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. Failure to read this Handbook does not excuse a student from the requirements and regulations described herein.
Prior to registration each semester, students must agree to the following statement: “I have read and agree to be governed by the Aquinas College Student Handbook. The College reserves the right to amend this handbook at any time. Notice of amendments will be sent to all students via the Aquinas College e-mail, and updates changed in the Handbook will be posted on our website.”

HISTORY AND HERITAGE OF AQUINAS COLLEGE

Aquinas College, owned and administered by the Dominican Sisters of St. Cecilia Congregation, is located on Harding Pike in West Nashville. The College first began in 1928 as a normal school for the education of the Sisters and was affiliated with the Catholic University of America in 1929.

In 1961, the normal school was replaced with Aquinas Junior College. Two significant milestones in the institution’s history occurred at this point: the College was moved from Saint Cecilia Motherhouse to its present location, and it was opened to the public.

On December 1, 1971, the College was welcomed into the membership of the regional accrediting agency, the Southern Association of Colleges and Schools to award the associate degree. In December 1993, the Commission on Colleges of the Southern Association of Colleges and Schools granted Aquinas candidacy to award its first bachelor’s degree: Bachelor of Arts degree in Teacher Education. This was followed full reaffirmation and approval in 1996 by the same accrediting agency. In order to reflect this action, the institution’s original charter was officially amended to read Aquinas College and academic programs and majors were added in response to the needs of the community and of the Church. In 2012, Aquinas College was granted approval to offer master’s degrees in education and in nursing education. The same year, Aquinas became a residential college with contracted use of Seton Lodge facilities at St. Thomas hospital on adjoining property.

Current degrees or certificates awarded are:

**School of Arts and Sciences**

- A.A. in Liberal Arts
- B.A. in Liberal Arts
- B.A. in English
- B.A. in History
- B.A. in Philosophy
- B.A. in Theology

**School of Education**

- B.S. in Interdisciplinary Studies, K-6
- Education Licensure Track, K-6
- Education Licensure Track, 7-12
- B.S. in English, 7-12
- B.S. in History, 7-12
- M.A.T., K-6
- M.A.T., 7-12
- M.Ed. in Teaching and Learning

**School of Business**

- B.B.A. in Management

**School of Nursing**

- A.S.N. (Nursing)
- R.N. to B.S.N. (Nursing)
- M.S.N. in Nursing Education
- Post-Masters Certificate Program in Nursing Education

PHILOSOPHY STATEMENT OF AQUINAS COLLEGE

The Catholic Church, from the beginning of the Order of Preachers, has called Dominicans to teach the Word of God. St. Dominic embodied the teaching mission of the Church in the apostolic work of his Order. By sending his followers out into the world, he sought to proclaim the Gospel to all people.

The Dominican Sisters of St. Cecilia Congregation have continued this mission of St. Dominic through their dedication to Christian education in institutions of learning. For over 150 years, the St. Cecilia Congregation has owned and administered academic institutions in which students come to a deeper understanding of their faith, their heritage, and their responsibilities as members of society. Aquinas College exists primarily to enable students to learn in a Christ-centered atmosphere of love and truth.

The College reflects the philosophy of the Catholic Church as it pertains to education. Each student is recognized as an individual of eternal worth whose immortal soul is destined for happiness with God. Aquinas College endeavors to nourish the intellectual gifts of its students and to develop their spiritual and physical potential in view of their final end and the good of society.

MISSION STATEMENT OF AQUINAS COLLEGE

Aquinas College is a private Catholic institution of higher education. The College offers an academically challenging liberal arts and sciences curriculum.
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 of the relationship that 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 College, student 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 and concerns through a “Suggestion Box” located near the office of the Director of Student Affairs. These suggestions are reviewed regularly by the Director of Student Affairs.
- 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 is taken when deemed appropriate.
- Every student is encouraged to express opinions and concerns to academic advisors, faculty members, and/or program directors and/or deans. 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 and student comments are shared with each faculty member, program directors, deans, and the Vice President for Academics for action, when deemed appropriate.

**STUDENT LIFE**

**STUDENT ACTIVITIES**

There are several free social activities planned for the student body throughout the school year that are communicated to students via email, Portal News, the website, and through the college’s social media. Students are encouraged to participate in charitable opportunities.

**HOUSE LIFE**

The house system incorporates all members of the Aquinas community into one of eight houses, under the patronage of saints who represent a vast array of ages and experiences in the history of the church. The purpose is to support each student through common scholarship, prayer, and friendship. Participation is voluntary.

**CAMPUS MINISTRY**

Campus Ministry provides for the spiritual welfare of the student. Mass and the Sacrament of Reconciliation are offered daily in St. Jude Chapel during the fall and spring semesters, and during the summer session as schedules permit. Dates and times for Mass are regularly posted. The chapel is open daily from 7:30 a.m. to 10:00 p.m. for personal prayer. Many other opportunities for communal prayer are available, including weekly Adoration of the Blessed Sacrament and Stations of the Cross during Lent.

