



# AQUINAS COLLEGE

## Student Handbook

### 2023-2024





# AQUINAS COLLEGE STUDENT HANDBOOK

2023-2024

This handbook provides policies and procedures pertaining to students of Aquinas College. 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**

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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**

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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**

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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**

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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 Liberal Arts
- Bachelor of Arts in Philosophy
- Bachelor of Arts in Theology

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## STUDENT LIFE

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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.”*<sup>1</sup> 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.

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## STUDENT ACTIVITIES

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The Director of Student Affairs formulates and implements programs of activities that foster community such as Oktoberfest, lunch events, and the End-of-the-Year Gratitude Luncheon.

Student organizations at Aquinas exist in order to enrich the academic experience. They must be in full accord with the mission of the College and the teachings of the Roman Catholic Church.

### GENERAL

- Student activities are announced via flyers, portal announcements, email, and the College’s website.
- All meetings, events, and classes at Aquinas College 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.

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## STUDENT SERVICES

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### 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.”*<sup>2</sup> 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.

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<sup>1</sup> John 1:14 Douay-Rheims Bible

<sup>2</sup> St. Thomas Aquinas, “Puer Iesus”

## 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."*<sup>3</sup> 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.

## 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.

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<sup>4</sup> Pope Benedict XVI, Message for the Celebration of the World Day of Peace, January 1, 2010



- 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: <https://sos.tn.gov/elections/guides/how-to-register-to-vote>

## **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.

## **ADVISEMENT AND REGISTRATION**

Advisement decisions are made based on the student’s designated program of study. The purposes of advisement are to guide the student in terms of course selection and to provide academic counseling. It is the responsibility of the student to set an appointment to meet with their academic advisor in order to register for the upcoming semester. If a student is taking concurrent courses at institutions other than Aquinas College with or without the intent to request transfer credit, the student must inform their advisor of these courses.

The new student advisement and registration process begins after the student has been admitted and the Registrar has notified the new student’s Dean of the admitted status. The student is assigned an academic advisor who will contact the student to discuss scheduling and registration for the upcoming semester. Following advisement, the student will be permitted to register online.

Returning students must meet with their academic advisor before registering for the next semester. Dates for academic advisement and online registration are posted by the Office of the Registrar, usually the week of mid-term exams.

The student is entirely responsible for completing the requirements for the degree program in which he/she is registered. It is up to the student, in consultation with his/her academic advisor, to select the appropriate courses, maintain the required GPA, and carry the required hours in preparation for graduation. Course drops, withdrawals, and failures are the complete

responsibility of the student and may affect his/her graduation date. A student's decision to change his/her program of study may also impact progress toward graduation. Students should consult the Aquinas College Catalog for a more detailed description of academic policies.

### **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. In addition, the office assists students with debt counseling and repayment strategies. 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. This assistance does not replace the individual student/instructor relationship. Student Learning Services also offers 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**

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

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

- clearly state each diagnosed disability;
- clearly describe the current functional limitations resulting from each disability;

- 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);
- describe past accommodations, medications, or services;
- include recommendations for accommodations, medications, or services;
- submit recommendations on official letterhead and signed 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 (located in the Student Learning Services office) 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 academic advisor); and referrals to Student Learning Services for tutoring services.

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

### **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, <https://aquinas.ecampus.com/>. You may also navigate to the College Bookstore by opening the Aquinas College homepage at <http://www.aquinascollege.edu>. On the homepage, click on “Menu” on the top toolbar. Select “Academics”, then select “Bookstore”. 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.

### **AQUINAS COLLEGE CATALOG**

The Aquinas College Catalog contains the complete list of Academic Policies and Procedures, including courses and degrees. It is available online at [www.aquinascollege.edu/academics/course-catalog/](http://www.aquinascollege.edu/academics/course-catalog/).

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## **FACILITIES**

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### **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.

### **AQUINAS CENTER**

The Aquinas Center is located on the north side of the campus near Siena Hall and provides space for hosting larger scale conferences and workshops offered through the College and other organizations in line with the mission of Aquinas College.

