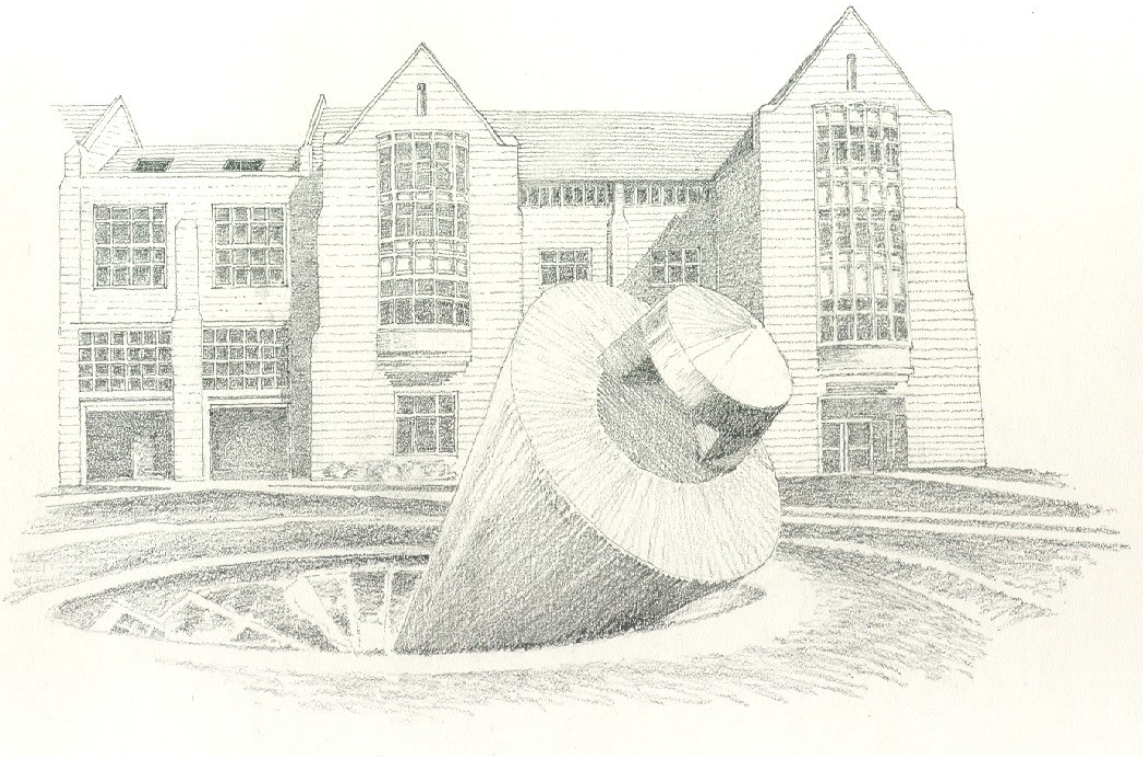


# School of Engineering

## Graduate Student Handbook

### 2005-2006



UNIVERSITY  
*of* ST. THOMAS  
MINNESOTA

## **Introduction**

*The University of St. Thomas is an academic community that continually strives for educational excellence. The quality of your experience at St. Thomas depends a great deal on how effectively you take advantage of the programs, services and activities of the university.*

*Besides the academic program, we have academic support services such as the library, writing center, computer labs, and other programs, services and events such as career services, recreational facilities, learning centers, volunteer programs, housing, dining facilities, lecture series, religious programs and services, health services, organizations and policies – all of which guide our interactions with one another.*

*The School of Engineering Graduate Student Handbook is designed to help you make the most of your educational experience at the University of St. Thomas.*

## **Accreditation**

*The University of St. Thomas is accredited by the North Central Association of Colleges and Schools. The Master of Manufacturing Systems Engineering degree is also accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (EAC of ABET)(410)347-7700.*

## **Disclaimer**

*The contents of this handbook are subject to change without notice and should not be read as part of a contractual relationship. University of St. Thomas website contains current information.*

## **Notice**

*All students are reminded to carefully read the sections of the catalog that concern them, as ignorance of the material contained in it will not be accepted as an excuse.*