All classes at Aquinas begin with a prayer or spiritual reading. Each meeting and event begins with a prayer.

**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 Vice President for Student Life, 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 Dean 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 Director of Student Affairs. 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 first 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 Vice President for Student Life, 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 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.

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 (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 two-fold:
1. To provide students an opportunity to participate in the governance of 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.

Alpha Delta Nu (Associate Degree Nursing Honor Society)
The objective of the N-OADN Alpha Delta Nu nursing honor society is to recognize the academic excellence of students in the study of associate degree nursing. The society encourages the pursuit of advanced degrees in the profession of nursing, as well as continuing education as a life-long professional responsibility. The society also participates in the recruitment of qualified individuals into the profession of nursing.

Frassati Society
The Frassati Society is a group within Campus Ministry that is dedicated to living the Christian faith according to the example of its 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 50% 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 of each year.

Aquinas Student Ambassadors
All students have the opportunity to volunteer as Student Ambassadors. Student Ambassadors participate in various College activities coordinated by the Office of Student Affairs. These activities include, but are not limited to, campus special events, college fairs, registration, orientation, campus tours, commencement, and calling campaigns. Aquinas College Student Ambassadors represent the College and its mission at all times.

Synaxis of St. John the Divine
The Synaxis of St. John the Divine was created by students and faculty within the Theology Department at Aquinas College “to seek the truth of the love of God made manifest in the mystery of God’s self-revelation.” Participants meet for discussions and presentations promoting theological reflection.

The Socratic Club
Aquinas College established the Socratic Club to give students the opportunity to pursue philosophical living, learning, and friendship. The Club hosts a weekly philosophy colloquium which is an informal, but serious discussion about a selected philosophical topic.
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.

STUDENT FINANCIAL SERVICES
Financial Aid and Student Accounts comprise the Office of Student Financial Services. 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.

The Office of Student Accounts provides assistance to students who need to make payment arrangements, answers billing questions, and processes student payments.

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 information about extracurricular involvement in student organizations and activities. This office is responsible for coordinating and developing student organizations; student discipline; career planning; the Cavalier Corner store; and alcohol and other drug awareness programming.

STUDENT LEARNING SERVICES
The mission of Student Learning Services (SLS) is to offer learning services intended to enhance the academic performance of the students. These services include individual and group tutorial assistance. Students may request services or be referred by their instructor or advisor. SLS also offers workshops addressing effective study strategies for any student who is interested. There is no charge to the student for tutorial or workshop 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 and 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.

**WRITE REASON 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 mcgovernem@aquinascollege.edu or the Vice President for Student Life.

**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, the Vice President for Academics and the Vice President for Student Life. Other appropriate staff members may be contacted for advice.

**FACILITIES**

**VIRTUAL BOOKSTORE**

The College has an online, virtual bookstore hosted by eCampus Books. All textbooks, required or recommended materials, as well as College logo spirit wear are available through the online bookstore. All required textbook information is accessible through the online bookstore link just prior to the first official advisement and registration day (ACCESS Day) of each term.

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 the fall and spring semesters. 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. Students are expected to respect others and keep the volume to a minimum. Foods are available for purchase in the Carriage House 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 during posted business hours.

**ST. JUDE CHAPEL**

St. Jude Chapel is located on the ground floor of the Academic Building, to the right of the main entrance. Mass and the Sacrament of Reconciliation are offered daily in St. Jude Chapel during the fall and spring semesters and during the summer session as schedules permit. 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 10:00 p.m. for personal prayer.

**ST. DOMINIC EDUCATION BUILDING**

The St. Dominic Education Building houses the offices of the Dean of the School of Education, Director of Graduate Programs, and Secondary Licensure Coordinator.

**ST. MARTIN DE PORRES BUILDING**

The St. Martin de Porres Building, located behind the north wing of the Main College Building, houses the Nursing Simulation Learning Laboratory, a lecture hall, faculty offices, and a conference room.

**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 contains offices of some Aquinas employees as well as staff for the grade school and high school on campus.

**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 70,000 items and provides students access to more than 100 bibliographic and full-text online databases. Students can link to these databases from off campus with their Student ID number. 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 for 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" fee.

THE ANN AND MONROE CARELL, JR. TEACHER RESOURCE CENTER contains a growing collection of resources for the use of education students, including a SMART Board, document camera, and student response system. In addition to the technology resources, sample textbooks, teacher manuals, resource books, and manipulatives are available for student use. Materials for creating bulletin boards are also available along with work areas for the preparation and rehearsal of lessons.

THE MULTI-MEDIA NURSING LABORATORY, a gift of the Memorial Foundation, is the School of Nursing’s instructional computer laboratory which houses 20 state-of-the-art student computers plus a teacher workstation. The lab is also equipped with a SMART Board and a document camera.