### **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 over 200,000 resources selected to support the College's curriculum. In addition to books and periodicals, the library provides 160 databases from information vendors such as OCLC, ProQuest, EBSCO, Gale, JSTOR, and others. These online databases provide access to more than 18,000 full-text periodicals and over 30,000 open access journals. 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. 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 holdings, eBook holdings, 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 carrels, work tables, study rooms, computers, 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.

## SIENA CONFERENCE HALL

Siena Conference Hall is located behind the Aquinas College main building. This residential facility is used for hosting conferences, workshops and retreats offered through the College. It may also be rented to other non-profit organizations in line with the mission of Aquinas College. Additionally, Siena Conference Hall is used for periodic classes or events for Aquinas College.

## WHITE HOUSE

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



## GRADUATION AND COMMENCEMENT INFORMATION

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**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 2023-2024 academic year will be May 2, 2024.

### INTENT TO GRADUATE

Students completing their degree in the 2023-2024 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 the *Intent to Graduate Form* is December 1, 2023.** \*Please see the Aquinas College Catalog for full list of graduation requirements.

### FINANCIAL COUNSELING

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) during their final semester 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. All students must place their order for academic regalia through the Office of Academics. All orders must be placed no later than February 1, 2024.

### 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 <https://www.aquinascollege.edu/academics/graduation-commencement/>.*

## INTELLECTUAL PROPERTY POLICY

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### **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 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" and developed with the significant use of funds or facilities administered by Aquinas College are owned by Aquinas College.

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 or formation programs.

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

The creators of Intellectual Property shall retain their 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 or formation programs, so that the College's continued use of such materials for educational purposes at Aquinas College will not be compromised.

## VIII. Copying and reproduction of Intellectual Property

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

## IX. Resolution of Disputes

### Students

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

### Non-employed

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

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## TECHNOLOGY

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### **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.

## 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.

## 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](http://www.aquinascollege.edu)), and click on "QUICK LINKS" at the top of the home page. Click on "Login." Click on "Aquinas College Email."



Type username  
and password

### **Step 3: Blackbaud**

To access Blackbaud, go to the Aquinas College website ([www.aquinascollege.edu](http://www.aquinascollege.edu)), and click on "QUICK LINKS" at the top of the home page. Click on "Login." Click on "Student Portal."

*Type username.  
Click Next and type  
password*

Additional Blackbaud training will be provided during orientations and throughout the semester. For further assistance with Blackbaud, please contact the Registrar at 615-297-7545 x 432 or via email at [registrar@aquinascollege.edu](mailto:registrar@aquinascollege.edu).

### **Step 4: Office 365 Login**

To access Office 365, go to the Aquinas College website ([www.aquinascollege.edu](http://www.aquinascollege.edu)), and click on "QUICK LINKS" at the top of the home page. Click on "Login." Click on "Office 365 Login."

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 449 or via email at [byardk@aquinascollege.edu](mailto: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’”*<sup>4</sup>. 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.

## 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.

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## STUDENT INFORMATION PRIVACY

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### 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.

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<sup>4</sup> Message of His Holiness Pope Benedict XVI for the 47<sup>th</sup> World Communications Day

## 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

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

Student organizations at Aquinas exist in order to enrich the academic experience. They must be in full accord with the mission of the College and the teachings of the Roman Catholic Church.

- The Student Activities Board, led by the Director of Student Affairs, formulates and implements programs of activities that foster community such as Octoberfest, lunch events, and the End-of-the-Year Gratitude Luncheon.
- 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

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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 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

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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**

