Aquinas College

Student Handbook

2019-2020

AQUINAS COLLEGE STUDENT HANDBOOK

2019-2020

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 the updates changed in the Handbook posted on our website."***

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MISSION STATEMENT OF AQUINAS COLLEGE

Aquinas College is a Catholic institution of higher education in the Dominican tradition. The College directs all its efforts to the intellectual, moral, spiritual, and professional formation of the human person in wisdom. Students are formed individually and in Christian community so that the harmonious integration between faith and reason can permeate every dimension of their lives. Immersed in exploring the relationship between human civilization and the message of salvation, the College community embraces the Dominican imperative to preach the Gospel, serve others, and engage culture in truth and charity.

CORE PRINCIPLES

Our core principles are derived from the Catholic and Dominican moral and intellectual tradition.

- The dignity, freedom, and flourishing of every human person as made in God's image
- The complementarity of faith and reason as the basis for academic community
- The prudent stewardship of God's individual and communal gifts

GOALS OF AQUINAS COLLEGE

1. Provide academic programs in education and in the liberal arts that foster the intellectual and moral virtues, professional excellence, and integration of faith and life.
2. Provide services and support that facilitate academic progress, inquiry, and achievement.
3. Cultivate a student experience directed toward the formation of the whole person in virtue, wisdom, maturity, and Christian friendship through social, spiritual, and academic activities.
4. Provide opportunities to engage with the local and broader communities, especially in endeavors related to cultural and intellectual interests, continuing education, catechetics, and faith formation.
5. Steward the gifts and resources entrusted to the College to advance its mission.

HISTORY AND HERITAGE OF AQUINAS COLLEGE

The founding of Aquinas College in 1961 was the realization of a long-held dream of the Dominican Sisters of St. Cecilia of Nashville, Tennessee: to have a place where the newest members of the religious community could receive their initial degrees to serve in the community's teaching apostolate. Over the years, this fundamental mission has remained, even as the sisters have continually found ways to serve the educational, professional, and catechetical needs of the Nashville community and beyond.

Since their founding in 1860, the Dominican Sisters of St. Cecilia Congregation have been devoted to the apostolate of teaching. In order to provide professional preparation for the sisters, the Congregation established St. Cecilia Normal School in 1928. In 1929, the St. Cecilia Normal School became the first institution of its kind to be affiliated with The Catholic University of America in Washington, D.C.

In 1961, St. Cecilia Congregation opened Aquinas Junior College, which assumed the purpose of the Normal School. Two significant milestones in the institution's history occurred at this point: the College was established at its present location on The Dominican Campus, and it was opened to the public. The first students in the fall of 1961 included 50 nursing students from St. Thomas School of Nursing, 13 sisters, and five lay women. In 1962, Aquinas Junior College became co-educational.

In 1971, the College was granted accreditation by the Southern Association of Colleges and Schools to award the Associate degree. In 1994, Aquinas Junior College changed its status to a four-year college when approval was given to offer a bachelor's degree in education. In 2012, Aquinas College received approval to offer Master's degrees in education.

In addition to the current array of offerings in teacher preparation programs, past programs in nursing and other health care fields, business and law enforcement represented the College's response to the permanent and changing educational needs of the Nashville community and beyond. Sensitivity to the Church's urgent need for well-formed educators has prompted to College to focus all of its resources on the preparation of teachers at the undergraduate and graduate levels. Along with educating the young sisters of the Congregation, the College continues to provide area schools with lay teachers who have been prepared with a strong spiritual and professional foundation.

Current degrees awarded are

School of Education

- B.S. in Interdisciplinary Studies, Elementary
- B.S. in English, Secondary
- B.S. in History, Secondary
- M.A. in Teaching, Elementary
- M.A. in Teaching, Secondary
- M.Ed. in Teaching and Learning

Arts & Sciences programs

- Bachelor of Arts in English
- Bachelor of Arts in History
- Bachelor of Arts in Philosophy
- Bachelor of Arts in Theology

STUDENT LIFE

Aquinas College aims to cultivate a student experience toward the formation of the whole person in virtue, wisdom, maturity, wellness and Christian fellowship. We view the formation of our students as a journey of faith, and Aquinas attempts to faithfully support our students as they move towards God. We seek to multiply the grace of God in our students by providing ways in which they may grow socially, spiritually, and academically.

CAMPUS MINISTRY & SACRAMENTAL LIFE

The Gospel of John proclaims "*The word was made flesh, and dwelt among us, (and we saw his glory, the glory as it were of the only begotten of the father,) full of grace and truth.*"[1] We attempt to bring the Word, which is Christ, to the students in a real way. Sacramental opportunities are posted outside St. Jude's chapel; Mass is available daily in the chapel of St. Thomas Hospital. Additional campus ministry activities support students' growth to spiritual adulthood. Adoration is available in Corpus Christi Chapel as well as opportunities to attend the March for Life, World Youth Day, and participate in service and faith leadership.

STUDENT ORGANIZATIONS

Student organizations at Aquinas exist in order to enrich the academic experience and provide for opportunities personal and professional growth. They must be in full accord with the mission of the College and the teachings of the Roman Catholic Church. Activities that are social in nature normally are initiated through the Educational Community Committee. Speakers for student organizations must be pre-approved by the Director of Student Affairs.