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. 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 turned off or 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.

GRADUATION INFORMATION

Graduation Fee

The graduation fee is due before completion of all degree requirements. The fee is a comprehensive fee and covers most costs associated with graduation, which includes the cost of a diploma, diploma cover, and regalia. The fee is required by all graduate candidates and is, therefore, not subject to refund or reduction should the student fail to meet graduation requirements or decide not to attend the graduation ceremonies. If the fee has not been received by the specified deadlines (deadlines are published on the Student Portal each semester), the student’s account will then be charged the $125 fee and a hold placed on the account until the fee has been paid. NOTE: Arrangements to meet all financial obligations to the College must be made before completion of all degree requirements.

Regalia (cap, gown, hood)

The 2013-14 Baccalaureate Mass and Commencement Ceremony will be held May 10, 2014. Students must order their regalia online at www.herffjones.com/college from November 4, 2013 through February 21, 2014. Students are not charged when ordering regalia online as

GENERAL INFORMATION
Regalia is already covered under the graduation fee. Important note: Late charges will apply for all regalia orders taken after the February 21, 2014 deadline until the close of business hours on March 7, 2014. Regalia orders will not be taken after March 7, 2014.

Regalia orders are delivered to Aquinas College and will be available for pick up at the graduation practice on Friday, May 2, 2014. Please note: Honor cords are distributed at the commencement ceremonies in May. In order to qualify for honors, a student must have completed all degree requirements and completed all necessary paperwork prior to the date of the ceremonies.

Diploma
The name to appear on the student’s diploma is exactly as it appears on his/her academic records. Check with the Registrar’s Office to verify and/or change the name on your academic records.

Diplomas will be presented at the May Commencement Ceremony to students who have completed their coursework, met all financial obligations to Aquinas College, and have a finalized Intent to Graduate Form. Students not participating in the May Commencement Ceremony or students who finish their coursework following the May Commencement Ceremony may either request that the diploma be mailed as directed or may pick up the diploma in the office of the Assistant to the Vice President for Academics.

Transcripts
Students needing proof that the degree has been earned may request an official transcript from the Office of the Registrar.

Announcements, Rings, and Diploma Frames
Students may order announcements and/or college rings online at www.herffjones.com/college. Announcements are not invitations; therefore, they are manufactured and shipped 10-14 days prior to commencement. Students may also order diploma frames at www.collegiateframes.com. Please note that announcements, rings, and diploma frames are individual purchases and payment will be expected when placing these orders.

**GRADUATION SUMMARY 2013: DEGREES AND HONORS BY SCHOOL**

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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.

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
Students
Any disputes arising under this policy, between the College and any student 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, and on local television stations.

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 through 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. 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.

CAMPUS RECYCLING
The Office of Student Affairs sponsors a campus recycling program. Recycling bins are located on 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
Photocopierys are located in the Library and in Aquinas Central. The cost per copy is 10 cents. The Aquinas Central copier is also a printer linked to the three computers in Aquinas Central. The cost for printing is 10 cents per page. A second printer is located in the Aquinas Center library.

STUDENT COMPUTING INFORMATION
Students are provided a network user ID and password enabling them to use lab and library computers as well as College email and the Student Portal. Information from the College will be sent to the student’s Aquinas College email account. Students are expected to check their email account frequently.

Aquinas College Network Acceptable Use Policy:
This policy describes what kinds of things are allowed and not allowed when using College computing facilities. All students are expected to comply with this policy.
Access to the computer systems and networks owned or operated by the College imposes certain responsibilities and obligations and is 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, the student agrees to abide by these policies. Any violation of these policies may result in disciplinary action, including the termination of the network account, email, and/or internet access.

Guidelines:
In making acceptable use of resources the student must:

1. Protect user id from unauthorized use. Each user is responsible for all activities on his/her user id. Access only information that is the property of the user, that is publicly available, or to which the user has been given authorized access.

2. 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 system. In certain circumstances, it may be necessary for the central technology staff to access electronic data to maintain the system, investigate security or abuse incidents, or violations of this or other College policies. The College owns all email accounts, network, and hard drive files run on or saved to its system.

3. 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.

4. 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 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
Username: first initial middle initial last name last 2 digits of the social security number (with no spaces)
For example: John A. Doe whose SS# is 123456789 would log in as: jadoe89. (Omit middle initial if the student does not have a middle name or did not enter a middle name on the College application.)
Temporary Password: student (all lower case)
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

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) and click on “LOGIN” at the top of the home page. Click on “Aquinas College Email.”
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) and click on "LOGIN" at the top of the home page. Click on Student Portal.

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

For Assistance on the Student Portal account please try the following: Password Reset – Select “Forgot my password” beneath the portal login box. For other portal related questions, please contact the Aquinas Receptionist at receptionist@aquinascollege.edu or the Director of Student Affairs.

