **AQUINAS COLLEGE ASSOCIATION OF NURSING STUDENTS (ACANS)**

The Association of Nursing Students is an organization for students enrolled in the associate degree nursing program. The purpose of this group is twofold:

1. To provide students an opportunity to participate in the governance of the College and the Nursing program through organized meetings.
2. To increase awareness and opportunities to participate in community service activities and professional development opportunities through an organized method.

### **FRASSATI SOCIETY**

The Frassati Society is a student organization dedicated to living the Christian faith according to the example of their patron, Blessed Pier Giorgio Frassati. The group strives to foster friendship and community through the common language of beauty found in God, the outdoors and culture.

### **DELTA EPSILON SIGMA (ACADEMIC HONOR SOCIETY)**

Delta Epsilon Sigma is an academic honor society for students enrolled in Catholic colleges and universities. Candidates must have a record of outstanding academic accomplishments, show dedication to intellectual activity, and accept their responsibility of service to others. Prospective members must have completed at least sixty hours of the credit requirements for their baccalaureate degrees and rank in the top 20% of their degree program at the time of initiation. Faculty members and alumni are eligible for election to membership if they have graduated *cum laude* or have received a graduate degree or have fulfilled the general requirements of membership in some other manner.

### **TENNESSEE INTERCOLLEGIATE STATE LEGISLATURE (TISL)**

Aquinas students participate each year in a mock government program called TISL. Participants may choose to become a state senator or representative for a weekend, participate in a mock trial team, mock supreme court, or spread the word through TISL media. This event is held in November each year.

### **AQUINAS STUDENT AMBASSADORS**

As recipients of academic scholarships at the College, Student Ambassadors are required to participate in various College activities coordinated by the Office of Student Affairs. These activities include, but are not limited to, College fairs, registration, orientation, campus tours, commencement, and calling campaigns. Aquinas College Student Ambassadors represent the College and its mission at all times.

# STUDENT SERVICES

## ADMISSIONS

The Office of Admissions is primarily responsible for recruiting and admitting new students to the College. Admissions counselors work closely with high school guidance offices and college registrars to create a seamless transition for incoming students. It is the policy of the College, while reserving its lawful rights where applicable, to take actions designed to promote the Dominican and Roman Catholic principles that sustain its mission and heritage, to comply with all federal and state laws prohibiting discrimination in employment and in its educational programs. The College admits qualified students of any race, color, national or ethnic origin, sex, age or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national or ethnic origin, sex, age or disability in administration of its education policies, admission policies, scholarships and loan programs.

## FINANCIAL AID

The purpose of the Office of Financial Aid is to offer a wide range of financial services to students who desire to attend a private Catholic institution. Financial aid packages developed by the Office attempt to bridge the gap between student resources and the actual cost of an Aquinas College education, thus enabling students to attend the College. They address all aspects of financial aid with each student, beginning with the application process and continuing after the student leaves the College, in the realization that financial aid may incur a continuing cost for many years to come.

## REGISTRAR

The Registrar's Office is primarily responsible for creating and sending student transcripts, creating class rosters, recording student grades, coordinating dropping/adding of classes, and maintaining and storing student records. Additionally, the office keeps record of all transfer of credit and extra-institutional credit.

## STUDENT AFFAIRS

The Office of Student Affairs provides student opportunities for extracurricular involvement in organizations and activities, which promote ethical, political, social, religious and cultural development of the student. This office is responsible for coordinating and developing student organizations; student discipline; career planning; alcohol and other drug awareness programming; social and cultural event programming; ACCESS New Student Orientation/Registration; and all areas of student life.

## STUDENT LEARNING SERVICES

The mission of Student Learning Services (SLS) is to offer learning services intended to enhance the academic performance of the College's students. These services include individual and group tutorial assistance in Associate of Science nursing courses and several Liberal Arts courses. Students may request services or be referred by their instructor or advisor. SLS also offers learning skills enhancement seminars throughout the academic year for students who wish to avail themselves of this service. There is no charge to the student for tutorial or seminar services. Call (615) 297-7545 x 441 for more information.

## STUDENT DISABILITY SERVICES

The College strives to provide an optimal opportunity for students with disabilities to be successful, while not compromising the caliber of instruction or the self-confidence of the learner. The *Americans with Disabilities Act* of 1990 prohibits discrimination against individuals with disabilities. Section 504 of the *Rehabilitation Act* of 1973, as amended, mandates that postsecondary institutions that receive federal monies provide "reasonable accommodations" for students with disabilities.

Enrolled students of the College who have a disability that requires accommodation *must request* such services from the Director of Student Learning Services. It is the responsibility of the student to be certain that all necessary documentation is provided to the Director of Student Learning Services early enough to provide sufficient planning time to coordinate and provide appropriate support services. Documentation must be provided by professionals and must:

1. Clearly state each diagnosed disability;
2. Clearly describe the current functional limitations resulting from each disability;
3. Describe the diagnostic methodology/test instruments used (evaluation must be completed within the last 3 years with the exception of permanent physical or sensory disabilities);
4. Describe past accommodations, medications, or services;
5. Include recommendations for accommodations, medications, or services;
6. Be prepared on official letterhead and signed by a licensed professional/evaluator who is qualified to make such a diagnosis; and
7. Identify the professional credentials/license of the evaluator.

Once professional documentation is received and reviewed, the qualified student must work with the Director of Student Learning Services to complete the *Academic Accommodations Request Form* for each course, listing the requested accommodations. The form will be considered complete when signed by the Director of Student Learning Services, the student, and the appropriate faculty member. A copy of this form will be given to the student and the instructor of each course for which a form was submitted. The College reserves the right to request another evaluation, if it is deemed necessary by the Director of Student Learning Services. Such evaluations are the financial responsibility of the student.

The student will work with individual course instructors to obtain the needed accommodations, following up with faculty or the Director of Student Learning Services if the accommodations are ineffective or if additional assistance is needed. The Director of Student Learning Services acts as the liaison between the student and the accommodation provider at the College. It is the responsibility of the Director of Student Learning Services to facilitate the acquisition of such reasonable accommodations as may be required.

These accommodations may include such services as classroom accommodation on tests and examinations; taping of class lectures; assistance with class scheduling and selection (though not to replace the responsibilities of the faculty advisor); referrals to Student Learning

Services for tutoring services; and referral to the Department of Vocational Rehabilitation.

The accommodation is made on a per term basis. Therefore, it is the responsibility of the student to request support services each term for which the student is enrolled.

Any student with special needs should contact the Director of Student Learning Services, at (615) 297-7545, x 441, for assistance. The Office of Student Learning Services will work closely with students with mental and physical limitations to provide reasonable accommodations. The College is committed to providing the best possible learning environment for all of our students.

### **WRITING CENTER**

The Write REASON Center sponsors a free Writing Center for students in need of writing assistance outside the classroom. Students enrolled in ENG 111 may be required to consult the Write REASON Center depending on the quality of their compositions. The times for assistance will be posted at the start of each semester. The Write REASON Center also sponsors a series of Brown Bag Logic lectures throughout the year in addition to a Writers' Night at the end of the academic year.

### **COUNSELING SERVICE**

Confidential personal counseling with a therapist is available for students on site free of charge. Appointments can be made by contacting the counselor at: [counseling@aquinascollege.edu](mailto:counseling@aquinascollege.edu) (Revised 9/13/2011)

### **EARLY ALERT TEAM**

The Early Alert Team serves as an advisory committee. Faculty and Staff may contact a member of the Early Alert Team if there is concern for a student, such as emotional or mental health issues, frequent absences, etc. Faculty and Staff members notify the Early Alert Team by completing the Early Alert Referral Form, available from the Director of Student Affairs and on the College's intranet.

The Early Alert Team may discuss the situation as a group and then choose a member of the committee or other faculty/staff member to make contact with the student and explain the area of concern and the committee's recommendations. In some instances, the Committee Chair may make direct contact with the student in lieu of a group meeting. Members of the Early Alert Team include the Director of Student Affairs, Director of Admissions, Director of Student Learning Services, the Registrar, and a Faculty Member appointed by the Vice President for Academic Affairs.

## **FACILITIES**

### **VIRTUAL BOOKSTORE**

The College has an online, virtual bookstore hosted by eCampus. All textbooks, required or recommended materials, as well as College logo spirit wear are available through the online bookstore. The textbook list for the upcoming semester and ISBN numbers are also posted separately on the College website at least 30 days prior to the beginning of classes. To access the College Bookstore, navigate on the Internet to the College homepage - <http://www.aquinascollege.edu>. From the homepage, click on "Bookstore" on the top toolbar. This will take you to the College Bookstore. You may also access the bookstore from your student portal. Most items ship in 24 hours. Students may also sell back used textbooks on the site, which offers a postage-paid mailing label to print, or in person when eCampus comes to the College at the end of each semester. These periodic book buy-back events allow students to receive immediate cash payment for books sold.

Students receiving financial aid may request electronic book vouchers that will enable them to enjoy the same discounted prices offered through the online bookstore, and the same buy-back privileges.

### **CARRIAGE HOUSE**

The Carriage House is located in the small white building across the drive from the main College building and serves as the student center for the campus. A TV is available for the convenience and enjoyment of students. Private vendors provide breakfast and lunch food for purchase in the Café. Students are expected to help keep this area clean.