Sponsors of academic organizations are appointed yearly by the Dean of the School of Education or the Vice President for Academics. 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 procedure for developing a new student organization is:

- Signatures of 30 current Aquinas students desiring to participate in the organization must be submitted along with the completed *New Student Organization Registration* form available from the Director of Student Affairs.
- A proposed faculty sponsor must be named who is willing to serve as sponsor with the approval from the Dean of the School of Education or the Vice President for Academics.
- The proposal must be submitted to the Director of Student Affairs, who will determine the viability of the proposed organization and make a recommendation to the President, 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.

Educational Community Committee

The purpose of the Educational Community Committee is to promote cooperation between the administration, faculty, staff, and students in promoting a strong community at Aquinas College which fosters an integrated human, spiritual, intellectual, and professional formation for all student. The Committee formulates and implements programs of activities that foster community and sharing of wisdom among faculty, staff, and students and coordinates opportunities for liturgical and devotional prayer in common.

[1] John 1:14 Douay-Rheims Bible

GENERAL

- Student activities are announced through various ways: flyers, portal announcements, e-mail, the College's website and social media.
- All meetings, events and classes at Aquinas begin with a prayer or spiritual reading.
- Classrooms, grounds or buildings may be reserved for a College sponsored activity or meeting with the approval of the Director of Student Affairs.
- Minors may not be brought to or participate in College classes, events or activities unless approved beforehand.

STUDENT SERVICES

COUNSELING

St. Thomas Aquinas writes, "*For a man to grow in wisdom four things are necessary, namely that he should listen willingly, seek diligently, respond prudently, and meditate attentively*."[2] Occasionally, students may need life coaching or personal counseling in order to assist them with challenges outside of the classroom. Confidential personal counseling with a therapist may be available for students, according to availability. Referrals for confidential counseling may be made through the Director of Student Affairs.

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. 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 Associate Provost, the Director of Student Affairs, and other appropriate staff members may be contacted for assistance.

CAMPUS RECYCLING

Pope Benedict XVI reminds us "*We are all responsible for the protection and care of the environment. This responsibility knows no boundaries. In accordance with the principle of subsidiarity it is important for everyone to be committed at his or her proper level, working to overcome the prevalence of particular interests*."[3] Thus, campus recycling is available to answer the call to be good stewards of God's Creation. Recycling bins are located throughout the buildings.

STUDENT PHOTOCOPIER

Photocopiers and printers are located in the Library. The costs for photocopying and printing are posted on the machines.

[2] St. Thomas Aquinas, "Puer Iesus"
[4] Pope Benedict XVI, Message for the Celebration of the World Day of Peace, January 1, 2010

REGISTRAR

The Office of the Registrar is responsible for creating and sending student transcripts, creating class rosters, recording student grades, coordinating dropping/adding of classes, and maintaining and storing student records. The office keeps a record of all transfer of credit and extra-institutional credit. Transcripts will not be released unless all responsibilities to the College are fulfilled.

Name, Address, or Telephone Change

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

MISCELLANEOUS

Announcements

Several bulletin boards are located in buildings around the campus that contain information about campus and community events. If a student or student organization wishes to post a notice, the following procedures are to be followed:

- Receive the approval of the faculty or staff advisor.
- All notices must be in keeping with the mission of the College. The College reserves the right to deny permission for posting information or to remove posted material deemed inappropriate. They should be neatly written or typed on presentable paper.
- Present the notice to the Director of Student Affairs for approval. The Director will stamp each item with the date and "approved."
- Do not post your flier over another notice or remove other fliers to make room for yours without permission from the Director of Student Affairs.

Lost and Found

Articles may be turned in or claimed at the Front Desk. The College is not responsible for lost or stolen personal property.

Voter Registration

All students are encouraged to register to vote. You may download the voter registration form at the following website: *http://www.tn.gov/sos/election/registration.htm*.

NEW STUDENT ORIENTATION

New Student Orientation is a necessary introduction for all new students to the College. Students receive information/training about important issues such as safety procedures, student services, academic integrity, student activities, and various other procedures.

OFFICE OF FINANCIAL AID

The purpose of the Office of Financial Aid is to offer financial services to students who qualify for financial assistance to attend college. The office assists with all aspects of financial aid for students throughout their enrollment at the college. The Office of Financial Aid is located in the Aquinas Main building, Room #124.

OFFICE OF STUDENT ACCOUNTS

The Office of Student Accounts provides assistance to students who need to make payment arrangements, answers billing questions, and processes student payments. The Office of Student Accounts is located in the Aquinas Main building, Room #124.

STUDENT LEARNING SERVICES

Student Learning Services enhances the academic performance of students through individual and group tutorial assistance. Students may request services or be referred by their instructor or advisor to receive services that may meet their individual needs. Student Learning Services also offers advice on study strategies for any student who is interested. Comprehensive writing support for all types of writing assignments is available. There is no charge for these services**.** The office for Student Learning Services is located in Room #106c within the Aquinas College Library. Finally, Student Learning Services serves as the contact office for students with documented learning disabilities seeking accommodations.

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. Accommodations are made on a per term basis, so requests must be made each term for which the student is enrolled. The documentation 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; and,

6. submit on official letterhead with signature by a licensed professional/evaluator who is qualified to make such a diagnosis; and 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; recording 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.

VIRTUAL BOOKSTORE

The College has an online, virtual bookstore hosted by eCampus Books. All textbooks, required or recommended materials 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 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. 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. 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.