# St. Thomas Mission and Vision Statement

## MISSION

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

## CONVICTIONS

As a community we are committed to:

- 1. pursuit of truth**  
*We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas*
- 2. academic excellence**  
*We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking*
- 3. faith and reason**  
*We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture*
- 4. dignity**  
*We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community*
- 5. diversity**  
*We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society*
- 6. personal attention**  
*We foster a caring culture that supports the well-being of each member*
- 7. gratitude**  
*We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God*

## VISION

We seek to be a recognized leader in Catholic higher education that excels in effective teaching, active learning, scholarly research and responsible engagement with the local community as well as with the national and global communities in which we live.

(Statement approved by the Board of Trustees  
October 21, 2004)

## Accreditation

The University of St. Thomas is accredited by the North Central Association of College and Schools, an accreditation which is essential for all schools in this region. The Master of Manufacturing Systems Engineering (MMSE) degree is accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology (EAC of ABET). Telephone: (410) 347-7700. Since spring semester 1986, UST has offered innovative applied engineering, manufacturing and technology programs which emphasize application to regional industry. We value excellent teaching above all; real world industrial experience and success in the classroom are as important as strong academic credentials for both our full-time and adjunct faculty. For information on the North Central Commission on Institutions of Higher Learning, call 800-621-7440 or see [www.ncacihe.org](http://www.ncacihe.org)

The University of St. Thomas admits students of any race, color, creed, national or ethnic origin.

## Admissions

### Graduate Study Admission Requirements:

In order to be admitted as a student to this graduate program, a student must have been awarded a baccalaureate degree from a institution that is regionally accredited or its equivalent as determined by the program.

### Master of Manufacturing Systems Engineering (MMSE) Admission Requirements

The MMSE program is open to those holding a bachelor's degree in any form of engineering from an EAC of ABET (Accreditation Board for Engineering and Technology) accredited engineering program or its equivalent. Applicants must have two years industrial experience or equivalent through internship experiences.

### Master of Science in Manufacturing Systems (MSMS) Admission Requirements

The MSMS program is open to those holding a bachelor's degree in any undergraduate major field of study. Applicants must have two years industrial experience or equivalent through internship experience.

### Additional Admission Requirements and Application Guidelines for both the MMSE and MSMS Degree Programs

Students apply to the MMSE and MSMS program by submitting a completed application and an application fee.

Admission to these degree programs is based on the following:

- Official transcripts sent directly to St. Thomas from all colleges and universities attended
- A short essay that reviews career objectives

- A personal resume highlighting current employment information, work experience and professional affiliations. (An addendum plus a recent resume is acceptable.)
- Completion of the Aptitude Requirement:
  - Undergraduate GPA of 3.0 or better at graduation based on 4.0 scale **or**
  - 5 years work experience as detailed in your resume **or**
  - a copy of certification for FE, PE, CMfgE, CPIM, CQE or CRE or equivalent rigorous exam **or**
  - Graduate Record Exam (GRE) score sent from the Educational Testing Service also acceptable are scores from the Graduate Management Admission Test (GMAT)

Upon receipt of all the above documents, the Admission Committee will review each application for admission.

### **Master of Science in Technology Management (MSTM) Admission Requirements**

The MSTM degree is open to those holding a bachelor's degree in any undergraduate major field of study. Applicants must have five years work experience.

Prospective students apply by submitting a completed application and an application fee.

Admission into the MSTM degree program is based on the following:

- Official transcripts from all colleges or universities attended
- An essay that reviews career objectives
- A personal resume
- Person interview with Dean and/or Associate Director
- A letter of corporate endorsement from manager or supervisor

Unconditional Admission into the MSTM program is based on:

- A GPA of 3.0 or higher
- A personal interview by Dean and/or Associate Director
- Five years industrial experience

Additional requirements include:

- a mentor from outside your reporting line
- presenting a portion or idea from each class in a staff meeting, brown bag or other means within the company.

### **Graduate Special Enrollment**

All students who apply for a degree program are considered Graduate Special Enrollment (GSE) students until they complete all of the admission requirements. A GSE student may take up to 6 credits (usually 2 classes) while they complete the admission requirements.