### **CAVALIER CORNER**

Cavalier Corner, located in the Office of Student Affairs, sells College logo apparel, novelty merchandise, and various school supplies. Items may be purchased Monday through Friday between the hours of 9:00 am and 6:00 pm.

### **ST. JUDE CHAPEL**

St. Jude Chapel is located on the ground floor of the Academic Building, to the right of the main entrance. Mass is offered daily in St. Jude Chapel during the fall and spring semesters and during the summer session, depending on the availability of a priest. Weekly adoration of the Blessed Sacrament is available throughout the school year. Dates and times for Mass and Adoration are regularly posted. The chapel is open daily from 7:30 a.m. to 9:00 p.m. for personal prayer.

### **ST. DOMINIC EDUCATION BUILDING**

The St. Dominic Education Building is a two-story white building located directly behind the Carriage House. It houses the Teacher Education program and the Communications Office.

### **ST. MARTIN BUILDING**

The St. Martin Building houses a large lecture hall, nursing lab, and offices for several nursing and business program instructors.

## **STUDENT LOUNGE**

A student lounge featuring a small kitchenette, eating and seating area, and billiards/ping pong table is housed in the Aquinas Central area of the academic building.

## **WHITE HOUSE**

The White House is the administrative building for The Dominican Campus. The Business Office for Aquinas College is located in this building and may be accessed through the canopied back entrance for making tuition payments.

## **LIBRARY**

The library is located in the Aquinas Center and information can also be accessed on the Internet at <http://aqcl.ent.sirsi.net> The library has a local collection of approximately 65,000 items and provides students access to more than 35 bibliographic and full-text online databases. Linking to these databases from off-campus will require a username and password that can be obtained in the library. Students can receive reference services both in the library and online. Students may also place requests for materials not held in the local collection by contacting the inter-library loan personnel.

Materials from the general and reserve collection circulate for various lengths of time and may be renewed. Students may also place holds on items already in circulation. Policies and procedures on library fines and fees are available at the library website and in the Library Manual. All fines must be paid and all books returned in order for the College to release any student records. Reference books and periodicals have limited or restricted circulation. The library provides access to individual study rooms for students to use for group study and the viewing of AV materials. A computer lab consisting of 15 computer workstations is located in the library. The computer lab is designated for student use and students are able to print materials for a small fee. A photocopier also is located in the library. A snack area with vending machines is available for student use. Library hours are posted in the library and at the library website and are subject to change. The library is not open during College holidays.

All individuals in the library are expected to be courteous and behave in a quiet manner. Students are required to present their Campus ID card when checking out library resources; failure to do so will incur a small "lookup" fine.

## **THE CARELL RESOURCE CENTER**

The Carell Resource Center houses books and supplies for students in the Teacher Education program and serves as a workroom for Teacher Education students. It is housed on the Breen Hall stage.

## **THE ANN AND MONROE CARELL, JR. TECHNOLOGY EDUCATION CENTER**

The Ann and Monroe Carell, Jr. Technology Education Center is the College's instructional computer lab which houses 20 state-of-the-art student computers utilizing current word processing, spreadsheet, database, desktop publishing, professional communication software and Internet technologies. College students are provided a network user ID enabling them to use lab and library computers as well as College email.

Students are eligible for Academic versions (student discounted software) of some of the software used in the labs. This software can be purchased at local commercial vendors.

All students are advised of the following mandatory rules when utilizing the lab that will ensure its functionality for years to come:

1. There is no eating or drinking in the lab
2. Commercial software must never be loaded on any of the computers, as this is a violation of federal law. If you have shareware or freeware for demonstration, please advise the instructor or the systems administrator.
3. Under no circumstances may computer hardware be removed from the lab.
4. Hardware peripherals provided by the student for demonstration may only be connected to College hardware under the supervision of the instructor or the systems administrator.

## **CLASSROOMS**

Proper etiquette for classroom use includes, but is not limited to the following:

- Individual Instructors will determine classroom cell phone policies. If no policy is stated, all cell phones must be set to "vibrate" in classrooms and in all other public areas of the college in order to provide an appropriate academic environment for all students.
- Texting during a lecture is not acceptable and is grounds for dismissal from that class period at the discretion of the instructor. Repeated violations may result in more serious sanctions.
- Food and drink are permitted in classrooms at the discretion of the instructor.
- Classrooms should be left in good order at the end of each class session. All paper, cans, wrappers, etc. should be discarded in appropriate containers.
- Unsupervised children are not permitted in any buildings on the College campus. Children are not allowed in classrooms during class meetings.

# **GENERAL INFORMATION**

## **NON-DISCRIMINATION POLICY**

It is the policy of Aquinas College, while reserving its lawful rights where applicable to take actions designed to promote the Dominican and Roman Catholic principles that sustain its mission and heritage, to comply with all federal and state laws prohibiting discrimination in employment and in its educational programs. Aquinas College admits qualified students of any race, color, national or ethnic origin, sex, age or disability to all the rights,

privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national or ethnic origin, sex, age or disability in administration of its education policies, admission policies, scholarships and loan programs.

## **GRADUATION INFORMATION**

### **Ordering of Diplomas**

Diploma orders are placed after the student's Intent to Graduate Form has been fully completed and processed in the Office of the Registrar.

### **Distribution of Diplomas/ Education Licensure Acknowledgements**

Diplomas/Education Licensure Acknowledgements will be presented at the May Commencement Ceremony to students who have completed their coursework, met all financial obligations to Aquinas College, and their Intent to Graduate Form has been finalized. Students not participating in the May Commencement Ceremony or students who finish their coursework following the May Commencement Ceremony may request one of the following:

- Mail Diploma/Education Licensure Acknowledgement as directed.
- Pick up Diplomas/Education Licensure Acknowledgements from the office of the Assistant to the Vice President for Academic Affairs.

Students needing proof that the degree/Education Licensure Acknowledgement has been earned may request an official transcript from the Office of the Registrar.

## **INTELLECTUAL PROPERTY POLICY**

### **I. Introduction**

Aquinas College encourages the production of creative and scholarly research, works and inventions, known broadly as intellectual property, among faculty, students and staff. Intellectual property may create rights and interests on behalf of the creator, author, inventor, public, sponsor and the college. This policy seeks to help faculty, students and staff identify, protect, and administer intellectual property matters and define the rights of those involved. As a matter of fundamental policy, the college encourages the wide dissemination of scholarly work produced by members of the Aquinas College community, including copyrightable works. Work created during work hours or for class or tasks specifically part of the Aquinas College employment relationship is normally the property of both the creator and Aquinas College. In agreeing to employment, the individual agrees to dual ownership. The percentage of ownership held by each party shall be determined prior to the production of intellectual property. Works for hire are the property of the College.

### **II. No college claim to copyright or patent rights**

Unless otherwise specified in faculty employment contracts or the Faculty Staff Handbook, Aquinas College does not claim copyright or patent rights to material developed in research, scholarly and artistic activities, scholarly articles, monographs, works of art, books, texts, theses, dissertations, and similar items, when the College has given no direct support beyond salary, normal use of support staff, offices, studios, etc.

### **III. Substantial level of direct College support**

A. Copyrightable or patentable material developed from individual, group or interdepartmental efforts receiving a substantial (see definition below) level of direct support from the College in the form of money, personnel or facilities in excess of those described in the preceding paragraph shall be regarded as the property of the College and may be copyrighted or patented in the College's name, at the discretion of the president, with the exception of works developed and supported by grants or contracts from federal, state or local government or private funding.

B. A substantial level of direct College support is defined as follows: When the author or inventor has received support for the development of copyrightable or patentable materials, in the form of monies in excess of salary, reduced teaching load or as otherwise specified in a written contract signed by both the author/inventor and the College. C. Written Agreement: In all cases of substantial College support, a written agreement specifying the ownership of the product shall be executed between author/inventor and the College prior to the commencement of the project.

### **IV. Definitions**

Intellectual Property for purposes of this policy shall consist of the following:

Copyrightable material includes original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device.

- a. Author or inventor refers to the creator of a copyrightable work or patentable invention.
- b. Intellectual property includes works eligible for copyright protection and inventions eligible for patent protection under U.S. and International Law.
- c. Ownership is legal title coupled with exclusive right to possession. Ownership can be shared proportionately according to a written agreement.
- d. Work for Hire refers to intellectual property created by Aquinas College faculty, staff or students assigned as part of the normal Employment contract or specially commissioned to produce defined works of intellectual property. The term can also refer to work developed/created by an independent contractor.

### **V. Applicability**

This policy applies to intellectual property created by faculty, staff, and students of Aquinas College as well as any non-employed individual such as consultants and independent contractors, who create works on behalf of Aquinas College, unless a written agreement exists to the contrary.

### **VI. Ownership**

Authors will own Intellectual Property that is not developed in the course of or pursuant to sponsored research or other specific agreement which precludes the author's ownership of the materials. Materials created as "work-for-hire" (work created as a work prepared by an employee or contractor within the scope of his or her employment or contract) and developed with the significant use of funds or facilities administered by Aquinas College are owned by Aquinas College. The owner of the Intellectual Property shall have the right of use of any revenue generated as a result of that Intellectual Property. Textbooks, materials, notes, and other creative expressions developed as a part of the instructional process, by faculty members, are the property of that faculty member. The college shall be granted a royalty free perpetual license to use such materials for instructional purposes.