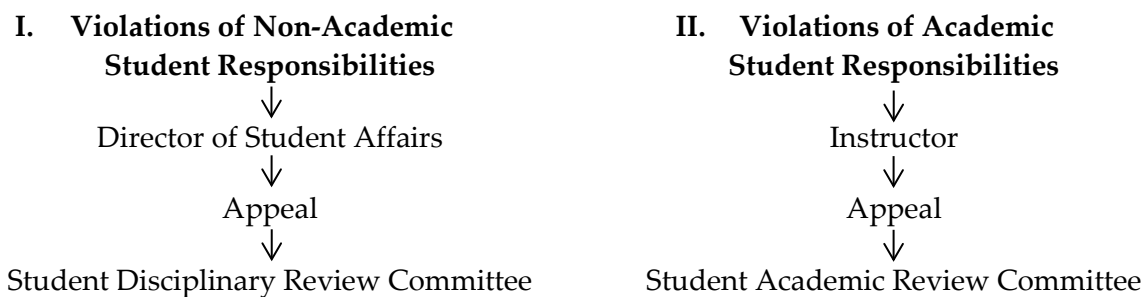
Students should maintain a standard of dress that reflects a respect and dignity for oneself and others that should be fostered in a Catholic institution. Christian modesty and common sense should be your guides when choosing your attire. Tight-fitting immodest clothing, low-cut clothing, or clothing 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 RESPONSIBILITIES

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### 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

#### 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](http://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:** Requirement to make restitution 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 Review Committee shall be convened for the purpose of considering the appeal, in accordance with College policy. The Student Disciplinary Review 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 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 Disciplinary Review 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 Review 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 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. The Student Disciplinary Review 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.

## B. Disciplinary Procedure

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

## C. Sanctions

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

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.

#### D. Appeals Procedure

1. If the student wishes to appeal the proposed sanction, the student must provide notice in writing to the Vice President for Academics. The student's right to appeal is waived if written notice of the intent to appeal is not provided to the Vice President for Academics within five business days following the conference with the instructor when the proposed sanction 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 AND ANTI-HARASSMENT POLICIES

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### 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 federal and state laws prohibiting discrimination in employment and in its educational programs. Aquinas College admits qualified students of any race, color, ethnicity, sex, national origin, citizenship, disability, genetic information, veteran status, age, or any other legally protected class, who desire to be part of the faith-based mission of the College to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate based on these protected characteristics in administration of its education policies, admission policies, scholarships and loan programs. Aquinas College does not participate in Federal Title IV or Title IX funding, nor receive and process Institutional Student Information Records (ISIRs); therefore, Aquinas College students are not able to receive federal or state of Tennessee grants and scholarships.

Aquinas College reserves all rights and protections granted to it in the area of admissions by applicable laws and constitutional provisions in furtherance of its religious objectives.

### ANTI-HARASSMENT POLICY

All employees and students are expected to treat each other with courtesy, consideration, and professionalism. Aquinas College will not tolerate harassment of any employee or student for any reason. Harassment for any discriminatory reason, such as race, color, ethnicity, sex, national origin, citizenship, disability, genetic information, veteran status, age, religion, or any other legally protected class, is specifically prohibited. Accordingly, derogatory or other inappropriate remarks, slurs, jokes, or behavior on the basis of any of these protected classifications will not be tolerated. Those found to violate this policy will be subject to discipline, up to and including termination or expulsion.

#### A. Definition of Harassment

Harassment in any form is contrary to the Catholic teaching and culture of Aquinas College. Harassment is defined as unwelcome comments and conduct with connotation(s) and/or subject matter that are intentionally demeaning to a person or group. Examples of harassment include, but are not limited to, the following directed to a person or group:

- Unwelcome slurs, jokes, and harassing comments about someone's protected classification.
- Unwelcome graffiti, cartoons, drawings, or other written comments about someone's protected classification.
- Unwelcome or offensive touching or other physical conduct directed at an employee because of their protected classification.
- Use of electronic media to transmit offensive materials that are intentionally demeaning to a person or group
- Ridicule or mockery based on someone's protected classification.

- Threats, physical assaults, or intimidation based on someone's protected classification.

Unwelcome sexual conduct constitutes harassment, even if an employee is otherwise well-treated, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; or
- submission to or rejection of such conduct by an individual is used as the basis for employment or any other academic decisions; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or educational environment.

This may include conduct between members of the opposite or same sex, and may also include conduct not motivated by sexual desire.

The respectful discussion of, instruction in, and adherence to Roman Catholic moral teachings and doctrine is an integral part of Aquinas College's mission, and is not discrimination or harassment.