Students must complete the application form, be eligible for the degree program for which they are applying, send in the one-time non-refundable application fee, and provide a current resume to be accepted into Graduate Special Enrollment. Any student who does not complete the admission requirements while taking 6 credits or two classes will not be allowed to register until they have completed the requirements.

### **Non-Degree Student Status**

Programs that admit students whose goals are other than obtaining a degree from the University of St. Thomas will assign those students special status codes that identify them as non-degree seeking students. "Degree" is defined in the traditional academic sense for purposes of this policy and does include certificate seeking students. To continue to take courses all non-degree seeking students must maintain a 3.0 Grade Point Average

### **Unconditional Acceptance**

Students who receive an unconditional acceptance into the program will be required to maintain a 3.0 Grade Point Average.

### **Provisional Acceptance**

Some students who do not meet the basic criteria may be accepted provisionally into the degree program. These students will remain on provisional status until they have met the conditions of the acceptance. The Admissions committee will review the student's academic progress and determine if the student will be allowed to continue in the degree program at that time. A minimum GPA of 3.0 is required at all times in all programs.

### **International Students Transcript Evaluation**

Students who have completed their education outside the United States will need to have their transcripts evaluated by a credential evaluation service.

If a student is applying for the MMSE degree, they are required to have their transcript evaluated by Engineering Credential Evaluation Inc. available at [www.ecei.org](http://www.ecei.org). ECEI is the only organization authorized to evaluate students entering the ABET accredited MMSE program.

If a student is applying to any other program, they can use any transcript evaluation service that provides equivalency to a Bachelor's degree under the United State education system and a Grade Point Average. Two evaluation services are World Education Service at [www.wes.org](http://www.wes.org) or Education Credential Evaluators at [www.ece.org](http://www.ece.org) but others are available and would be acceptable.

### **Definition of a Graduate Student**

Students who have received a baccalaureate degree and have been admitted to a program for the purpose of taking courses that may be used to meet the requirements

of a degree beyond the baccalaureate are called “graduate students.”

## **Degree Plan**

### **Advising**

All students (degree seeking and non-degree seeking) are required to meet with their advisor during the first semester of attendance. This advising session may be by telephone, in person or via email and is designed to give students information about when classes are held and to develop a program plan. The degree plan created in conjunction with the advisor and student will list the courses and credits that are required to completion of the program along with guidelines concerning waivers, transfers, and substitutions. Students who fail to meet with an advisor during their first semester will not be allowed to register for any additional classes without seeing their advisor.

The initial degree plan will act as a guideline and can be changed at any time with permission of the advisor. Students are expected to meet at least yearly with an advisor.

## **Course Completion Policies**

### **Attendance Policy**

Attendance in classes is an important aspect of learning in engineering or technology management courses. Regular attendance is expected at classes which have specified meetings, dates and locations. Sanctions may be imposed for failure to attend class regularly. When these occasions occur, it is the student’s responsibility to inform the instructor before the class meets. The student is also expected to meet all assignment deadlines.

If a student’s job or other circumstance necessitate traveling out of town extensively, he or she will need to consider whether a temporary withdrawal from the program would be more appropriate than excessive absences. In all cases, it is expected that all students will communicate any absences with, and respect the resulting decision of, the instructor.

Part-time evening students are allowed to miss up to two hours for each credit in a course. For example, a three-credit course would allow up to six hours of excused absences. For example, more than six missed hours in a three-credit class may negatively affect a student’s grade. In all cases, individual instructors may use their discretion to modify the attendance policy based on their teaching style and course methodology.

### **Auditing Policy**

The School of Engineering Graduate Programs do not permit auditing of courses. The Dean of the program only makes exceptions to this policy. If permission is granted by the Dean, a student may register for a course as an auditor provided s/he meets the prerequisites for the course. If the instructor deems attendance to be satisfactory, the course will appear on the student’s

transcript with a notation indicating that the student was registered as an auditor. If attendance is not satisfactory, no notation of the course will appear on the transcript.