SOCIAL NETWORKING SITES

The College does not limit participation in or monitor networking sites for student indiscretions as a rule. However, as a Catholic college, 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.

STUDENT SOCIAL MEDIA USE AT AQUINAS COLLEGE

Social media— including such platforms as Facebook®, Twitter®, LinkedIn®, YouTube®, Instagram®, and blogs—are powerful communication tools that may have a significant impact on institutional and professional reputations. Misuse of social media can have profound future consequences. Students of Aquinas College should expect that any social media activity will be fully public and permanent. The College’s interest is in defining the educational and extracurricular contexts of social media, for the protection of our employees, students, and the College community as a whole. Students using social media—whether as individuals or in an official capacity—should abide by the personal conduct standards as outlined in the Student Handbook.

Any student groups desiring official social media presences must have the approval of the Vice President of Student Life. If approved, a member of the Aquinas College administration must have full administrator access to the social media account. If student groups create unofficial social media presences, the profiles must state that it is an unofficial Aquinas College profile. However, students should first consider whether any of the College’s official social media presences could better serve their needs.

Students should refrain from trying to form direct relationships with faculty and staff on social media networks. For example, a student should never be friends with a faculty or staff member on Facebook. Exceptions will be considered if the nature of the social media relationship is of a completely work or academic-related nature.

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, students 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.
ALCOHOL AND DRUG TREATMENT INFORMATION
Following is a list of resources for treatment options. Aquinas College does not have a contractual relationship with any of the resources listed below. They are simply listed as a courtesy to students. Students should determine for themselves whether they feel the agency will meet their needs. For specific referrals, please contact the College counselor at mcgoverne@aquinascollege.edu

- Alcoholics Anonymous 615-831-1050
- Narcotics Anonymous 1-800-677-1462
- Center for Alcohol & Drug Treatment 1-800-284-2216
- Cumberland Heights Alcohol & Drug Treatment Center 615-356-2700
- Tennessee Christian Medical Center 615-865-0300
- Vanderbilt Addiction Center 615-936-3555

CAMPUS SPEED LIMIT
Since campus roads are for both pedestrian and car use, a maximum speed limit of 15 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 advisement/registration program or from the Campus Security and Services Office daily between 7 a.m. and 3 p.m. 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 White House 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 White House 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 the Annual Security Report available at http://www.aquinascollege.edu/wp-content/uploads/2012/11/AquinasCollegeAnnualSafetyReport.pdf 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.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them.
1. If a student is a victim of or witness to a non-violent crime, the student must notify the Vice President for Student Life, 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 a student is a victim of or witness to a violent crime, immediately call 911. The student should seek a safe place near the scene and state to authorities the location so they may locate the victim to make a complete report when they arrive. The student should notify the Campus Security Manager, at x 437 and the Vice President for Student Life, 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 for Student Life and report the incident.

4. Should gunfire or explosives be discharged on campus, all individuals 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 his/her information in the system each academic year. New students will register with the system during ACCESS New Student Advisement/Registration. Returning students may update their information through the login page of the Aquinas College website.

VOTER REGISTRATION

All students are encouraged to register to vote. A voter registration drive is held each fall in Aquinas Central. You may also download the voter registration form at the following website: http://www.tn.gov/sos/election/registration.htm.

FIRST AID

First aid kits are located in the following areas: Biology Lab, School of Nursing Office, Student Learning Services, School of Education Office, Office of Student Life, and the Student Affairs Office. Automated External Defibrillators are located on both the first and second floors of the main academic building. The first floor AED is located in the area behind the receptionist’s desk, and the second floor AED is located on the wall across from Green Hall.

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 access materials from the library. Nursing students are required to display ID cards at all times during hospital clinicals. Pictures for ID cards are taken during the Week of Welcome (WOW). 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. A name change may require official documentation.

**LOST AND FOUND**
Articles may be turned in or claimed in the Office of Student Affairs. The College is not responsible for lost or stolen personal property.

**BULLETIN BOARDS**
Several bulletin boards are located in the academic building, the St. Martin DePorres building, and the Aquinas Center Library. Some boards contain information about campus and community events, while other boards contain information about House Life. There are program bulletin boards on both floors of the academic building that contain information pertinent to specific academic programs. An “Aquinas Classifieds” board is located in the Student Lounge.

*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.
- Do not remove other fliers to make room for yours without permission from the Student Affairs Office.

Failure to comply with the above will result in immediate removal of the notice.

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**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 and request amendment to the 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 Academics by submitting the “FERPA Violation Complaint Form”, available from the Registrar or Vice President for Academics. If the student is not satisfied with the results of this conference, he can file a complaint letter with the U.S. Department of Education.

**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.
GROUP EMAILS
If a student wishes 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.

**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 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 designated 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.