FACILITIES

ANN AND MONROE CARELL, JR. CENTER (TEACHER RESOURCE CENTER)

Contains a collection of resources for the use of education students. In addition to 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. It is located in Room #204.

CHAPEL

St. Jude Chapel is located on the first floor of the Academic Building, to the left of the Office of the Registrar. Mass and the Sacrament of Reconciliation are offered periodically in St. Jude Chapel; hours are posted outside the Chapel.

CLASSROOMS

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

- Cell phones should be off or set to a no noise vibrate in classrooms and in all other public areas of the College in order to provide a learning environment that respects others. Texting during a lecture is not acceptable and is grounds for dismissal from that class period at the discretion of the instructor. Individual instructors may have separate cell phone policies.
- Food and drink are permitted in classrooms at the discretion of the instructor and any waste should be discarded in order to prepare for those who come to the room afterward.
- Classroom furniture should be placed back in the original setting at the end of each class.

COMPUTERS

Computers are available to students for course assignments and Internet access in the Aquinas College Library on the first floor of the main academic building. The following rules apply when utilizing the computers:

- No eating or drinking in these areas.
- 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, the instructor or the systems administrator must be advised.
- Computer hardware may not be removed from the labs.
- 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.

CORPUS CHRISTI CHAPEL

Corpus Christi Chapel is an adoration chapel for worship of the Blessed Sacrament. Public prayer or services do not take place in this chapel, but may take place in St. Jude Chapel with the permission of the Director of Student Affairs.

LIBRARY

The Aquinas College Library offers more than 150,000 resources selected to support the College's curriculum. In addition to books and periodicals, the library provides over 65 databases from information vendors such as OCLC, EBSCO, ProQuest, Gale, JSTOR, and others. These online databases provide access to more than 15,000 full-text periodicals. As a member of the OCLC network, the Aquinas College Library has access to the world's largest bibliographic database with over 16,000 member libraries and more than two billion holdings, including over 20,000 open access peer-reviewed journals. The Aquinas on-line public access catalog is powered by OCLC's WorldCat Discovery, rendering a seamless process of book and article search and InterLibrary Loan requests. Through this interface, patrons simultaneously search Aquinas's print book holdings, databases, eBooks, and WorldCat libraries. Any items not held by Aquinas may be requested from other libraries through WorldCat Discovery's InterLibrary Loan request feature. The Library is designed for both individual and group study with computers, carrels, work tables, study rooms, and comfortable seating. Wi-Fi access is provided throughout the library, equipment for viewing and listening to audiovisual materials are available, as are photocopy services. The Library's special collections include the Monsignor Flanigen Archive, the Denman Collection of Bosley Genealogy by Judith Hoffman and Janice Reynolds, Sister Aloysius Mackin Papers, and rare books.

WHITE HOUSE

The White House contains additional offices for Dominican Campus Shared Services.

GRADUATION AND COMMENCEMENT INFORMATION

NOTE: *Graduation signifies the official completion of all degree requirements. Commencement is a ceremony. They are NOT the same thing. Attending Commencement does not mean that you have graduated.*

COMMENCEMENT

Aquinas College confers degrees three times per year – December, May, and August. Commencement occurs once per year in May. Commencement for the 2019-2020 academic year will be May 6, 2020.

INTENT TO GRADUATE

Students completing their degree in the 2019-2020 academic year must meet with their academic advisor to complete an *Intent to Graduate Form*. Students and their advisor will verify that all graduation requirements have been fulfilled, including mandatory student debt counseling and financial management training provided by the Office of Student Accounts. **The deadline to submit *Intent to Graduate Forms* is December 13, 2019.**

FINANCIAL COUNCELING

All students graduating from Aquinas College are required to attend one of the information seminars offered by the Office of Student Accounts (or to meet individually with the Director of

Student Accounts, or both) to review their financial obligations to the College and to receive information and guidance regarding debt obligations, loan repayment requirements and financial management information.

ACADEMIC REGALIA *(CAP, GOWN, HOOD, TASSEL)*

Candidates for graduation who anticipate participating in Commencement are expected to wear academic regalia as distributed by the College. As Commencement is a formal ceremony, it is customary for laity to wear the academic gown over business attire and Sisters to wear their mantel in lieu of the academic gown.

Sister students will not need to place an online order for academic regalia as this is handled in bulk through the Office of Academics. Laity students may check with the Office of Academics for available academic regalia before placing an online order at *www.herffjones.com*.

DIPLOMA

The name to appear on the diploma is exactly as stated on the student's *Intent to Graduate Form*. Diplomas will be presented at Commencement to candidates for graduation who have completed all degree requirements, whose *Intent to Graduate Form* has been finalized in the Office of the Registrar, and who have met all financial obligations to Aquinas College. Students who do not participate in Commencement or who finish their coursework after the Commencement date may request that the diploma either be mailed as directed on the *Intent to Graduate Form* or picked up in the Office of Academics. *Important note: Please contact the Office of Academics for any mailing address changes. Aquinas College cannot accept responsibility for diplomas lost in the U.S. Mail system.*

Graduation and Commencement information, including forms and instructions, is located on the Aquinas College website at www.aquinascollege.edu/academics/graduation-commencement/.

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 Aquinas College Handbook of Policies and Procedures, 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:

A. 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.

B. Author or inventor refers to the creator of a copyrightable work or patentable invention.

C. Intellectual property includes works eligible for copyright protection and inventions eligible for patent protection under U.S. and International Law.