Auditor status does not confer credit toward degree requirements. Auditor status cannot be changed to “for credit” status after the last day to add a class. A student who completes a class as an auditor may not receive degree credit without retaking the course for credit.

Permission to audit a course must be obtained from the Dean of the school. The cost of auditing is the same as taking the course for credit.

### **Makeup Exams**

Attendance at all examinations is required; however, if, due to an emergency or unavoidable conflict, a student must miss class on an exam night, the student should communicate in advance with the instructor the reasons that necessitate rescheduling the exam. A makeup exam may then be offered at the discretion of the instructor.

If the instructor permits the student to take a makeup exam, the instructor will inform Student or Faculty Coordinators of the arrangements that have been made. The student must then call the School of Engineering Office at 651/962-5750 to make an appointment to take the exam at the Engineering office, following the instructor’s guidelines.

### **Withdrawal Due to Military Activation**

Graduate students who are called to active duty in the armed services will be granted a 100% tuition adjustment for the semester in which they were deployed regardless of the date they were activated. To receive this tuition adjustment, the student must present the engineering student services office a copy of the deployment orders. If a student is called to duty after the last day to drop without a “W”, the student will receive Ws on the transcript.

### **Withdrawals and Academic Liability**

In order to withdraw from one or more classes a student must notify the Engineering office of their intention to withdraw on or before the published deadline for withdrawing. The notification must contain the student’s identification number, name and the class or classes from which the student is withdrawing. If a student withdraws before 15% of the instructional time for a class has elapsed, no record of the class is made on the transcript. Withdrawals after 15% or 100% refund dates will result in a notation of “W” on the transcript. Students who discontinue a class after the withdrawal deadline will receive the grade they earn in the class. Specific dates and deadlines for withdrawal will be published in your program’s course schedule.

If a student who is receiving federal financial aid notified the university, by any means, of his/her intent to withdraw from all registration for a term, a notation that withdrawal will be made in his/her records and federal financial aid authorities will be notified of the

withdrawal effective the date of the notification. If a student who is receiving federal financial aid does in fact discontinue attendance in all classes in a term, withdrawal from the university will be inferred, a notation of withdrawal will be made in the student records and federal financial aid authorities will be notified of the withdrawal. The effective date of the withdrawal will be determined based on the records of respective instructors.

The grades for the individual classes for which attendance is discontinued will be determined by the grading policies pertaining to those classes and the date of the withdrawal.

### Grades

Regular grades have the following characterization: “A” = excellent, “B” = competence, “C” = minimally satisfactory, “F” = failure, “I” = incomplete, “W” = withdrawal. “D”’s are not used at the Graduate level. The use of pluses and minuses indicates performance levels between those suggested by these characteristics.

Grade points are determined the following basis:	
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
F	0.0
I	0.0
W	0.0
S	0.0
R	0.0

Two courses, ETL5783 and ETL5 881 have S/R course grading. S/R means as follows: “S” = satisfactory, “R” = unsatisfactory, repeat the course. Students are not allowed to take other courses with S/R grading.

### Pass/Fail Grading Option

Courses offered through this department may not be taken pass/fail.

### Semester Credit

One semester credit may typically be earned for a course which requires the equivalent of 14 hours of instruction plus appropriate extra-class work. A three credit course usually requires 42 hours of instruction. Certain types of learning activities, such as laboratory work and internships, may require students to spend more time to earn a semester credit.

### Calculation of Grade Point Average

Grade Point Average is determined by dividing the total number of grade points awarded for each course by the

number of credits taken. Minimum School of Engineering graduate program GPA is 3.0.

### Failing Grades

Students who receive a failing grade “F” for any course must re-take and successfully complete that course during their next semester of attendance. A grade of “F” will become a permanent part of the student transcript. An “F” grade is computed into the cumulative grade point average. When that course has been repeated, only the passing grade will be computed into the cumulative grade point average, although a grade of “F” remains on the transcript.

### Incomplete Policy

Definition: An incomplete grade is issued when a student attends a class and for **unforeseen** circumstances is unable to complete the course within the semester. The mark of ‘I’ may not be used without prior arrangement between instructor and student. An incomplete agreement form must be completed no later than when grades are due for that semester. The agreement must outline the requirements for successful completion of the course. Both the instructor and student must sign this form.