I. Violations of Non-Academic Student Responsibilities

1. Director of Student Affairs
2. Appeal
3. Student Disciplinary Committee

II. Violations of Academic Student Responsibilities

1. Instructor
2. Appeal
3. Student Academic Review Committee

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:

- High moral character,
- Self-respect in dress,
- Personal discipline,
- Integrity,
- Personal demeanor, and
- 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 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. Unauthorized entrance into or occupancy of any administrative office, classroom, residence halls or other College facility.
   b. Violation of the Aquinas College Non-Discrimination Policy or Sexual Misconduct Policy. The text of these Policies is provided later in this Handbook.
   c. Intentional physical assault or injury to another person.
   d. Intentional damage, destruction, misuse or theft of the property of the College or of an individual.
   e. Individual or group participation in acts of vandalism.
   f. Conduct that substantially disrupts or materially interferes with College activities or that reasonably leads College authorities to expect such disruption or interference.
   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.”)
   c. Violating any of the policies for residence life as defined in the Residence Life Handbook.

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 charge is 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 sanctions. Examples of available sanctions include the following: (Note: All sanctions are not at the sole discretion of the Director of Student Affairs. Serious sanctions require consultation with the Vice President for Student Life.) 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 College and the reputation of Aquinas College. Notification of suspension is in writing and indicates the term of suspension as well as 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. Place 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 Student Life, 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 “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 President’s Cabinet 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 conference on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the conference. If the student elects not to be present at the conference, 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 conference, 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 conference. Proceedings of the conference 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. Only the president of the College can overturn the Committee’s decision. The Student Disciplinary Committee also has the authority, in appropriate cases, 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 sanctions. Examples of available sanctions include the following:

(Note: All sanctions are not at the sole discretion of the instructor. Serious sanctions require consultation with the Dean, and when warranted, the Vice President for Academics 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 Academics. The student’s right to appeal is waived if written notice of the intent to appeal is not provided to the Vice President for Academics within five business days following the conference with the instructor when the proposed sanction is announced.
2. The Vice President for Academics 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 Academics 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 conference on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the conference. If the student elects not to be present at the conference, 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 conference, 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 conference.
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. Only the president of the College can overturn the Committee’s decision.

NON-DISCRIMINATION POLICY

It is the policy of Aquinas College, while reserving its lawful rights, where applicable to take actions designed to promote the 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 including, but not limited to, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and the Americans with Disabilities Act and Amendments Act. Aquinas College admits qualified students of any race, color, religion, military status, national or ethnic origin, sex, age disability, or any other legally protected trait set forth in a state and/or federal law, 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, military status, national or ethnic origin, sex, age, disability, or any other legally protected category, in the administration of its education policies, admission policies, scholarships and loan programs, any other College programs (e.g., grading and instruction), and in the workplace. Sexual harassment and sexual assault are forms of sex discrimination. The College also strictly prohibits retaliation for 1) filing or assisting another to file a complaint of unlawful discrimination; 2) participating in an investigation of a complaint of unlawful discrimination; or 3) engaging in conduct that is in opposition to unlawful discrimination.

In an attempt to better ensure full compliance with federal and/or state law, any complaints or inquiries under this Policy should be directed to Ron Hazen, Director of Management Information Systems and Human Resources, who is the designated Section 504 and Title IX coordinator and located in the St. Martin DePorres Building (ext. 464). Inquiries may also be made to the Assistant Secretary of the Department of Education. A thorough investigation will be conducted of any complaint that this Policy has been violated, and violators will be subject to appropriate disciplinary action.

NON-DISCRIMINATION AND NON-HARASSMENT COMPLAINT PROCEDURE

The College makes every effort to provide educational and work conditions free from unlawful 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. Discrimination or harassment of any individual based on sex, race, color, religion, military status, national origin, age, disability or any other legally protected trait 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 and can be carried out by school employees, students, and non-employee third parties and violates College Policy. Sexual harassment is generally “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including sexual violence and sexual assault) when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment. Sexual harassment includes conduct that occurs in any school program or activity (on and off campus) and any conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking.

Examples of Sexual Harassment

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

- verbal or physical advances of a sexual nature; or
- requests or subtle pressure, overt or implied, for sexual favors; or
- abusive or threatening behavior directed at a person; or
- 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; or
- 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; or
- 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.

Sexual misconduct includes, but is not limited to, sexual harassment, non-consensual intercourse, sexual exploitation, and non-consensual sexual contact. All forms of sexual misconduct will not be tolerated, will be investigated in accordance with the
procedure below, and, if substantiated, will subject a perpetrator to penalties up to and including expulsion or termination. Please refer to the College’s annual Security Report (http://www.aquinascollege.edu/wp-content/uploads/2012/11/AquinasCollegeAnnualSafetyReport.pdf) for key terms and information regarding the College’s services and resources for victims of sexual misconduct.