D. Ownership is legal title coupled with exclusive right to possession. Ownership can be shared proportionately according to a written agreement.

E. 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

<u>Students</u>

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.

TECHNOLOGY

AQUINAS COLLEGE NETWORK ACCEPTABLE USE 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 should:

- Protect his/her 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 authorized access.

- 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.

- 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.

- 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:

- Use of another person's user ID, files, or data without explicit permission.

- Use of the College system for commercial gain.

- 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.

- Sending unauthorized group emails to students or faculty/staff without permission from the Office of Student Affairs.

- Use of the Internet for any illegal activity, including plagiarism or the violation of copyright or contracts.

- Intentionally using information systems or networks to send or receive threatening, offensive, insulting, harassing, obscene or pornographic images and/or text.

- 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.

- 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.

- Use of College resources that violate any federal, state, or local law or statute.

- Use of College technological resources to gain unauthorized or inappropriate access to systems/networks, software, or data at the College or other sites.

- 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 student ID number (with no spaces); for example: John A. Doe whose ID # is A0000001234 would log in as: jadoe34. (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 Student1! *(note case)*

Password Instructions *Must be a minimum of 6 characters in length and must include at least 3 of the following 4 characteristics: upper case letter, lower case letter, numeral or special character.*

Step 1: Network Login

Press Ctrl-Alt-Delete to begin

Type your username and password

Step 2: Email

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

Type username and password

Step 3: Student Portal

To access the Student Portal, type https://ecams2.aquinascollege.edu/estudent/login.asp 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.

*Type your username, password, **AND TERM***

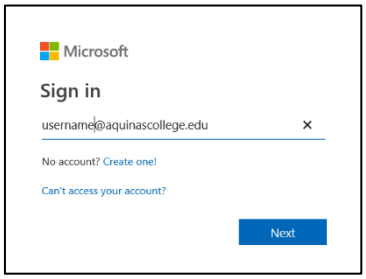
For Assistance on the Network or Email account please email: helpdesk@aquinascollege.edu or call the Helpdesk at 615-297-7545 x 555.

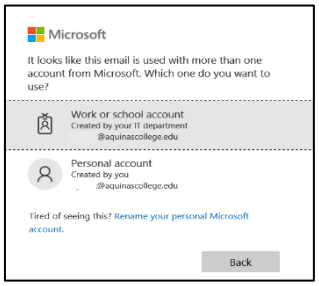
For Assistance on the Student Portal account please contact the Registrar at 615-297-7545 x 414 or via email at srgianna@aquinascollege.edu.

Step 4: Office 365 Login

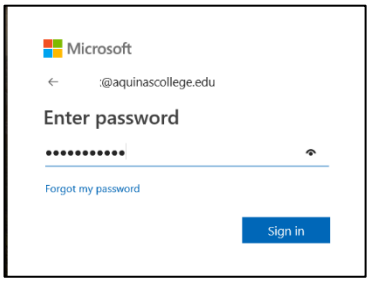
To access Office 365, go to the Aquinas College website (www.aquinascollege.edu,) and click on "LOGIN" at the top of the home page. Click on "Office 365." Click "Sign In."

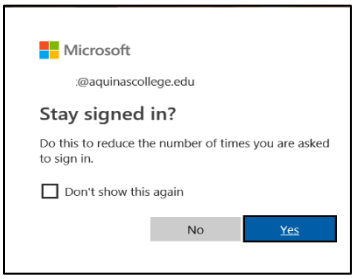
Sign in using your full Aquinas email address. If given the option, choose the Work or school account.





Enter your Aquinas College password (the same password used to login to Aquinas College computers). Choose whether you would like to Stay Signed in.





Once you are logged in, some of the Office 365 apps which are available to you will be shown on the screen. Please feel free to click on "Explore all your apps" to "Learn More" about the features of each of the apps or click on the app to open that program. Commonly used Microsoft Office programs such as Word, Excel, PowerPoint, and OneNote are available on Office 365.

For Assistance with Office 365, please contact the Assistant to the Vice President for Academics at 615-297-7545 x 449or via email at byardk@aquinascollege.edu.

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. Pope Benedict XVI reminds us that: "*In the digital environment… where it is easy for heated and divisive voices to be raised and where sensationalism can at times prevail, we are called to attentive discernment. Let us recall in this regard that Elijah recognized the voice of God not in the great and strong wind, not in the earthquake or the fire, but in 'a still, small voice'*"[4]. Therefore, the students of Aquinas College are expected to be a testimony of the Gospel of Christ even in social media. However, 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.

[4] Message of His Holiness Pope Benedict XVI for the 47th World Communications Day

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.

Any student groups desiring official social media presences must have the approval of the Director of Student Affairs. 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 by using the College's name, 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. Disparaging the reputation of the College or other individuals is unacceptable behavior.

The relationships between faculty, staff and students are friendly, yet of an educational and advising nature. Healthy boundaries are important to maintain for the good of both the student and the faculty/staff member. Students should refrain from trying to form personal, non-college related relationships with faculty and staff on social media networks; for example, trying to "friend" the personal account of a professor or staff member on Facebook. Exceptions are made when the nature of the social media relationship is of an academic or work related nature.

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.