## **VII. Continued Use of Intellectual Property**

The creator of Intellectual Property shall retain his/her rights and Aquinas College shall not assert ownership rights with the exception of a royalty-free perpetual license to Aquinas College for Intellectual Property developed for college courses or curriculum, so that the college's continued use of such material for educational purposes at Aquinas College will not be compromised.

## **VIII. Copying and reproduction of Intellectual Property**

Intellectual Property belonging to faculty, staff, or students of Aquinas College may not be uploaded, downloaded, or altered except by individual students for the purpose of enhancing their own personal set of class-related materials. Students are expressly forbidden from uploading Aquinas College course materials for an audience larger than that originally intended by the author and Aquinas College. Violations are subject to the procedures located in the Student Handbook under Violations of Student Academic Responsibilities. Intellectual Property may not be altered by others not owning such property under any circumstances unless expressly permitted by the author and owner. Altering the Intellectual Property of another without permission is in violation of this policy and will be addressed as set forth in this policy. Use, reproduction, copying or redistribution of trademarks, without the written permission of Aquinas is prohibited.

## **IX. Resolution of Disputes**

### **Faculty and Staff Members**

Any disputes arising under this policy, between the college and any faculty member to whom this policy applies, shall be referred to the Curriculum Committee. The Curriculum Committee's responsibilities shall include, but not be limited to, disputes concerning:

1. Ownership of college commissioned works.
2. Terms of commissions.

The Curriculum Committee shall report its findings and recommendations to the president for final resolution. The decision of the president shall be final.

### **Students**

Any disputes arising under this policy, between the college and any student member to whom this policy applies, shall follow the procedures located in the Student Handbook under Violations of Student Academic Responsibilities.

### **Non-employed**

Any disputes arising under this policy, between the college and a non-employed person, to whom this policy applies, shall be resolved by the provisions in the contract in force.

## **SMOKING POLICY**

Smoking or chewing of tobacco is not permitted inside any building on the campus. Smoking is also prohibited on the front porch and near the side entrances of the main College building, on the carriage house front porch and back patio, as well as on the campus grounds, but is permitted in the designated smoking area behind the administration building. There are no exceptions to this policy. Violations will be handled according to the Non-academic Disciplinary Procedure.

## **WEATHER POLICY (EMERGENCY CLOSURE OR DELAYED START)**

Aquinas College will normally remain open as scheduled regardless of weather conditions. Students, faculty and staff should use their discretion regarding coming to campus. Should an emergency or weather-related event occur that would dictate the school to close for all or part of the day, the closure or late start will be announced through our Emergency Notification System via your student email account, text message, the Aquinas College homepage, [www.aquinascollege.edu](http://www.aquinascollege.edu) and on local television.

If the College is closed, there are no classes on campus. If the College opens later than 8:00 AM, the late opening will be announced as early as possible by the above-named media. Any classes affected by the late opening will begin at the hour the College opens and end at its regularly scheduled time.

CLASSES OR CLINICALS THAT ARE HELD OFF CAMPUS ARE LEFT TO THE DISCRETION OF THE INSTRUCTOR WHO WILL COMMUNICATE WITH EACH STUDENT IN THE CLASS.

## **STUDENT DRESS**

Students should maintain a standard of dress that reflects a respect and dignity for oneself and others that should be fostered in a Catholic institution. Christian modesty and common sense should be your guides when choosing your attire. Tight-fitting clothing, low-cut clothing, or clothing which displays offensive language or pictures is inappropriate for the educational setting. Shoes are to be worn in all campus buildings. The College reserves the right to counsel students on the appropriateness of attire if a complaint is received from a faculty or staff member. Some educational programs may have specific dress guidelines related to certain activities (i.e., student teaching, hospital clinicals, etc.). These will be communicated through the appropriate academic department.

## **OFF CAMPUS HOUSING**

Students must arrange for their own housing. Assistance in the form of apartment listings is available from the Student Affairs Office. Any student who chooses to sign a rental agreement with landlords, property managers, or leasing agents does so at their own risk. A contractual agreement exists between the students and the landlord exclusive of the College. The College is not an intermediary between renters and landlords and listing property with the Student Affairs Office does not constitute an approval or endorsement by the College. It is strongly recommended that students or their parents contract for personal property insurance for the student's belongings. Usually the cost of this insurance is minimal and can be purchased as a 'rider' to the parents' household policy.

## **CAMPUS RECYCLING**

The Office of Student Affairs sponsors a campus recycling program. Recycling bins are located on the Carriage House porch, the porch of the academic building, in Breen Hall, in the Student Lounge, in the Aquinas Center Library, and in the Aquinas Central area. Ink cartridges and toner cartridges, along with used cell phones, batteries, and aerosol cans may be dropped off for recycling in the Student Lounge.

## **STUDENT PHOTOCOPIER**

Photocopiers are located in the library and in the area near lecture halls 102 and 103 in Aquinas Central. The cost per copy is 10 cents.

## STUDENT COMPUTING INFORMATION

Your username is used for many processes on campus, including accessing the campus network, your College email account, and Student Portal. Information from the College will be sent through your student email account.

### **Aquinas College Network Acceptable Use Policy:**

Access to the computer systems and networks owned or operated by the College and The Dominican Campus imposes certain responsibilities and obligations and is granted subject to College policies. The use of these resources must be consistent with the mission of Aquinas College. By using the technology provided by the College, you agree to abide by these policies. Any violation of these policies may result in disciplinary action, including the termination of your network, email, and/or internet access.

#### **Guidelines:**

In making acceptable use of resources you must:

1. Protect your user id from unauthorized use. You are responsible for all activities on your user id.
2. Access only information that is your own, that is publicly available or to which you have been given authorized access.
3. Recognize limitations to privacy in electronic communications through email, network and hard drive files (Electronic Data). While the College will make every effort to keep electronic data secure, privacy is not guaranteed and users should have no expectation of privacy in messages sent through or files saved to the College or the Dominican Campus system. In certain circumstances, it may be necessary for central technology staff to access electronic data to maintain the system, investigate security or abuse incidents or violations of this or other College or Dominican Campus policies. The Dominican Campus, of which the College is a part, owns all email accounts, network, and hard drive files run on or saved to its system.
4. Respect the rights of others to freedom from harassment or intimidation through the sending of unsolicited or anonymous messages or by repeatedly sending unwanted email.
5. Use resources efficiently, accepting limitations or restrictions on computing resources such as storage space, when so instructed by the College.

Unacceptable use includes but is not limited to:

1. Use of another person's user id, files or data without permission.
2. Use of the College system for commercial gain.
3. Engaging in any activity that might be harmful to systems or the information stored thereon, such as creating or propagating computer viruses or disrupting services on the College network or other networks accessed through the College system.
4. Sending unauthorized group emails to students or faculty/staff without permission from the Director of Student Affairs.
5. Use of the Internet for any illegal activity, including plagiarism or the violation of copyright or contracts.
6. Intentionally using information systems or networks to send or receive offensive, insulting, harassing or obscene or pornographic images and/or text.
7. The use of p2p (peer-to-peer) "file sharing" applications is strictly prohibited. Copyright infringement is illegal and subject to federal and civil prosecution and is strictly prohibited by the College. Students, faculty, and staff are prohibited from using campus computers to download copyrighted material. Specifically, music downloading is prohibited using the College or the Dominican Campus network.
8. Web site filtering is performed to block Internet sites that are malicious, offensive, bandwidth intensive, illegal or unethical. It is a violation of the *Aquinas College Network Acceptable Use Policy* to bypass or attempt to bypass filtering controls or to circumvent or subvert other network security measures.
9. Use of College resources that violate any federal, state or local law or statute.
10. Use of College technological resources to gain unauthorized or inappropriate access to systems / networks, software or data at the College or other sites.
11. Engaging in any other activity that does not comply with the general principles presented above.

College and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with policy. Administrators reserve the right to examine, use and disclose any data found on the networks to further the health, safety, discipline or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

### **Login Instructions for Students Enrolling Fall 2009 or Later**

**Username:** first initial middle initial last name last 2 digits of your social security number (with no spaces)

For example: John A. Doe whose SS# is 123456789 would log in as: jadoe89. (Omit middle initial if you do not have a middle name or you did not enter a middle name on your College application.)

**Temporary Password:** student (all lower case)

**Have you read the College Network Acceptable Use policy above?** This describes what kinds of things are allowed and not allowed when using College or Dominican Campus computing facilities. If you haven't read it yet, please do so now. You are responsible for understanding and following all policies at Aquinas College.

**Instructions:**

Important Note: Passwords must be a minimum of 7 characters in length and are case sensitive.

**Step 1: Network Login**



Press Ctrl-Alt-Delete to login

*Type your  
username and  
password*

**Step 2: Email**

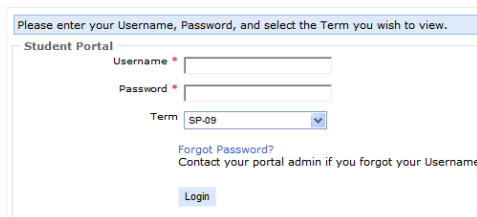
To access Aquinas College email, type: <http://mail.aquinascollege.edu/owa> or log in to the Aquinas College website ([www.aquinascollege.edu](http://www.aquinascollege.edu)) and click on "LOGIN" at the top of the home page. Click on "Aquinas College Email."