## **B. Grievance Policy**

Any student of Aquinas College who believes any Aquinas policy has not been followed or has a complaint regarding application of an Aquinas College policy or a term or condition of academic status, including those regarding harassment or discrimination, should immediately communicate his or her concerns. A student should not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. The following steps should be taken:

- First, the student should communicate the concern, either verbally or in writing, to his or her academic advisor or the Director of Student Affairs as soon as possible.
- If the academic advisor or Director of Student Affairs is unable to assist in the resolution of the matter, if the concern involves this person, or if the student feels uncomfortable speaking with his or her immediate supervisor, unit head, academic advisor or the Director of Student Affairs, the employee may present his or her concerns in writing to the President.
- If the student feels uncomfortable communicating directly with the President about the concern, he or she may submit a written summary of the issue to the Chief of Security, who will gather the details of the concern and present these to the President, if appropriate.
- If the Chief of Security determines that the President is not the appropriate person to address the issue raised, such as when the concern involves the President, the student's concern may be forwarded in writing directly to the Chair of the Board of Directors.



Once a grievance has been communicated, Aquinas College will undertake a prompt and thorough investigation into the complaint, in order to resolve the issue in a timely manner. Since Aquinas College is committed to investigating all grievances thoroughly, it cannot guarantee absolute confidentiality regarding the matter. It will, however, protect the confidentiality of the matter to the extent consistent with its obligation to complete the investigation. The student reporting a complaint or becoming involved in an investigation is likewise obligated to treat the matter confidentially outside the investigation.

While the investigation is happening, the Chief of Security will, as appropriate, make follow-up inquiries and will take appropriate interim steps to ensure that no conduct in violation of this policy continues during the investigation and that complainants and witnesses are able to participate in the investigation free from retaliation.

If the investigation confirms that conduct in violation of this policy has occurred, appropriate action will be taken. This may include corrective action necessary to end and to remedy the harassment and to prevent it from recurring. Action also will include, as appropriate, imposition of discipline against the responsible party(ies), up to and including termination of employment or expulsion from the College.

#### Chief of Security

The College's Chief of Security is:

Andrew Atwood

Aquinas Main, Rm # 217

615-297-7545 ext. 451

[atwooda@aquinascollege.edu](mailto:atwooda@aquinascollege.edu)

The Chief of Security handles complaints and inquiries regarding issues of discrimination in the College, and identifies/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.

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## **SEXUAL MISCONDUCT POLICY**

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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 the Aquinas College community. 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.

Any member of the Aquinas College community may file a complaint against another community member 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 senior administrator of the College.

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.

Sexual misconduct includes (but is not limited to) sexual harassment, non-consensual intercourse, sexual exploitation, and non-consensual sexual contact. Sexual misconduct will not be tolerated in any form. Reports of a violation of the Sexual Misconduct Policy will be investigated in accordance with the procedure below, and, if substantiated, will subject a perpetrator to penalties up to and including termination or expulsion.

### **Grievance Procedure**

- Any member of the College community who believes he or she has experienced sexual misconduct by an employee, student, or third party (including [but not limited to] sexual harassment, sexual assault, and sexual violence), should immediately voice his or her concerns orally or in writing to the Chief of Security or to his/her designee. In the event the Chief of Security is responsible for the alleged misconduct, or if the complainant is uncomfortable making a report with the Chief of Security, the individual should report alleged misconduct to the Vice President for Academics or the Human Resources and Payroll Manager. The Aquinas College President and the Human Resources and Payroll Manager will be immediately notified of the complaint.
- All parties involved in the investigation are expected to cooperate in a truthful manner. Please note that the passage of time increases the difficulty of verifying allegations. In order to assist the investigation, complainants should document the alleged misconduct as soon as it occurs and with as much detail as possible, including the nature of the behavior, dates, times, places, name of alleged perpetrator, witnesses, and any response to the behavior.
- Upon receipt of any complaint, the Chief of Security or his/her designee will: (a) conduct a thorough and impartial investigation of the charges, (b) review any evidence that has been presented, and (c) 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, to privacy and discretion to the extent possible, and to 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.
- All reports will be fully investigated. Within 60 days of receipt of the complaint, the Chief of Security or his/her designee shall make a finding in writing as to whether sexual misconduct is

believed to have occurred. The parties will be notified periodically of the status of the investigation and of 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.