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 *Consent to Release Educational Records (FERPA)* form available from the Office of 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. Aquinas College does not provide Directory Information to third parties. However, 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 College personnel 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;
- as permitted or required by Federal or State law; and,
- to your parent(s) if your parent(s) claim you as a dependent for federal tax purposes.

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 on the Aquinas College website. If the student is not satisfied with the results of this conference, the student can file a complaint letter with the U.S. Department of Education.

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.

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 submit a *Request for Non-Release of Directory Information* form to the Office of the Registrar. This form is available in the Office of the Registrar and on the Aquinas College website.

STUDENTS' ROLES PERTAINING TO INSTITUTIONAL DECISION-MAKING

Student input is valued by the administration of the College. Students are involved in institutional decision-making on several different levels:

- The Educational Community Committee serves as a planning group for various activities for students and as a group through which students in the College may communicate needs or suggestions that may be matters of concern to the College. Every student is invited to attend the meetings that are announced in advance through various means of communication.

- 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 administration and action is taken when deemed appropriate.

- Every student is encouraged to express suggestions and concerns to academic advisors, instructors, the Dean, and/or Associate Provost. 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 the faculty member, the Dean, and the Vice President for Academics for action, when deemed appropriate.

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. As the philosopher John Donne once said, "No man is an island, entire of itself; every man is a piece of the continent, a part of the main" Therefore, we see our students as small, but important, parts of a larger system that must be cared for in part and in whole.

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

- 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; and,

- 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; and,
- expectation to be honest.

STUDENT CODE OF CONDUCT

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 College personnel, 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.

Relationships with Faculty and Staff

The relationships between faculty, staff, and students are friendly, yet of an educational and advising nature. Healthy boundaries are important to maintain for the good of both the student and the faculty/staff member as well as respect the professional nature of a College environment. Students address faculty and staff by using the titles, Doctor, Mr. Mrs., Ms., Sister, Father, or Brother. Students should refrain from trying to form personal, non-college related relationships with faculty and staff on social media networks. Please see the social media policy.

Dress Code Guideline

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 immodest clothing, low-cut clothing, or clothing which displays offensive language or pictures is inappropriate and should not be worn. 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, such as student teaching. These will be communicated to the student prior to the activity.

PROCEDURES AND SANCTIONS FOR VIOLATIONS OF STUDENT RESPONSIBILIES

Academic and Non-Academic

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
↓
Director of Student Affairs
↓
Appeal
↓
Student Disciplinary Review Committee

II. Violations of Academic

Student Responsibilities
↓
Instructor
↓
Appeal
↓
Student Academic Review Committee

I. VIOLATIONS OF NON-ACADEMIC STUDENT RESPONSIBILITIES

A. 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, 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. Any 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 expressed 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. **Domestic Violence, Dating Violence, Relationship Violence, Violent or aggressive behavior** between family members, spouses, ex-spouses, those who are dating or have dated, and individuals that have cohabitated. While living with one's intimate partner on campus is prohibited, domestic violence is prohibited by any student living on or off campus and will be reported if knowledge of a student's engagement in this becomes known. If someone suspects domestic violence, the student may contact the Chief of Security or the Director of Student Affairs for more information. Risk reduction, warning signs as well as safe and positive options that a bystander can take when witnessing potential domestic violence may be found at: www.stepupprogram.org.

j. **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:

   (i) physically harming a student or damaging a student's property;

(ii) placing a student in reasonable fear of physical harm or damage to his/her property;

(iii) substantially disrupting the instructional program or the orderly operations of the College; or

(iv) is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

k. Behavior that poses a significant **risk to the health, safety or well-being** of others or the Campus community that cannot be eliminated by a modification of practices or procedures, or by the provision of available auxiliary services.

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:

(i) Possessing or consuming alcohol if under the legal age.

(ii) Operating a motor vehicle while under the influence of alcohol that constitutes a violation of Tennessee law.

(iii) Misrepresenting one's age for the purposes of purchasing or consuming alcohol.

(iv) Purchasing, furnishing or serving alcohol by a legal-aged College student to a minor.

(v) 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.

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. Note: Incidents involving sexual misconduct, sexual harassment, relationship violence (student vs. student), and /or discrimination will be investigated using the compliant and investigation procedure for Sexual Harassment. If the charge is of a serious nature, the Director of Student 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 Academics.

C. Sanctions

Violations of non-academic student responsibilities may be subject to one or more sanctions. Examples of available sanctions include the following:

1. **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.

2. **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.

3. **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.

4. **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).

5. **Individualized Risk Assessment:** When a student's behavior poses a significant risk to the health, safety or well-being of others or of the Campus community, a Risk Assessment will take place in order to determine reasonable conditions for return. If conditions cannot be met, the student may withdraw or be suspended or face expulsion.

6. **Anger Management Counseling:** Mandatory participation in, and satisfactory completion of, a designated number of anger management counseling sessions.

7. **Suspension:** Temporary withdrawal of student status for serious violation of Student Responsibilities, or for accusation of conduct that is deemed detrimental to the reputation of Aquinas College. Notification of suspension is in writing and indicates the term of suspension and any special condition that must be met before readmission. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Normally, after the period of suspension, the student will be on probation for a period of time.

8. **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 copy in the student's disciplinary file and sanction for violation of probation will be set forth in the written notification.

9. **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, the student must provide notice in writing to the Director of Student Affairs. The student's right to appeal is waived if written notice of the intent to appeal is not provided to the Director of Student Affairs within five business days after the imposition of the sanction not including the day of the sanction.