B. Racial and Other Discrimination and/or Harassment in Educational or Employment Environment

Discrimination and/or harassment on the basis of race, color, religion, national origin, disability, military status, or any other legally protected trait is a form of unlawful discrimination and is prohibited under state and/or federal law. The principles for defining sexual harassment in the workplace apply equally to all other forms of discrimination when the harassment has the “purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive educational or employment environment.”

C. Title IX Coordinator

The College’s current Title IX Coordinator is:
Ron Hazen
Director of Management Information Systems and Human Resources
St. Martin DePorres Building
(615)297-7545 ext. 464

The Coordinator handles inquiries regarding issues of discrimination and harassment in the College, oversees all Title IX complaints, and identifies and addresses any patterns or systemic problems that arise during the review of such complaints. The Coordinator also ensures education, training and advisement of the campus community on overall Title IX compliance.

D. Complaint Procedure

1) Any member of the College community who believes he or she has experienced discrimination and/or harassment by an employee, student, or third party on the basis of sex (including but not limited to sexual harassment, sexual assault and sexual violence), race, color, religion, national origin, age, disability, military status or any other protected trait should immediately voice his or her concerns orally or in writing to the College’s Title IX Coordinator, or his/her designee. 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. Note that the passage of time increases the difficulty of verifying allegations. In the event the Title IX Coordinator is responsible for the alleged discrimination and/or harassment the individual should report the misconduct to the Vice President for Administration, ext. 429. In order to assist the investigation, complainants should document the discrimination and/or harassment as soon as it occurs and with as much detail as possible including: the nature of the behavior, dates, times, places, name of alleged perpetrator, witnesses, and any response to the behavior.

2) Upon receipt of any complaint, the Title IX Coordinator, or his/her designee, will conduct a thorough and impartial investigation of the charges, will review any evidence that has been presented, and meet with the parties and any individual(s) that he/she believes will aid in the investigation. Both the complainant and the accused are entitled to fair and equitable treatment in the handling of the complaint, privacy and discretion to the extent possible, and an explanation of the investigation process. 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 so that the College creates an environment in which legitimate complaints are encouraged, while also protecting the privacy of the parties. All parties involved in the investigation are expected to cooperate in a truthful manner.

3) All reports will be fully investigated even if the complainant insists on confidentiality or requests not to pursue the investigation. Within sixty (60) days of the receipt of the complaint, the Title IX Coordinator, or his/her designee, shall make a finding in writing as to whether it is more likely than not that discrimination and/or harassment has occurred. The parties will be periodically notified of the status of the investigation and any delay in issuing a finding. Appropriate interim steps may be taken during the investigation to guard against reprisal and to ensure that no further incidents occur.

4) During an investigation, the complainant and the accused are each free to designate one other member of the college community to accompany them to provide advice and moral support. Although the complainant and the accused may seek legal counsel, neither party may be represented by their counsel in the investigation.

5) In the event the Title IX Coordinator, or his/her designee, finds that there has been a violation, he/she will notify the parties of the outcome of the investigation and recommend prompt and appropriate remedial action. When it has been determined that a student has violated this 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 of staff has violated this Policy, disciplinary action will follow procedures outlined in the Aquinas College Faculty and Staff Handbook.

6) All members of the College community who serve in a supervisory capacity, such as directors and managers, department chairs, security staff, and residential life staff, are responsible for reporting all complaints of discrimination and/or harassment to the Title IX Coordinator.

7) In cases where the complainant or the accused 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 for Academics, will assume primary responsibility for overseeing the investigation process.

E. Retaliation

No person, including interested parties and witnesses, who exercises in good faith his or her rights and/or responsibilities under this Policy or any of the policies contained in this handbook, shall be subject to retaliation or threat of retaliation in any form. However, a complaint that is malicious and groundless may be treated as an attempt to harass the accused.
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, the Office of Civil Rights, Equal Employment Opportunity Commission, and any state and/or federal law which affects a person’s education, 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 Section 504 and Title IX Coordinator. If the person accused of engaging in retaliation is the Section 504 and Title IX Coordinator, the person complaining has the option of contacting any of the Vice Presidents or the President of the College.

F. Publication of Policy
Copies of this Policy are to be distributed to all members of the College community as required by Title IX.

G. External Remedies
Members of the College are, at all times, subject to state and federal laws. Therefore, nothing in this Policy is intended to limit or postpone an individual’s right to file a complaint or charge with an appropriate outside agency. An individual is not required to use the procedure in this Policy before pursuing other remedies.

H. Modification
This 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 any time, at the discretion of the College. The official version of this Policy is located on the College’s website at: http://www.aquinascollege.edu/administration/higher-education-opportunity-act/

POLICY ON SEXUAL MISCONDUCT

I. INTRODUCTION
Aquinas College is committed to maintaining an environment in which all students, staff and faculty are treated with dignity and respect, as created in the image and likeness of God. Sexual misconduct in all forms violates the sanctity of the human body, mind, and spirit and will not be tolerated within our community. Indeed, sexual misconduct is a serious violation of the standards of conduct for Aquinas College, and some forms of sexual misconduct can violate both civil and criminal law. Students at Aquinas College are responsible for being familiar with and abiding by the standards of conduct set forth herein.