- In the event that the Chief of Security or his/her designee finds that there has been a violation, he/she will notify the parties of the outcome of the investigation and recommend prompt and appropriate remedial action. Appropriate discipline will be determined by the College, up to and including termination or expulsion.

All members of the College community who serve in a supervisory capacity are responsible for reporting all complaints of sexual misconduct to the Chief of Security.

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### NON-RETALIATION POLICY

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Retaliation against members of the College community for making good faith reports of potential non-compliance with laws, regulations, or policies is strictly prohibited and subject to disciplinary action. Any student who feels that he or she is being retaliated against for bringing a grievance should report his or her concerns.

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### STUDENT CONCERNS OR COMPLAINTS

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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.

Complaints or grievances related to harassment, sexual misconduct, or discrimination will follow the policies and procedures outlined in the previous sections.

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**

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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:

- The student should discuss the matter with the instructor within 10 business days of the posted grade.
- 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 or the Associate Provost within 20 business days of the posted grade. The *Grade Dispute Form* is available from the Dean or Associate Provost.

If the Dean of the School of Education or the Associate Provost is the instructor, the Vice President for Academics will appoint another academic administrator to facilitate the review process. The Dean of the School of Education or Associate Provost 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 or Associate Provost 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 or Associate Provost 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 or the Associate Provost will prepare a written analysis, which should address the following two questions:

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

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

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

In the event that the student or the instructor desire to appeal the determination of the Dean or Associate Provost, 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 or the Associate Provost 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.

The SARC will receive all materials collected by the Dean of the School of Education or the Associate Provost (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 or the Associate Provost 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.

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## **HEALTH & SAFETY**

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### **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 Chief of Security.

## **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**

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 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.

#### **For closures of more than two successive days**

If inclement weather should exceed two successive days, remote learning would begin with the third day. For example, if Aquinas is closed on Tuesday through Thursday, remote learning would begin on Thursday.

#### **For multiple closures that occur on the same rotation (either Mon/Wed or Tues/Thurs)**

If inclement weather occurs on the same rotation, such as a Mon/Wed or Tues/Thurs, but on different weeks, remote learning will begin with the second day so as not to miss two class sessions. For example, if Aquinas is closed on a Tuesday during Week 2 and then closed on a Thursday during Week 4, remote learning would begin on Thursday.

While the usual methods of communication will announce that Aquinas is closed, faculty will notify students when and how distance learning will commence.

## IMPORTANT ACADEMIC CALENDAR DATES

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### Fall Semester - 2023

*Fall Semester Begins*

*August 21*

*Undergraduate Student Orientation*

*August 21*

*Mass of the Holy Spirit*

*August 22*

*School of Education Student Orientation*

*August 23*

*Labor Day – College Closed*

*September 4*

*Thanksgiving Holidays – No Classes*

*November 20-24*

*Thanksgiving Holidays – College Closed*

*November 23-24*

*Last Day of Fall Semester Classes*

*November 30*

*Final Exams*

*December 4-7*

*Winter Break – College Closed ½ Day*

*December 20*

*Winter Break – College Closed*

*December 21-31*

### Spring Semester - 2024

*Winter Break – College Closed*

*January 1-3*

*Spring Semester Begins*

*January 8*

*M.L.K. Day – College Closed*

*January 15*

*St. Thomas Aquinas Mass and Celebration*

*January 25*

*Spring Break*

*March 11-15*

*Holy Week – College Closed*

*March 28 – April 1*

*Last Day of Spring Semester Classes*

*April 25*

*Final Exams*

*April 29 – May 1*

*Baccalaureate Mass and Commencement*

*May 2*

*Dates and events are subject to change.*

*Please see the [Calendar](#) on the Aquinas College website for up-to-date information.*



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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.*