2. The Director of Student Affairs will acknowledge to the student, by certified mail, receipt of the notice of intent to appeal and will forward to the student for completion a *Narrative for Appeal of Academic and Disciplinary Matters*.

3. The student will complete the *Narrative for Appeal of Academic and Disciplinary Matters* and return it along with any supporting documentation to the Director of Student

Affairs within seven business days of the date the narrative was received. Failure to do so will be considered a withdrawal of the appeal.

4. A Student Disciplinary Committee shall be convened for the purpose of considering the appeal, in accordance with College policy. The Student Disciplinary Committee is comprised of Faculty and Staff members appointed on an annual basis by the 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.

8. All materials and documents pertaining to and utilized during the disciplinary procedures are maintained in the Office of Academics in accord with the Document Retention Policy.

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.

      (i) **Cheating** includes, but is not limited to:

         (1) use of any unauthorized assistance in taking quizzes, tests, or examinations;

(2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

(3) the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;

(4) 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;

(5) influencing, or attempting to influence, any College official, faculty member, or personnel 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.

(ii) **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.

(iii) **Forgery** is considered the alteration or misuse of College documents, records, or ID's. This includes unauthorized access to College computers or use of College computer equipment to secure unauthorized access to non-College computers.

A. 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 behavior violations will be referred to the Director of Student Affairs.

B. 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.

1. **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.

2. The imposition of a **failing grade** on exam, project, paper, course, etc.

3. **Immediate removal** from the classroom, program of study, or the College.

4. **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.

5. **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 copy in the student's disciplinary file and sanction for violation of probation will be set forth in the written notification

6. **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.

C. 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 was 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 Dominican and Roman Catholic principles that sustain its mission and heritage and to comply with all federal and state laws prohibiting discrimination in employment and in its educational programs. Aquinas College admits qualified students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate based on race, color, national or ethnic origin in administration of its education policies, admission policies, scholarships and loan programs. Aquinas College does not participate in Federal Title IV funding, nor receive and process Institutional Student Information Records (ISIRs), and as a consequence, Aquinas College students are not able to receive state of Tennessee grants and scholarships.

The College provides equal employment opportunity to all qualified applicants without regard to any classification protected by law. The College reserves the right, however, in employment decisions to give preference to a qualified member of the St. Cecilia Congregation or if no qualified member is available for an open position, to qualified practicing Catholics. The College requires all employees as a condition of employment to be consistent at all times, in example and expression, with the tenets and morals of the Roman Catholic Faith and to sign a Witness Statement, a document affirming explicit support of the Catholic Church in the context of the Aquinas College mission.

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:

Andrew Atwood
Chief of Security
Aquinas Main, Rm # 125
615-297-7545 ext. 451
atwooda@aquinascollege.edu

Inquiries may also be made to the Assistant Secretary of the Department of Education at:

Office of Civil Rights
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406 Facsimile: (404) 974-9471
OCR.Atlanta@ed.gov

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 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 race, color, or national or ethnic origin 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

D. Sexual Harassment

Sexual harassment is a form of sex discrimination which undermines the dignity of the human person and can be carried out by College personnel, students, and non-employee third parties and violates College policy. Sexual harassment is generally "unwelcome sexual advances, requests for sexual favors, and other verbal, written 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 College 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 of a sexual nature 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 and Fire Safety Report located on the Aquinas College website 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 based on 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."

E. Chief of Security

The College's Chief of Security is:

Andrew Atwood
Aquinas Main, Rm # 125
615-297-7545 ext. 451
atwooda@aquinascollege.edu

The Chief of Security handles inquiries regarding issues of discrimination and harassment in the College, and identifies and addresses any patterns or systemic problems that arise during the review of such complaints. The Chief of Security also ensures education, training and advisement of the campus community on overall compliance related to matters of discrimination, harassment or other hostile actions.

F. Complaint Procedure and Investigation

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 Chief of Security or the Vice President for Academics. The seriousness of the charge is such that it should not be made lightly, nor will it be considered lightly. In addition those that witness sexual harassment or sexual misconduct are encouraged to report their observations. A request by the complainant for confidentiality will be considered. However, Aquinas College reserves the right to fully investigate any complaint in order to meet its responsibility of providing a safe and non-discriminatory environment for all member of the Aquinas Community.

1. 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 Chief of Security is responsible for the alleged discrimination and/or harassment, the individual should report the misconduct to the Vice President for Academics at the College. In order to assist the investigation, complainants should document the discrimination and/or harassment as soon as possible after 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 Chief of Security, 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. Within sixty (60) calendar days of the receipt of the complaint, the Chief of Security, 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 person to accompany them.

5. Once the investigation is complete, the Chief of Security, or his/her designee, will determine whether the incident is founded or not using a preponderance of the evidence. This finding will be communicated to both the complainant and the accused. The results of the investigation will be presented to the Director of Student Affairs. 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 or staff has violated this policy, disciplinary action will follow procedures outlined in the *Aquinas College Handbook of Policies and Procedures*.

6. All members of the College community, who serve in a supervisory capacity, such as directors and managers, department chairs, security staff, faculty and other staff, are responsible for reporting all complaints of discrimination and/or harassment to the Chief of Security.

7. In cases where the complainant or the accused is a student and the claim is of harassment based on disability, the Director of Student Learning Services, in consultation with the Vice President for Academics, will assume primary responsibility for overseeing the investigation process.