II. JURISDICTION
This policy applies to all Aquinas College students, and the College may initiate disciplinary proceedings for conduct directed toward a member of the Aquinas College community or someone outside the College community. Disciplinary action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off the Aquinas College campus. Any member of the Aquinas College community may file a complaint against a student for allegedly violating the sexual misconduct policy. The term “student” includes all persons (other than faculty, staff or administrators) taking or auditing courses at the College, either full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered students. The term “member of the College community” includes any person who is a student, faculty member, administrator/staff member or any other person employed by the College. A person’s status in a particular situation shall be determined by the Director of Student Affairs, Title IX Coordinator, Vice President for Student Life, or any administrator of the College.

III. PROHIBITED BEHAVIOR
Aquinas College strictly prohibits sexual misconduct in all forms. Sexual misconduct includes the following:

A. Sexual Misconduct I
Sexual misconduct I includes any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse by a man or woman upon a man or woman without effective consent (see section IV.A for a description of what constitutes effective consent). Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth to genital contact or genital to mouth contact.

B. Sexual Misconduct II
Sexual misconduct II is any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other body orifice of another or any other bodily contact in a sexual manner. Sexual misconduct II also includes any disrobing of another or exposure to another by a man or woman without effective consent.

C. Sexual Exploitation
Sexual exploitation includes any conduct in which a student takes advantage of another without his/her consent for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not constitute Sexual Misconduct I or II or Sexual Harassment.

D. Sexual Harassment
Sexual harassment is any type of behavior of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a person’s ability to learn or work (For more information about Sexual Harassment, please see the non-discrimination and non-harassment complaint procedure detailed earlier in this Handbook.)

IV. CONSENT
A. Definition
Effective consent is informed, freely and actively given mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may never be given by minors, mentally disabled persons, and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary). It also cannot be given by those who are unconscious, unaware, or otherwise physically helpless. Consent obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation or coercion, is not effective consent. Consent is mutually understandable when a reasonable person would consider the
words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he/she has the consent from his/her partner(s). Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction.

B. Incapacitation

Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of the situation. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person. A person’s state of incapacity is a subjective determination that will be made after the incident in light of all of the facts available.

1. Alcohol

Alcohol related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. Incapacity may be indicated by:

- Slurred speech;
- Bloodshot eyes;
- The smell of alcohol on his or her breath;
- Shaky equilibrium;
- Vomiting;
- Outrageous or unusual behavior;
- Unconsciousness.

Two things should be noted. First, none of these indicators, except for unconsciousness, will constitute – in and of itself – incapacitation. Second, indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of another person.

2. Drugs

There are a number of drugs that are used to incapacitate victims for the purpose of sexual assault. Two such drugs, Rohypnol and GHB (Gamma Hydroxy Butyrate), are illegal synthetic drugs that act as powerful central nervous system depressants. The effects of these drugs can be felt within 15-30 minutes of ingestion and can cause drowsiness, confusion, reduced levels of consciousness, partial or complete amnesia, and/or seizures and respiratory distress. These drugs are commonly mixed with alcohol and given to an unsuspecting person.

V. REPORTING SEXUAL MISCONDUCT

A. On-Campus Options

Individuals are strongly encouraged to report incidents of sexual misconduct to the Title IX Coordinator, Director of Student Affairs, or another College official, so that victims can receive help and access support services, and in order to facilitate disciplinary action against the perpetrator. The College will utilize the non-discrimination and non-harassment complaint procedure for resolving allegations of sexual misconduct. The Student Handbook provides important information about this process. Students found responsible for violations of this Policy will be subject to the full range of sanctions outlined in the Student Handbook.

1. Victim Advocacy

A victim may contact the Director of Student Affairs, the College Counselor, the Vice President for Student Life, or any College administrator for support. They will meet with students who are victims of sexual assault and provide information and support, especially in terms of directing the victim to professional resources of aid, care, and recourse both on- and off-campus.

2. Confidentiality

Aquinas College recognizes that a student reporting an incident of sexual misconduct may desire confidentiality and may not want the College to investigate and attempt to resolve the incident. For any student who so requests, officials of the College will act with that student’s request for confidentiality in mind; however, the College is legally required to investigate, to the extent possible. The College, therefore, reserves the right to investigate and to take reasonable prompt and effective steps to end the behavior and remediate the circumstances. A student who files a complaint is protected from retaliation. A student who initially decides not to pursue the College’s internal grievance procedures may decide, at a later date, to pursue these grievance procedures. Reports filed with the Security and Services Office will be noted in a log that is made public within two (2) business days of the date of the report. No names or other information that could reveal the identity of the individuals involved will be made public in this log.