*Type username and  
password*

**Step 3: Student Portal**

To access the Student Portal, type: <https://ecams.aquinascollege.edu/estudent> or log in to the College website ([www.aquinascollege.edu](http://www.aquinascollege.edu)) and click on "LOGIN" at the top of the home page. Click on Student Portal.



*Type your username,  
password, and term*

**Login Instructions for Students Enrolled Prior to Fall 2009**

You have two usernames: one is used for accessing the campus network and your Aquinas College email and the other username is used for accessing your Student Portal.

**Network and Email Username:** last name first initial or last name first initial with a numeral appendage (with no spaces)

For example: John Doe would log in as: doej

**Network and Email Password:** the secure password that you created

**Student Portal Username:** first initial middle initial last name last 2 digits of your social security number (with no spaces)

For example: John A. Doe whose SS# is 123456789 would log in as: jadoe89

**Student Portal Password only:** student (all lower case)

**(Omit middle initial if you do not have a middle name or you did not enter a middle name on your college application)**

**Have you read the Aquinas College Network Acceptable Use policies?** These describe what kinds of things are allowed and not allowed when using Aquinas College computing facilities. If you haven't read them yet, please do so now. You are responsible for understanding and following all policies at Aquinas College.

**Instructions:**

**Important Note:** Students must login to the network and change their password for the first time on campus.

**Step 1: Network Login**

Press Ctrl-Alt-Delete to login

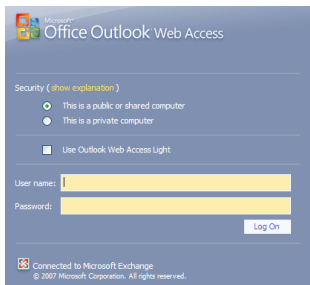


*Type your  
username and  
password*

**Step 2: Email**

To access Aquinas College email, type: <https://mail.aquinascollege.edu/owa> or log in to the Aquinas College website ([www.aquinascollege.edu](http://www.aquinascollege.edu)), and click on "LOGIN" at the top of the home page. Click on "Aquinas College Email."

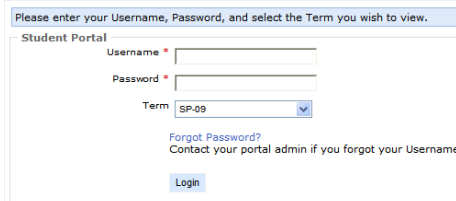
<https://mail.aquinascollege.edu/owa>



*Type username and  
password*

**Step 3: Student Portal**

To access the Student Portal, type: <https://ecams.aquinascollege.edu/estudent> or log in to the Aquinas College website ([www.aquinascollege.edu](http://www.aquinascollege.edu)) and click on "LOGIN" at the top of the home page. Click on Student Portal.



*Type your username,  
password and select  
term*

For Assistance on your Network or Email account please email: [helpdesk@aquinascollege.edu](mailto:helpdesk@aquinascollege.edu) or call the Helpdesk at 615-383-3230 x 555

For Assistance on your Student Portal account please email: [martinezm@aquinascollege.edu](mailto:martinezm@aquinascollege.edu) or call Martha at 615-297-7545 x 464

**SOCIAL NETWORKING SITES**

The College does not limit participation in or monitor networking sites for student indiscretions as a rule. However, as a Catholic school, appropriate standards of behavior are expected; i.e. no online bullying, slander, etc. If a formal complaint is made by another student or faculty/staff member, the complaint will be investigated in the same manner as any other Student Responsibility violation and could result in disciplinary action.

**FEDERAL DRUG-FREE WORKPLACE ACT AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, you are hereby notified by Aquinas College that the following constitute prohibited conduct on the Aquinas College campus or at Aquinas College sponsored activities, whether on or off campus:

1. Unauthorized distribution, possession, or use of any alcohol, prescription drug, controlled substance or illegal drug.
2. Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age, misrepresenting age in order to consume alcoholic beverages.
3. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, operating a motor vehicle while under the influence of alcohol, or unauthorized distribution of alcoholic beverages.

In addition to imposition of disciplinary sanctions under College procedures, including suspension or separation from the College for such acts, employees and students may face prosecution and imprisonment under Tennessee laws, which make such acts felony and misdemeanor crimes.

The health risks associated with the misuse and abuse of mind-altering drugs, including prescription drugs, controlled substances and alcohol, include but are not limited to the following: physical and psychological dependence; damage to the brain, pancreas, kidneys, and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; a diminished immune system; and death.

The College provides referral services to students and employees, and serves as an alcohol and drug information/education resource through the Office of Student Affairs. Aquinas College will comply with any parental notification requirements as set forth in Tennessee law. For further information contact the Student Affairs Office.

### **CAMPUS SPEED LIMIT**

Since campus roads are for both pedestrian and car use, a maximum speed limit of 10 m.p.h. is enforced. Violators of the speed limit will be fined \$15 for each violation, and upon the third time, the vehicle will not be permitted on the campus for the remainder of the semester.

### **STUDENT PARKING**

All student, faculty, and staff vehicles must have a College parking permit clearly displayed. Permits are static cling and should be placed on the left side of the rear window.

Parking permits may be obtained during the ACCESS student orientation program or from the Campus Security and Services Office. All vehicles that may be used by a member of the College community should be registered with Campus Security and Services and a decal should be obtained for each vehicle to avoid inadvertent parking violations.

Students must park in designated areas. Student parking areas are at the rear of the main building, in front of the tennis court area and at the Aquinas Center.

The driveway adjacent to the Business Office is used for employee parking and is not a through passageway for traffic.

Handicapped parking is located to the right of the front entrance to the main College building and at the front of the student parking lot. Vehicles illegally parked in handicapped spaces will be towed without warning and at cost to the owner of the vehicle.

Students are to park only in lined spaces or the designated grass parking area. There is no parking in the parking lot passageways. Vehicles parked in locations that block passageways will be towed without warning and at cost to the owner of the vehicle. This is an issue not only of convenience but also of safety; emergency vehicles must be able to have quick access to all areas of the campus.

Students are not permitted to park in faculty/visitor parking areas or the lane and circle by the Business Office between 7:00 a.m. and 4:00 p.m.

Parking Violation Fines are as follows:

First Offense	\$ 25.00
Second Offense	\$ 50.00
Third Offense	\$ 100.00
Fourth Offense	Car towed at the owner's expense.

Aquinas College students who transit or park on campus are responsible for complying with Metro and/or Aquinas College traffic/parking requirements. Some infractions, such as blocking a fire hydrant or building entrance, pose safety issues and subject the vehicle to immediate towing. Any Aquinas College student who, in violation of campus parking regulations, has been ticketed a fourth time is subject to having his or her vehicle towed immediately. Aquinas College currently contracts out the towing service. Fees for the tow and/or impoundment shall be those then in effect pursuant to the contracted towing service.

Please note: Aquinas College is not liable for any damages of any kind relating to the towing of a student's vehicle.

Also note: Aquinas College currently uses "Tow Pro Wrecker Service" of Nashville. Phone number: (615)-256-8697. For a nominal fee, "Tow Pro" can also provide such services as jump starting, unlocking, and flat tire changing.

Parking violation fines are to be paid to the Security and Services Office upon receipt of a violation notice. Failure to meet this obligation will result in the withholding of an official transcript and grade release until the fine is paid. Students will not be permitted to register for subsequent courses with outstanding parking fines.

### **THE JEANNE CLERY ACT**

The Student Right to Know Act and Campus Security Act was formally renamed The Jeanne Clery Act in 1998. The Clery Act has been subsequently revised, the latest revision being 2008. The College is committed to complying with all aspects of the Clery Act by annually publishing and making available all crime statistics and related information on crime. The annual Clery Report is published on the College Website under information relating to campus safety and a crime statistics report is included at the end of this handbook. A printed copy of the report is also available to students, parents, faculty and staff in the Campus Security and Services Office. The Clery Act requires colleges and universities to report on seven basic categories of crime as follows:

- Criminal Homicide – Murder, negligent and non-negligent manslaughter
- Sex offenses – forcible and non-forcible
- Robbery
- Aggravated Assault
- Burglary

- Arson
- Motor Vehicle Theft

Additionally, the Clery Act requires colleges and universities to report on arrests and/or disciplinary referrals for liquor violations, drug law violations and illegal weapons possession, and to give accounting of Hate Crimes as reported on campus.

### **STUDENT SAFETY**

Aquinas College intends to provide a healthy, safe, clean, and secure environment for all students and staff. The campus is patrolled by Robinson Security (473-4016) between the hours of 8:00 a.m. and 10:30 p.m. All Students, Faculty, Staff, and guests should leave the campus no later than 10:30 p.m. The College also has a designated liaison with the local police department.

#### **Protect your vehicle.**

- Park your car in a well-lighted area.
- Keep your car locked; never leave the keys or other valuables in the vehicle.

#### **Protect your property.**

The College is not responsible for loss of or damage to individuals' personal property. Personal property (purses, briefcases, calculators, laptop computers, etc.) should never be left unattended.

#### **Protect yourself.**

- Never walk alone at night.
- Refrain from using shortcuts; walk where there is plenty of light and traffic.
- Walk with a group to the parking lot when leaving from evening and night classes.