G. 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. College personnel with knowledge of the accusation will make every reasonable attempt to prevent retaliation.

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 Chief of Security. If the person accused of engaging in retaliation is the Chief of Security, the person complaining has the option of contacting the Vice President for Academics or the President of the College.

H. Publication of Policy

This policy is accessible to all members of the College community. The policies in this handbook are available on the College's website.

I. 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.

J. 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 administration 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/

SEXUAL MISCONDUCT POLICY

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 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 Chief of Security, Director of Student Affairs, or any administrator of the College.

III. PROHIBITED BEHAVIOR

Federal law requires the definition and explanations of sexual misconduct. Aquinas College strictly prohibits sexual misconduct. 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 for 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 bodily 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 Chief of Security, the Director of Student Affairs or the Vice President for Academics, 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 Chief of Security, the Director of Student Affairs, or the Vice President for Academics for support. Whomever is contacted 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.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education. The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the **JEANNE CLERY ACT**. The Bill stipulates the following:

- **Victims shall be notified of their options to notify law enforcement.**
- **Accuser and accused must have the same opportunity to have others present.**
- **Both parties shall be informed of the outcome of any disciplinary proceeding.**
- **Victims shall be notified of counseling services.**
- **Victims shall be notified of options for changing academic and living situations.**

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, and cannot guarantee confidentiality if that would violate other legal obligations. 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 Office of Safety & Security 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 the Chief of Security. Additionally, College personnel are required to report non-personally identifiable information to the Office of Safety & Security. This information is limited to the incident reported, the type of incident, and the general location of the incident. Statistics given to the Office of Safety & Security will be made available through the Annual Campus Security and Fire Safety Report located on the Aquinas College website. Additionally, the College may post warnings about incidents that continue to pose a potential threat of bodily harm or danger to members of the College 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.

3. Other Options

Students also may file a complaint with the Nashville Metropolitan Police Department. Office of Safety & Security 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.

4. 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 – 615-222-2111
- Sexual Assault Center – 615-259-9055
- Campus Security – 615-467-0213
- Metro Police – 911 or 615-862-8600 (Non-emergency)
- Director of Student Affairs – 615-297-7545 x220
- Chief of Security – 615-297-7545 x 451

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 individual faculty or staff who is most closely involved with the concern or complaint in order to affect a resolution, then to the appropriate 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 the Director of Student Affairs, the Vice President for Academics or the President of the College.

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 Director of Student Affairs by submitting a "Student Conduct Complaint". 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. A record of all complaints, including all documentation pertaining to a complaint, will be maintained by the Office of Academics in accordance with the Document Retention Policy.

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 of the School of Education within 20 business days of the posted grade. The *Grade Dispute Form* is available from the Dean.

If the Dean of the School of Education is the instructor, the Vice President for Academics will appoint the Associate Provost to facilitate the review process. The Dean of the School of Education 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 of the School of Education will have a conversation with the course instructor during the analysis process. This conversation should be reduced to writing which the instructor should approve for accuracy.

If circumstances are such that it is necessary to have conversation with others, the 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 faculty or professionals in the field.

The Dean of the School of Education 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 of the School of Education 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 4-5 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 Dean of the School of Education (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 Dean of the School of Education 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.

HEALTH & SAFETY

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 Director of Student Affairs.

- Alcoholics Anonymous 615-831-1050
- Narcotics Anonymous 1-800-677-1462
- Cumberland Heights Alcohol & Drug Treatment Center 615-356-2700
- Tennessee Christian Medical Center 615-865-0300
- Vanderbilt Addiction Center 615-327-7000

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 $20 for each violation, and upon the third violation, the vehicle will not be permitted on the campus for the remainder of the semester.

DRONES AND ELECTRONIC TRANSPORTATION

In an effort to improve student safety, campus security and protect student privacy, hover boards and drones are not permitted to be stored or used on campus by students, without the express written permission of the Director of Student Affairs.

VISITORS

Academic buildings and office spaces serve the needs of the College's students, faculty, and staff. Faculty, staff and students should not bring their children under the age of 18 to Aquinas College during working hours without explicit permission of their supervisor, nor should they request supervision of children during working hours. Faculty, staff, and/or student's children are not permitted in the classroom during instruction. Unsupervised minors are not permitted in the buildings or grounds on the College campus.

Should a minor be present during working hours, parent/employee agrees to assume responsibility for the minor at all times, including the minor's safety and for any damage to property or injury to persons that is caused by his or her presence.

EMERGENCY EVACUATION DRILLS

Periodic fire, severe weather and lock-down drills may be conducted throughout the academic 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, or unless it is a threat to one's safety to stay.

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 less than 21 years of age, or possession or use of alcoholic beverages by individuals less than 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 Director of Student Affairs. Aquinas College will comply with any parental notification requirements as set forth in Tennessee law. For further information contact the Director of Student Affairs.

FIRST AID

First aid kits are located in the following areas: Biology Lab, behind the receptionist desk, and on the second floor across from Breen Hall. 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 Breen Hall. There is also an AED located near the first floor lobby of Siena Hall.