a. Confidential Resources

Counselors and priests exercising their pastoral duties are not required to report incidents of sexual misconduct between adults; thus, students seeking complete confidentiality may seek assistance from one or both of these on-campus resources.

b. Non-Confidential Resources

All staff, faculty, and administrators must report incidents of student sexual misconduct to a Title IX Coordinator for students. Additionally, school officials are required to report non-personally identifiable information to the Security and Services Office. This information is limited to the incident reported, the type of incident, and the general location of the incident. Statistics given to the Security and Services Office will be made available through the Annual Campus Security and Fire Safety Report. Additionally, the College may post warnings about incidents that continue to pose a potential threat of bodily harm or danger to members of the campus community.

c. Confidentiality Regarding Accused Persons

Confidentiality with respect to a person accused of having violated the sexual misconduct policy is governed by the Family Educational Rights and Privacy Act (FERPA). FERPA provides that personally identifiable information maintained in the educational records of an institution shall not be disclosed, except as otherwise specified by law. One exception is in the case of students charged with violating institutional policy related to sexual misconduct. In such cases, the victim will be notified of the outcome of any grievance proceeding.

B. Other Options
Students also may file a complaint with the Nashville Metropolitan Police Department. The Security and Services Office will assist any student wishing to file such a complaint. A student does not need to file a criminal complaint in order to initiate disciplinary proceedings with the College, and the College may find a perpetrator responsible for violating this policy regardless of the outcome of criminal proceedings.

C. Resources
The following is a list of services and agencies, and their contact information, to aid a victim, victim’s friend, witness, and/or the accused in a sexual misconduct matter:
St. Thomas Hospital Emergency – 222-2111
Sexual Assault Center – 259-9055
Campus Security – 467-0213
Metro Police – 911 or 862-8600 (Non-emergency)
Counselor - mcgoverne@aquinascollege.edu or 615-478-8438
Vice President for Student Life – 297-7545 x 412
Director of Student Affairs – 297-7545 x 436
Director of Residential Life – 297-7545 x 631
Director of Security and Services – 297-7545 x 437

STUDENT CONCERNS OR COMPLAINTS
Occasionally a student may feel it necessary to bring a concern or complaint to the attention of the administration. As a first step, if feasible, it is recommended that the student first bring it to the attention of the employee who is most closely involved with the concern or complaint in order to affect a resolution, then to the department head or Dean.

After taking these steps and not receiving satisfaction or determining this step is not practical, the student may bring his or her concern or complaint to any Vice President or the President.

A concern may be submitted either formally or informally and is defined as follows:

Informal
For informational purposes only. This can be done either verbally or in writing. If the concern or complaint is in writing, it may be submitted anonymously or signed. However, the person to whom the concern or complaint is directed is not required to respond to the student regarding action or lack of action taken.

Formal
For intended action. This concern or complaint must be in writing, signed, and addressed to a specific administrator of the College. The concern or complaint must be clearly defined. Once a formal concern or complaint is received, it is the responsibility of the administrator to coordinate a response to the person lodging the complaint or concern.

All concerns/complaints should be written as a personal letter to the appropriate College official and signed by the student. The letter should include the following:

- Description of the situation and any facts crucial to fully understanding the issue
- Explanation of previous steps taken to resolve the problem
- Names of individuals you believe are responsible and why
- Date the situation occurred
- Any individuals who witnessed or have knowledge of the incident/event/issue

Please note that the above mentioned procedures are for situations in which a student feels he or she is personally afflicted by significant and/or pervasive treatment and seeks fair resolution. Student conduct issues are not to be addressed through this process; in these instances students should initiate contact with the Office of Student Life by submitting a “Student Conduct Complaint,” available in the Student Affairs Office. A “Student Conduct Complaint” initiates the student conduct process, a process separate from that of formal concerns or complaints. This process is explained in the section titled, “Procedures and Sanctions for Violations of Student Responsibilities.” Lastly, a student’s appeal of a course grade is handled according to a distinct policy described in the “Grade Dispute Policy” section of this Handbook.

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 discretion 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 he or she 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 Dean within 20 business days of the posted grade. The Grade Dispute Form is available from the Dean.

If the Dean is the instructor, the Vice President for Academics will appoint another Dean to facilitate the review process.

The Dean 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 Dean 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 conversations with others, the Dean 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 Deans or faculty or professionals in the field.

The Dean 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 Dean can counsel either the student or the instructor.

- If the Dean determines that the grade should remain the same, the Dean 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 Dean determines that the grade should change, the Dean 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 Dean 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 Academics. The SARC is an advisory committee only and makes no independent determination.

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

If a grade dispute is appealed to the SARC, the Vice President for Academics 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 or Dean (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 or Dean 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 Academics. The Vice President for Academics will review all the materials and has the authority to change or not change the final grade. The Vice President for Academics 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 Academics is final.

**CAMPUS CRIME REPORT**