#### **Help Us Protect You.**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them.

1. **If you are a victim of or witness to a *non-violent crime***, you must notify the Vice President of Administrative Affairs, an Emergency Response Team Member, at x 412, and the Campus Security Manager, at x 437 as soon as possible to report the following information:

- a) The nature of the incident;
- b) The location of the incident;
- c) The description of the person(s) involved; and
- d) The description of the property involved.

2. **If you are a victim of or witness to a *violent crime*, immediately call 911.** You should seek a safe place near the scene and state where you are to authorities so that they may locate you to make a complete report when they arrive. You should notify the Campus Security Manager, at x 437 and the Vice President of Administrative Affairs, x 412, as soon as possible after the incident.

3. If a criminal act or a suspicious person is observed on campus, immediately notify the Vice President of Administrative Affairs and report the incident.

4. Should gunfire or explosives be discharged on campus, you should take cover immediately using all available concealment. If possible, call 911 to report the incident immediately. After the disturbance, seek emergency first aid if necessary.

5. The College provides counseling services to students and employees.

### **TEXT MESSAGE ALERT SYSTEM**

The College offers an Emergency Notification System to notify students via text message and email in the event of an emergency on campus. Participation is mandatory and each enrolled student must update their information in the System each academic year. New students will register with the System during ACCESS New Student Orientation/Registration. Returning students may update their information through the login page of the Aquinas College website.

### **FIRST AID**

First aid kits are located in the following areas: Biology Lab, Chemistry Lab, Nursing Office, Student Learning Services, Teacher Education Office, Student Affairs Office, and the Registrar's Office. Automated External Defibrillators are located on both the first and second floors of the main academic building.

### **EMERGENCY EVACUATION DRILLS**

Periodic fire, severe weather and lock-down drills may be conducted throughout the school year. During such a drill, act according to the emergency announced in order to be properly prepared should such an emergency occur. Follow directions broadcast through telephone and intercom systems, as well as those of emergency personnel including police, fire department, and campus Emergency Response Team members who will have bullhorns and radios to provide updates. Students should not leave campus during drills or actual emergency events unless instructed to do so.

### **STUDENT IDENTIFICATION CARD**

All students are required to obtain an Aquinas College ID. The ID card entitles a student to attend campus activities and to use the library. Nursing students are required to display ID cards at all times during hospital clinicals. Pictures for ID cards are taken during ACCESS (Orientation). Lost or stolen IDs may be replaced in the Student Affairs Office at a cost of \$5.

## **NAME, ADDRESS, OR TELEPHONE CHANGE**

Students living at an address other than the permanent address must notify the Registrar of the local address and telephone number. Any change of address, telephone, and/or name should be reported to the Registrar. Name change may require official documentation.

## **LOST AND FOUND**

Articles may be turned in or claimed in the Student Lounge. Small or valuable items may be turned in or claimed in the Student Affairs Office. The College is not responsible for lost or stolen personal property.

## **BULLETIN BOARDS**

Several bulletin boards are located in the Student Lounge: job listings, student organizations, religious vocations, health, and self-help. There are program bulletin boards on both floors that contain information pertinent to specific academic programs. An off campus housing board is located at the entrance to the Student Affairs Office. A Graduate School bulletin board is located across from the ladies restroom on the second floor. An "Aquinas Classifieds" board is located on the second floor, next to Room 201.

### **Instructions for posting notices:**

If a student or student organization wishes to post a notice, the following procedure is to be followed:

- Present the notice to the Director of Student Affairs for approval.
- All notices must be in keeping with the mission and identity of the College. The College reserves the right to deny permission for posting information or to remove posted material deemed inappropriate.
- The Office of Student Affairs will stamp each item with the date and "approved."
- All notices should be neatly written or typed and on presentable paper.
- Place the notice in such a way that notices previously posted are not covered from view. Do not remove other fliers to make room for yours without permission from the Student Affairs Office.
- Remove the notice when the useful purpose has expired.

# **STUDENT INFORMATION PRIVACY**

## **CONFIDENTIALITY OF STUDENT RECORDS**

In accordance with the *Family Educational Rights and Privacy Act of 1974* (FERPA), Aquinas College students have the right to review the accuracy of information kept in their cumulative file by the Registrar upon written request. Students wishing to waive FERPA rights to allow information sharing with designated individuals should complete the "Authorization to Disclose Personal Information (FERPA Release Form)" available from the Registrar and on the Aquinas College website.

## **DISCLOSURE OF EDUCATION RECORDS**

According to the FERPA regulations, student records will not be made available to unauthorized persons nor be given to any institution or individual without the written permission of the student. This includes parents, spouses and family members.

FERPA does allow the College to disclose information from a student's education records to a third party without written student consent in some instances:

- To school officials who have a legitimate educational interest in the records.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
- To officials in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency; and
- As permitted or required by Federal or State law.

Any Aquinas College student who believes his FERPA rights have been violated can request a meeting with the Vice President for Academic Affairs by submitting the "FERPA Violation Complaint Form", available from the Registrar or Vice President for Academic Affairs. If the student is not satisfied with the results of this hearing, he can file a complaint letter with the Family Policy Compliance Office in Washington, D.C. **STUDENT DIRECTORY**

FERPA allows certain personal information to be treated as public information. It is known as "Directory Information" and includes: full student name, local address and telephone numbers, date of birth, major field of study, email address, participation in recognized activities, College level dates of attendance, full-time/part-time status, degrees and awards received, and the most recent educational institution attended by the student. A student who does not want any or all directory information released must notify the Director of Student Affairs in writing. A student directory is available to registered students on the Aquinas student portals. The directory contains full name, local address, local telephone number, and campus email addresses.

## **Solomon Amendment**

Under the Solomon Amendment, student information (name, address, telephone number, age or year of birth, college level and major) of students in the current academic year must be released to military recruiters upon written request unless a student has totally "opted out" of

releasing personal information. If a student “totally opts out,” this means the student’s name cannot appear even on a commencement program. Failure to comply with the above will result in immediate removal of the notice.

**GROUP EMAILS**

If you wish to share information with the student body through email, please forward a copy of the email to the Director of Student Affairs. If approved, the Director of Student Affairs will forward the email to the student body. Sending unauthorized emails will be considered a violation of the *Network Acceptable Use Policy* and will be dealt with as a disciplinary violation.

**2010 GRADUATION DATA**

Total Number of 2010 Graduates: .....	213
Total Number of Associate Degrees: .....	126
Total Number of Bachelor Degrees: .....	86
Total Number of Post-Baccalaureate Certificates Awarded:.....	1
Total Graduates from Main Campus:.....	125
Total Graduates from Adult Studies Campus: .....	87
Total Number of Graduates Per Degree:	
Associate of Science in Nursing:.....	106
Bachelor of Business Administration: .....	3
Bachelor of Science in Nursing: .....	27
Associate of Arts in Liberal Arts: .....	6
Bachelor of Arts:.....	5
Bachelor of Science in Interdisciplinary Studies:.....	5
Associate of Business Management:.....	14
Bachelor of Science in Business Administration:.....	38
Bachelor of Science in Management of Information Systems:.....	8
Total Number of Graduates Receiving Honors: .....	74
Cum Laude: .....	27
Magna Cum Laude:.....	32
Summa Cum Laude:.....	15
Total Number of Honors Per Degree:	
Associate of Science in Nursing:.....	19
Bachelor of Business Administration: .....	3
Bachelor of Science in Nursing: .....	18
Associate of Arts in Liberal Arts: .....	0
Bachelor of Arts:.....	2
Bachelor of Science in Interdisciplinary Studies:.....	5
Associate of Business Management:.....	4
Bachelor of Science in Business Administration:.....	16
Bachelor of Science in Management of Information Systems:.....	7

**CONFERRAL OF DEGREES**

All degrees are conferred in May. Diplomas are issued with a December, May or August date depending on date of completion of required course work.

**GRADE POINT AVERAGE CALCULATION**

For assistance in calculating grade point average, please see the *Aquinas College Catalog*.

**STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES**

This Handbook explains the expectations of students as members of the Aquinas College community. This Handbook applies to behavior on College property and at all College-sponsored activities held off campus, as well as off campus behavior that is judged to be detrimental to the College or to the safety of the student or others.

**The rights of students at Aquinas College include, but are not limited to:**

- Right to learn in a diverse community,
- Right to be free from discrimination and harassment in any form,
- Right to be treated equally,
- Right to see all records related to their own educational program at Aquinas College in accordance with applicable law,
- Right to participate in campus activities.

The responsibilities of students at Aquinas College include, but are not limited to:

- Accountability for own learning,
- Accountability for individual actions,
- Expectation to respect other persons and the property of others,
- Expectation to abide by the federal, state, local law, and College regulations,
- Expectation to be honest.

## PROCEDURES AND SANCTIONS FOR VIOLATIONS OF STUDENT RESPONSIBILITIES

All proceedings for violations of student responsibilities by student members of the Aquinas College community are intended to be educational, non-adversarial and confidential. They are not to be considered analogous to any civil proceeding. The disciplinary process is based on the concepts of justice and fairness. Proceedings begin when a student, staff, faculty, community member or security officer witnesses an incident, situation, or questionable behavior which appears to violate the standards expected of an Aquinas College student. Proceedings fall into two categories: academic and non-academic. The following charts outline the steps that are taken in each situation.