JEANNE CLERY ACT

The Student Right to Know Act and Campus Security Act was formally renamed The Jeanne Clery Act in 1998. The Clery Act has been subsequently revised, the latest revision being 2008. The College is committed to complying with all aspects of the Clery Act by annually publishing and making available all crime statistics and related information on crime. Detailed information about campus safety and security is available in the Annual Security and Fire Safety Report located on the Aquinas College website. A printed copy of the report is also available to students, parents, faculty and staff in the Office of Safety & Security. 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, Dating Violence, Domestic Violence, Stalking, and to give accounting of Hate Crimes as reported on campus.

SMOKING POLICY

Smoking or chewing of tobacco or smoking of electronic cigarettes is not permitted inside any building on the campus or next to any open windows of buildings. Smoking also is prohibited on the front porch and near the side entrances of the main College building, on the Adoration Chapel front porch and back patio, as well as on the campus grounds, but is permitted in the designated smoking area to the right of the steps on the lower field adjacent to the Aquinas Main building. There are no exceptions to this policy. Security personal may ask students to leave the property when violations of this policy take place. Repeated violations will be handled according to the Non-Academic Disciplinary Procedure.

STUDENT IDENTIFICATION CARD (ID's)

All students are required to obtain an Aquinas College ID. The ID card entitles a student to attend campus activities, gain access to selected building locations, and to access materials from the library. Photos for ID cards are taken during Orientation Week. Lost or stolen IDs may be replaced at the Office of Safety & Security.

STUDENT PARKING AND TRAFFIC FLOW

All student, faculty, and staff vehicles must have a College parking permit clearly displayed. Permits are static cling and easily removed. They should be affixed to the lower, left side of the vehicle's rear window.

Parking permits may be obtained during the student advisement/registration program or from the Security Office by appointment. All vehicles that may be used by a student should be registered with that office and where a decal should also be obtained for each vehicle, to avoid inadvertent parking violations.

Students must park in designated Aquinas parking areas. Students are encouraged to park in the faculty/staff lot (provided space is available) in front of Aquinas Main. Overflow parking is in the parking lots located in the back of the building.

The driveway parking adjacent to the White House is used for TDC employee parking and Adoration Chapel guests and should not be used for through traffic to parking areas. In addition, these spaces are not available for Aquinas College parking.

Handicapped parking is located to the right of the front entrance to the main College building and in 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 space. There is no parking in the entrance/exit lanes. Vehicles parked in locations that block lanes will be towed without warning and at cost to the owner of the vehicle. This is a safety issue; emergency vehicles must be able to have quick access to all areas of the campus.

Students may not leave their cars on the property overnight without the permission of the Office of Safety & Security.

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.

Parking violation fines are to be paid to the Office of Safety & Security 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.

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.

Please note: Aquinas College is not liable for any damages of any kind relating to the towing of a vehicle or other services obtained by towing services.

STUDENT SAFETY

Aquinas College intends to provide a healthy, safe, clean, and secure environment for all students and staff. The campus is patrolled by RSS (615-473-4016) 24 hours, 7 days a week. 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, lap top 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.

If a student is a victim of or witness to a *non-violent crime*, the student must notify the Chief of Security, the Director of Student Affairs, or another College administrator as soon as possible to report the following information:

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

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 that they may locate the victim to make a complete report when they arrive. The student should notify the Chief of Security or the Director of Student Affairs, as soon as possible after the incident.

If a criminal act or a suspicious person is observed on campus, immediately notify the Chief of Security, the Director of Student Affairs or any other administrator and report the incident.

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.

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 Orientation Day. Returning students may update their information through the login page of the Aquinas College website.

WEATHER POLICY (EMERGENCY CLOSURE OR DELAYED START)

Aquinas College will normally remain open as scheduled regardless of weather conditions. Students 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 and by text messaging.

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 that are held off campus are left to the discretion of the instructor who will communicate with each student in the class.

IMPORTANT ACADEMIC CALENDAR DATES

Fall Semester - 2019

Solemnity of the Assumption – College Closed
August 15

Undergraduate Student Orientation
August 22

School of Education Undergraduate Orientation
August 23

Fall Semester Begins
August 26

Mass of the Holy Spirit
August 28

Labor Day – College Closed
September 2

School of Education Graduate Orientation
September 5

Fall Break – College Closed
October 11

Mid-Term Exams
October 14-17

All Saints' Day – College Closed
November 1

Thanksgiving Holidays – College Closed
November 27-29

Last Day of Fall Semester Classes
December 5

Final Exams
December 9-12

Winter Break – College Closed
December 19-31

Spring Semester - 2020

New Year Holiday– College Closed
January 1-2

Spring Semester Begins
January 6

M.L.K. Day – College Closed
January 20

March for Life – No Classes, Offices Open
January 23-24

St. Thomas Aquinas Mass and Celebration
January 28

Mid-Term Exams
February 24-27

Spring Break
March 16-20, (College Closed on March 20)

Easter Holiday – College Closed
April 9-13

Last Day of Spring Semester Classes
April 23

Final Exams
April 27-30

Baccalaureate Mass and Commencement
May 6

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Prayer of St. Thomas Aquinas

Give me, O Lord
A steadfast heart
Which no unworthy thought
can drag downwards;
An unconquered heart
Which no tribulation can wear out;
An upright heart
Which no unworthy purpose
may tempt aside.
Bestow upon me also,
O Lord my God,
Understanding to know Thee,
Diligence to seek Thee,
Wisdom to find Thee, and
A faithfulness
that may finally embrace Thee;
Through Jesus Christ, our Lord.
Amen.

AQUINAS COLLEGE
NASHVILLE