Conduct respectful of all members of the Aquinas College community is expected from every student. Standards of good conduct include, but are not limited to:

- a. High moral character,
- b. Self-respect in dress,
- c. Personal discipline,
- d. Integrity,
- e. Personal demeanor, and
- f. A respectful attitude in both speech and actions toward all campus personnel, students and visitors.

Conduct that is detrimental to good order, disrespectful of the rights and/or property of others; or that denotes a clear uncooperative departure from College policy; or any behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students or employees, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to maintain classroom decorum, or the use of any electronic or other noise or light emitting device which disturbs others) can result in disciplinary action of a student by the College.

### I. Violations of Non-Academic Student Responsibilities

**A. Violations** - Violations of non-academic student responsibilities include, but are not limited to:

**1. Disrespect to persons or property of others including, but not limited to:**

- a. Violation of the *Aquinas College Anti-Harassment Policy*. The text of this Policy is provided later in this Handbook.
- b. Intentional physical assault or injury to another person.
- c. Intentional damage, destruction, misuse or theft of the property of the College or of an individual.
- d. Individual or group participation in acts of vandalism.
- e. Conduct that substantially disrupts or materially interferes with College activities or that reasonably leads College authorities to expect such disruption or interference.
- f. Unauthorized entrance into or occupancy of any administrative office, classroom, or other College facility.
- g. Hazing – College policy strictly prohibits hazing, which is defined as any conduct or method of initiation into or affiliation with any student organization which endangers the physical or mental health of any person. According to Tennessee Code Annotated Section 49-7-123 hazing includes, but is not limited to: beating, branding, forced calisthenics, exposure to extreme weather

conditions, consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any person or which subjects any person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

- h. Stalking – College policy strictly prohibits stalking. The crime of stalking is defined in Tennessee Code Annotated Section 39-17-315 as “a person who intentionally and repeatedly follows or harasses another person and who makes a credible threat, either express or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking.” This includes the use of harassing text messages, threats made over a telephone or cell phone, email, written communications or personal contact.
- i. Bullying – College policy strictly prohibits bullying, which is generally defined as any physical act or gesture or any verbally or electronically communicated expression that a reasonable person should expect would have the effect of:
  - 1. Physically harming a student or damaging a student’s property
  - 2. Placing a student in reasonable fear of physical harm or damage to his/her property; or
  - 3. Substantially disrupting the instructional program or the orderly operations of the College; or
  - 4. Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

## **2. Violations of federal, state, local law or College regulations**

Students must notify the Director of Student Affairs of any criminal felony violation for which they are convicted no later than five days after such conviction. A conviction includes a finding of guilt, a plea of no contest, or imposition of a sentence by any local, state or federal court or other judicial body. Such violations include but are not limited to:

- a. Possession, use, sale, or distribution of narcotics or other controlled substances on the College campus or at any College-sponsored function off campus, except when such possession or use is prescribed by a licensed physician or permitted by law.
- b. Possession of alcoholic beverages on the College campus except as authorized at a College sponsored function or unauthorized possession at any College-sponsored function off campus. Aquinas College will comply with any parental notification requirements as set forth in federal or Tennessee laws. The following conduct related to alcohol use is prohibited regardless of whether it is in conjunction with a College sponsored function:
  - 1. Possessing or consuming alcohol if under the legal age.
  - 2. Operating a motor vehicle while under the influence of alcohol that constitutes a violation of Tennessee law.
  - 3. Misrepresenting one’s age for the purposes of purchasing or consuming alcohol.
  - 4. Purchasing, furnishing or serving alcohol by a legal-aged College student to a minor.
  - 5. Being dangerously intoxicated to the point where state law mandates that the person be taken into custody.
- c. Possession, on the College Campus or at any College-sponsored function off campus, of firearms, explosives, or other dangerous weapons likely to cause harm to another.

### **3. Violations of College Regulations include, but are not limited to:**

- a. Misuse of fire safety equipment.
- b. Unauthorized use of Aquinas College computers or network or any violation of the Network Acceptable Use Policy (see “Student Computing Information”).

## **B. Disciplinary Procedure**

If a violation occurs off campus and is in no way related to an activity of the College, disciplinary proceedings will normally not be initiated by the College unless the nature of the violation is such that the continued attendance of the student is judged to be detrimental to the College or to the safety of others. Behaviors deemed hazardous to the well-being of the student or others may result in parental notification as allowed by law.

A student charged with violating a non-academic student responsibility will be required to attend a disciplinary conference with the Director of Student Affairs. If the charges are of a serious nature, the Director of Students Affairs may invite other administrators to attend the disciplinary conference. The student charged shall be notified in writing of both the alleged violation(s) and the time and place of the disciplinary conference at least three business days in advance. Serious allegations may warrant interim suspension of the individual involved prior to the conference. The Director of Student Affairs will notify the student if a sanction is imposed. A record is made for the student’s disciplinary file, which is securely stored in the office of the Director of Student Affairs.

## **C. Sanctions**

Violations of non-academic student responsibilities may be subject to one or more of the following sanctions: (Note: All sanctions are not at the sole discretion of the Director of Student Affairs. Serious sanctions require consultation with the Vice President for Administrative Affairs.) Expulsion from the College is a sanction that requires Presidential approval.

- Oral Warning: Notice to a student, orally, that he or she has failed to meet the College’s standard of conduct. The warning includes an admonition that the continuation or repetition of the specific action involved or other misconduct may result in the imposition of a more serious sanction. A record of this oral warning is placed in the student’s disciplinary file.
- Reprimand: Formal, written notification censuring a student for failure to meet Student Responsibilities. The Director of Student Affairs sends written reprimands to the student with copies being retained in the student’s disciplinary file.

- **Restitution and Fines:** Requirement to make restitution or to pay a fine for damage to or misuse of College or other property or in the case of personal injury. Notification of such a requirement will be in the form of a written communication.
- **Drug/Alcohol Rehabilitation Program:** Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program (for violations of drug/alcohol policy).
- **Anger Management Counseling:** Mandatory participation in, and satisfactory completion of, a designated number of anger management counseling sessions.
- **Suspension:** Temporary withdrawal of student status for serious violation of Student Responsibilities, or for accusation of conduct that is deemed detrimental to the reputation of Aquinas College. Notification of suspension is in writing and indicates the term of suspension and any special condition that must be met before readmission. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Normally, after the period of suspension, the student will be on probation for a period of time.
- **Probation:** The student may be placed on probation as a follow up to Suspension or may be placed on probation immediately for an offense. Placement on probation will be in writing with a note to the student's disciplinary file and sanction for violation of probation will be set forth in the written notification.
- **Expulsion:** Termination of student status for serious violation of Student responsibilities. The same policy will be followed regarding notification and the refund of fees, as in the case of suspension. Expulsion from the College is a sanction that requires Presidential approval.

#### D. Appeals Procedure

1. If the student wishes to appeal the sanction imposed by the Director of Student Affairs and/or the Vice President for Administrative Affairs, the student must provide notice in writing to the Director of Student Affairs. The student's right to appeal is waived if written notice of the intent to appeal is not provided to the Director of Student Affairs within five business days after the imposition of the sanction not including the day of the sanction.
2. The Director of Student Affairs will acknowledge to the student, by certified mail, receipt of the notice of intent to appeal and will forward to the student for completion a "Narrative for Appeal of Academic and Disciplinary Matters."
3. The student will complete the "Narrative for Appeal of Academic and Disciplinary Matters" and return it along with any supporting documentation to the Director of Student Affairs within seven business days of the date the narrative was received. Failure to do so will be considered a withdrawal of the appeal.
4. A Student Disciplinary Committee shall be convened for the purpose of considering the appeal, in accordance with College policy. The Student Disciplinary Committee is comprised of Faculty and Staff members appointed on an annual basis by the Aquinas College Administrative Team to serve in this capacity should the need arise.
5. The Chair of the Student Disciplinary Committee will notify the student by certified mail of the date, time and place of the hearing on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the hearing. If the student elects not to be present at the hearing, the Committee will consider the student's narrative and any accompanying documents as the basis for the student's appeal. If the student fails to appear after having notified the Chair of intent to appear at the hearing, the Student Disciplinary Committee will consider the merits of the case based on the narrative and any accompanying documents.
6. Only individuals directly involved in the incident and called by the Student Disciplinary Committee or the student involved may be admitted to the hearing. Proceedings of the hearing will be recorded in detail and retained in the student's disciplinary file.
7. After hearing the appeal, the Student Disciplinary Committee will decide the issue(s) being appealed. Through certified mail, the Committee Chair will notify the student of the decision. The Committee has the authority to affirm totally, repeal totally, reduce or increase sanctions. The decision of the Student Disciplinary Committee is final. The Student Disciplinary Committee also has the authority, in the appropriate case, to expunge the student's disciplinary file of all reference to the incident.

## II. Violations of Academic Student Responsibilities

### A. Violations of academic Student Responsibilities include, but are not limited to:

1. Deceit of any kind, including, but not limited to:
  - a. Acts of academic dishonesty, including cheating and plagiarism.
 

**Cheating** includes, but is not limited to:

    - use of any unauthorized assistance in taking quizzes, tests, or examinations;
    - use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
    - the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
    - the misrepresentation of papers, reports, assignments, or other materials as the product of the student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the College;
    - influencing, or attempting to influence, any College official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation.

**Plagiarism** is the verbal, written, graphic or three-dimensional presentation of borrowed material without citing its source or without

indicating that the student's wording is directly taken from another source. A student must cite the source of quotations, paraphrases, or borrowed ideas, models, information, or organization of material. If the student is not sure whether something requires citation, the student should see the instructor involved.

- b. **Forgery**, alteration or misuse of College documents, records, or identification cards. This includes unauthorized access to College computers or use of College computer equipment to secure unauthorized access to non-College computers.

## B. Disciplinary Procedure

If an instructor suspects an act of academic dishonesty he or she will investigate the matter. The student will be notified in a conference with the instructor if a sanction is imposed. Non-academic behaviorally oriented violations will be referred to the Director of Student Affairs.

## C. Sanctions

Violations of academic Student Responsibilities may be subject to one or more of the following sanctions. Note: All sanctions are not at the sole discretion of the instructor. Serious sanctions require consultation with the Program Director, and when warranted, the Vice President for Academic Affairs as well. Expulsion from the College requires Presidential approval.

- **Warning:** The student is informed, either orally or in writing that he or she has failed to meet the College's standard of conduct. The warning includes caution that the continuation or repetition of the specific action involved or other misconduct may result in the imposition of a more serious sanction.
- The imposition of a **failing grade** on exam, project, paper or course etc.
- **Immediate removal** from the classroom, program of study, or the College.
- **Suspension:** A serious violation of Student Responsibilities may result in the temporary withdrawal of student status. Notification of suspension will be in writing and will indicate the term of the suspension and any special condition that must be met before readmission. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Normally, after the period of suspension, the student is on probation for a period of time.
- **Probation:** The student may be placed on probation as a follow up to Suspension or may be placed on probation immediately for an offense. Placement on probation will be in writing with a note to the student's disciplinary file and sanction for violation of probation will be set forth in the written notification
- **Expulsion:** Termination of student status for serious violation of Student Responsibilities. The same policy is followed regarding notification and the refund of fees, as in the case of suspension above. Expulsion from the College requires Presidential approval.

## D. Appeals Procedure

1. If the student wishes to appeal the proposed sanction, the student must provide notice in writing to the Vice President for Academic Affairs. The student's right to appeal is waived if written notice of the intent to appeal is not provided to the Vice President for Academic Affairs within five business days following the conference with the instructor when the proposed sanction is announced
2. The Vice President for Academic Affairs will acknowledge to the student, by certified mail, receipt of the notice of intent to appeal and will forward to the student for completion a "Narrative for Appeal of Academic and Disciplinary Matters."
3. The student will complete the "Narrative for Appeal of Academic and Disciplinary Matters" and return it along with any supporting documentation to the Vice President for Academic Affairs within seven business days of the date the narrative was received. Failure to do so will be considered a withdrawal of the appeal.
4. A Student Academic Review Committee shall be convened for the purpose of considering the appeal, in accordance with College policy.
5. The Chair of the Student Academic Review Committee will notify the student by certified mail of the date, time and place of the hearing on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the hearing. If the student elects not to be present at the hearing, the Committee will consider the student's narrative and any accompanying documents as the basis for the student's appeal. If the student fails to appear after having notified the Chair of intent to appear at the hearing, the Student Academic Review Committee may, in its discretion, dismiss the student's appeal without consideration of the merits.
6. Only individuals directly involved in the incident and called by the Student Academic Review Committee or the student involved may be admitted to the hearing.
7. After hearing the appeal, the Student Academic Review Committee will decide the issue(s) being appealed. Through certified mail, the Committee Chair will notify the student of the decision. The Committee has the authority to affirm totally, repeal totally, reduce or increase sanctions. The decision of the Student Academic Review Committee is final, with the exception of expulsion, which is reserved to the President.

# COLLEGE ANTI-HARASSMENT POLICY

The College makes every effort to provide educational and work conditions free from harassment and discrimination. It is important that College faculty, staff, and students enjoy an environment free from prohibited implicit and explicit behavior used to control, influence, or affect the well-being of any member of our community. Harassment of any individual based on sex, race, color, religion, national origin, age or disability is unacceptable and grounds for disciplinary action, and also may constitute a violation of federal law. The College is committed to the proper exercise of academic freedom, and this policy is not intended to stifle this freedom. Prohibited discrimination and harassment is not protected under the proper exercise of academic freedom and such conduct is incompatible with the values of Aquinas College. Nothing in this policy is intended to conflict with the Roman Catholic mission or identity of the College.

## GENERAL PROVISIONS

### A. Sexual Harassment

Sexual harassment is a form of sex discrimination which undermines the dignity of the human person. It is illegal under state and federal law and is a violation of College policy. Sexual harassment is : “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; 3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.” The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX and has set forth a policy statement establishing that sexual harassment “consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient [of federal funds] that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.”

### Examples of Sexual Harassment

Examples of behavior that may constitute sexual harassment include, but are not limited to:

1. unwelcome verbal or physical advances of a sexual nature;
2. requests or subtle pressure, overt or implied, for sexual favors;
3. abusive or threatening behavior directed at a person;
4. remarks, jokes, comments, or observations of a sexual nature that demean or offend individuals on the basis of their sex, provided that such expressions will not be considered sexual harassment if uttered for a valid academic purpose;
5. gestures or other nonverbal behavior of a sexual nature provided that such expressions will not be considered sexual harassment if based upon a valid academic purpose; and
6. display or distribution of offensive materials of a sexual nature provided that such expressions will not be considered sexual harassment if used for a valid academic purpose.

### B. Racial and Other Harassment in the Work Environment

Harassment on the basis of race, color, religion, or national origin is a form of unlawful discrimination and is prohibited under Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission “Guidelines on Discrimination Because of Sex,” explains that the principles for defining sexual harassment in the workplace apply as well to harassment based on race, color, religion, or national origin. When harassment based on race, color, religion, or national origin has the “purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment” it rises to the level of unlawful discrimination. In addition, these principles apply to harassment on the basis of age and disability under the Age Discrimination in Employment Act and the Americans with Disabilities Act, respectively.

### C. Complaint Procedure

1. Any member of the College community who believes he or she has experienced harassment on the basis of sex, race, color, religion, national origin, age or disability should immediately voice his or her concerns orally or in writing to the person whose actions are found to be offensive or to the head of the department in which the complaining party works or is enrolled as a student or a student employee. Alternatively, concerns may be voiced orally or in writing to the Director of Student Affairs; the Vice President for Administrative Affairs; or any department head. The seriousness of the charge is such that it should not be made lightly, nor will it be considered lightly. All parties involved in the investigation are expected to cooperate in a truthful manner.
2. In cases where the person complaining (complainant) or the person complained about (respondent) is a student and the claim is of harassment on the basis of disability, the Director of Student Learning Services, in consultation with the Vice President of Academic Affairs, will assume primary responsibility for overseeing the investigation process. In cases where the person complaining (complainant) or the person complained about (respondent) is a student and the claim is of harassment on any other basis, the Director of Student Affairs, in consultation with the Vice President of Administrative Affairs, will assume primary responsibility for overseeing the investigation process.
3. All members of the College community who serve in a supervisory capacity, such as directors and managers, are responsible for reporting all complaints of harassment to the Vice President for Administrative Affairs. Complaints will be treated with discretion and will be promptly and thoroughly investigated. Aquinas College will treat complaints and investigations as confidentially as possible under the circumstances. Generally, information relating to a complaint or investigation will be shared only with those who need to know in order to investigate and resolve the matter. All parties involved in the investigation are expected to cooperate in a truthful manner. Every reasonable attempt shall be made to resolve all harassment complaints in a timely manner. The investigation will be conducted with discretion and will include interviews with witnesses, those with knowledge of the complaint, and the respondent.
4. The Vice President for Administrative Affairs, together with appropriate College officials will explain the process to all parties involved and notify them of the need for confidentiality to be maintained throughout the procedure. All pertinent documents will be reviewed and appropriate witnesses will be interviewed.
5. Following an objective evaluation of the information gathered, the Vice President for Administrative Affairs, together with appropriate College officials, will notify the parties of the outcome of the investigation and where appropriate, will take prompt and appropriate remedial action.
  - When it has been determined that a student has violated the Aquinas College Anti-Harassment Policy, the nonacademic disciplinary procedures set forth in the *Aquinas College Student Handbook* shall apply.

- When it has been determined that a member of the faculty or staff has violated the *Aquinas College Harassment Policy*, disciplinary action will follow procedures outlined in the *Aquinas College Faculty and Staff Handbook*.
6. If the person complained about (respondent) is the Director of Student Affairs in the case of a complaint by a student, or the Vice President for Administrative Affairs in the case of a complaint by a student, faculty or staff member, the person complaining (complainant) has the option of contacting the President or Chief Financial Officer of the College. Other appropriate College personnel, with the assistance of legal counsel, will assume primary responsibility for overseeing the investigation, evaluation of the case and decision making process.

#### **D. Retaliation**

No person, including interested parties and witnesses, who exercises in good faith his or her rights and/or responsibilities under the Anti-Harassment policy, or any of the policies contained in this handbook, shall be subject to retaliation or threat of retaliation in any form. Retaliation is defined as those actions directed against an individual, on the basis of or in reaction to the exercise of rights accorded by College policies, which affects a person's employment, advancement, scholarship, performance, habitation, and/or property. A finding of retaliation or a threat of retaliation shall constitute a separate violation of the policy, subject to separate or consolidated disciplinary procedures, and is not dependent upon a finding of a violation of any other policy. Complaints of retaliation shall be made to the Vice President for Administrative Affairs. If the person accused of engaging in retaliation is the Vice President for Administrative Affairs, the person complaining has the option of contacting the legal counsel of the College.

This Anti-Harassment Policy is intended as a guideline to assist in the consistent application of College policies and programs for faculty, staff and students. The College reserves the right to modify this policy in whole or in part, at anytime, at the discretion of the College.

## **STUDENT COMPLAINTS**

The faculty and staff of the College value the opinions and concerns of its students. In order to provide opportunity to express grievances other than covered by policies herein, the following Student Complaint procedure was established:

1. Students may submit a *Student Suggestion/Complaint Form* to the Suggestions/Complaint box in the Student Affairs Office detailing the nature of the complaint. The forms are located next to the box. Anonymous complaints will be accepted.
2. The Director of Student Affairs will check the box regularly and review the suggestions and complaint(s) with the Assistant Director of Student Affairs. Any necessary information will be obtained from the departments and/or individuals involved.
3. In consultation with the Vice President for Administrative Affairs or the Vice President for Academic Affairs, as deemed appropriate, the complaint will be evaluated and a response prepared.
4. The response to the complaint will be posted on the bulletin board next to the box if it has general informational value. Otherwise, the student will be contacted directly. Every attempt will be made to respond to each complaint within two weeks of the date on the complaint form.

## **GRADE DISPUTE POLICY**

Students should understand that evaluation in the form of grading is viewed by the College as a relationship between the instructor and the student. Actual changes in grades are both rare and at the option of the instructor.

Note that failure to properly withdraw from a class or from the College will affect reported grades. It is the student's responsibility to submit and process all paperwork required for all types of withdrawal and to retain confirmation of all withdrawals in his or her own personal records as documentation.

Should a student believe there is a reason to dispute a grade they received in a course, the procedure is as follows:

1. The student should discuss the matter with the instructor within 10 business days of the posted grade.
2. If the student still disputes the matter, the student should submit the Grade Dispute Form, including the narrative outlining the dispute, to the Program Director within 20 business days of the posted grade. The Grade Dispute Form is available from the Program Director.

If the Program Director is the instructor, the Vice President for Academic Affairs will appoint another Program Director to facilitate the review process.

NOTE: Due to the accelerated nature of the Adult Studies Program students must be particularly mindful of the dates for a grade dispute.

3. The Program Director will collect all pertinent materials necessary for an extensive analysis of a final grade. These should include:
  - All assignments, evaluations the student has
  - Any assignments, evaluations the instructor may have for the student
  - Course syllabus, end of course materials, including grade sheets and attendance records

The Program Director will have a conversation with the course instructor during the analysis process. This conversation should be reduced to writing which the instructor should approve for accuracy.

If circumstances are such that it is necessary to have conversation with others, the Program Director will have such conversations. Such conversations may include students in the class to verify information given by the student or instructor. Outside opinions may also be solicited. Any outside opinions must be from individuals not involved with the dispute and, may include other Program Directors or faculty or professionals in the field.

The Program Director will prepare a written analysis which should address the following two questions:

1. Have all the assignments and examinations been administered in accordance with the guidelines set forth in the course syllabus?
2. Has all student work been graded fairly, consistently and accurately?

The Program Director can counsel either the student or the instructor.

- If the Program Director determines that the grade should remain the same, the Program Director will meet with the student and explain the reasons.
- The student has two options at this point:
  1. Drop the dispute and the process will end.
  2. Request a review of the determination by the Student Academic Review Committee (SARC)
- If the Program Director determines that the grade should change, the Program Director will meet with the instructor and explain the reasons.
- The instructor has two options at this point:
  1. Change the grade and the process will end.
  2. Request a review of the determination by the SARC.

In the event that the student or the instructor desire to appeal, the matter is referred to the SARC. The student and instructor are notified that the matter has been sent to SARC for further review.

The Program Director will submit a narrative, along with any advice or opinions, summarizing the analysis, to the SARC.

#### Student Academic Review Committee (SARC)

The SARC will consist of 8 – 10 faculty members representing each academic program of the College and will be appointed at the beginning of each academic year by the Vice President for Academic Affairs. The SARC is an advisory committee only and makes no independent determination.

The Chair, appointed by the Vice President for Academic Affairs, will be present at every hearing on a dispute and serves as a liaison between SARC and the Vice President for Academic Affairs.

If a grade dispute is appealed to the SARC, the Vice President for Academic Affairs will appoint 4 – 6 members of the committee to the case. However, the appointed committee should have at least one representative, if possible, from each academic program.

The SARC will receive all materials collected by the Program Director (narratives, assignments/evaluations, course syllabus, etc.) in advance of a meeting. The appointed members of the SARC will review these materials individually.

The SARC will have a dispute review meeting within 14 business days of notification of being appointed to the committee. The student, instructor and Program Director should be available and may be requested to answer questions during the meeting.

The SARC meeting will be voice recorded, and the SARC Chair will submit the minutes to the SARC members to verify accuracy, along with a synopsis and opinion. The SARC will offer a collective opinion of their findings to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review all the materials and has the authority to change or not change the final grade. The Vice President for Academic Affairs will respond to the instructor and the student in a written letter within 7 business days from the SARC meeting. There will be no further review procedures after this; the decision of the Vice President for Academic Affairs is final.

# CAMPUS CRIME REPORT

(The complete Clery Report is available on the Aquinas College website)

## Aquinas College - 2010

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
<b>Sex Offenses (Nonforcible) (Total)</b>		0.0	0	0.0
Incest		0.0	0	0.0
Statutory Rape		0.0	0	0.0
<b>Pornography/Obscene Material</b>		0.0	0	0.0
<b>Gambling Offenses (Total)</b>		0.0	0	0.0
Gambling - Betting/Wagering		0.0	0	0.0
Gambling - Operating/Promoting		0.0	0	0.0
Gambling - Equipment Violations		0.0	0	0.0
Gambling - Sports Tampering		0.0	0	0.0
<b>Prostitution Offenses (Total)</b>		0.0	0	0.0
Prostitution		0.0	0	0.0
Prostitution Assisting/Promoting		0.0	0	0.0
<b>Bribery</b>		0.0	0	0.0
<b>Weapon Law Violations</b>		0.0	0	0.0

GROUP B OFFENSES	Offenses	Rate per 1,000
Bad Checks		0
Curfew/Vagrancy		0
Disorderly Conduct		0
DUI		0
Drunkennes		0
Family-Non Violent		0
Liquor Law Violations		0
Peeping Tom		0
Runaway		0
Trespass		0
All Other Offenses		0

2010 Fall Term Campus Population	
Undergraduate Enrollment	740
Graduate Enrollment	0
Staff Personnel	44
Faculty Personnel	92
Security Personnel	1
<b>Total Campus Population</b>	<b>877</b>

GROUP A OFFENSES	Offense	Rate per 1,000	Cleared	% Cleared
<b>Homicide Offenses (Total)</b>		0.0	0	0.0
Murder		0.0	0	0.0
Negligent Manslaughter		0.0	0	0.0
<b>Kidnaping/Abduction</b>		0.0	0	0.0
<b>Sex Offenses (Forcible) (Total)</b>		0.0	0	0.0
Forcible Rape		0.0	0	0.0
Forcible Sodomy		0.0	0	0.0
Sexual Assault W/Object		0.0	0	0.0
Forcible Fondling		0.0	0	0.0
<b>Robbery</b>		0.0	0	0.0
<b>Assault Offenses (Total)</b>		0.0	0	0.0
Aggravated Assault		0.0	0	0.0
Simple Assault		0.0	0	0.0
Intimidation		0.0	0	0.0
Stalking		0.0	0	0.0
Arson		0.0	0	0.0
Extortion/Blackmail		0.0	0	0.0
<b>Burglary</b>		0.0	0	0.0
<b>Larceny/Theft Offenses (Total)</b>		0.0	0	0.0
Theft - Pocket-picking		0.0	0	0.0
Theft - Purse Snatching		0.0	0	0.0
Theft - Shoplifting		0.0	0	0.0
Theft From Building		0.0	0	0.0
Theft From Coin Machine		0.0	0	0.0
Theft From Motor Vehicle		0.0	0	0.0
Theft of Motor Vehicle Parts		0.0	0	0.0
Theft - All Other Larceny		0.0	0	0.0
<b>Motor Vehicle Theft</b>		0.0	0	0.0
<b>Counterfeiting/Forgery</b>		0.0	0	0.0
<b>Fraud Offenses (Total)</b>		0.0	0	0.0
Fraud - False Pretenses		0.0	0	0.0
Fraud - Credit Card/ATM		0.0	0	0.0
Fraud - Impersonation		0.0	0	0.0
Fraud - Welfare		0.0	0	0.0
Fraud - Wire		0.0	0	0.0
<b>Embezzlement</b>		0.0	0	0.0
<b>Stolen Property Offenses</b>		0.0	0	0.0
<b>Destruction/Damage/Vandalism</b>		0.0	0	0.0
<b>Drug/Narcotic Violations (Total)</b>		0.0	0	0.0
Drug/Narcotic Violations		0.0	0	0.0
Drug/Narcotic Equipment Violations		0.0	0	0.0