### Graduate Guidelines on Incomplete Grades:

- The decision to issue an incomplete grade lies solely with the instructor.
- There must be a good reason for the delay. A good reason will involve matters not wholly in the control of the student, such as illness or a death in the family.
- The instructor can decide what conditions are applicable such as additional or special tests, etc.
- The mark of “I” is not used to allow a student to improve a grade by performing additional work over and above that ordinarily expected for the course or by repetition of work already submitted to the instructor.
- Any incomplete coursework must be completed by the end of the next major semester. Fall semester and J-Term incompletes must be completed by the end of the following spring semester. Spring and summer semester incompletes must be completed by the end of the following fall semester. If an instructor sets an earlier deadline, this new deadline must be communicated to the student in writing.
- If the conditions attached to the incomplete are not met or the time limit is exceeded the incomplete grade will change to a fail (F).
- If a student feels any conditions or decisions relating to the incomplete are not fair, a written petition can be made to the Associate Director of the Programs in Engineering and Technology Management to review the incomplete.
- An incomplete is not to be issued to a student due to late action by an instructor.

- Both the instructor and the student will sign a contract outlining the conditions of the incomplete. Copies will go to each party and the student's file.

### **In Progress Grade (IP)**

A grade of IP can be issued for students who are working on engineering project or thesis related courses. This allows the student to work on their project for up to three years from the end of the semester in which the IP grade was issued.

An In Progress grade (IP) in ETL881 related to the engineering project/thesis must be completed within three years of the last semester attended.

If the work associated with IP grade is not completed within three years the grade will become an "F" grade.

### **Retention of Student Work Supporting Grades**

Student work which is retained by the instructor, and which supports the grade book or analogous record must be retained one semester after the final grades are entered. All incomplete grade information will be retained one semester after the change of grade.

### **Retention of Syllabi**

Each instructor will submit a syllabus for each class taught to the Faculty Services Coordinator, within ten business days of the first day of class. The syllabus will be retained by the department for at least five years following the last day of class. The most current syllabus for any class is available on the website.

### **Student Records Storage and Retention**

The storage, retention and disposal of student records is governed by university policy established by the University Archives Committee.

### **Grade Reports**

Students will be able to access their grades via the web and print out a report as soon as grades have been entered on the MURPHY system. Grade reports will be mailed six to eight weeks after the semester ends. The School of Engineering Graduate programs cannot issue any grades directly to students either by telephone or in person.

### **Retaking of Courses**

A student may repeat any course in order to improve a grade. Written permission to repeat a course is required from the Dean of the School of Engineering. Only the credit and grade of the last instance of the course will be used toward graduation requirements and grade point average. All instances of registration will remain on the student's academic history records. UST courses can only be repeated at UST for the purpose of improving the grade.

### **Transfer Course Credit**

In order for a course submitted in transfer to be used to meet St. Thomas graduation requirements the sending institution must be accredited. U.S. institutions must be

regionally accredited. In addition, the course must be designated a course which is applicable to a graduate degree at the sending institution, the course must have been graded B or above and it must be deemed adequately equivalent to a corresponding course required or permitted for meeting graduate requirements. Equivalency will be certified by the Dean of the School of Engineering which administers curriculum in the corresponding discipline.

### **Consortium or Exchange Program Credit**

This program does not accept consortium or exchange program credit earned prior to matriculation at the university.

### **Credit by Examination of Prior Competency**

This program does not grant credit for competencies gained prior to matriculation at the university. If you believe you already are proficient in any course, contact your advisor to discuss alternatives.

### **Award of Credit for Non-Traditional Experience**

This program does not award credit for non-traditional experience acquired prior to matriculation at this university.

## **Academic Probation**

While a grade of "C" is considered minimally satisfactory performance for a single course, the achievement of multiple "C" grades is regarded as unsatisfactory academic progress within the program as a whole. Therefore, any student who has completed six or more credits and whose cumulative grade point average is 3.0 or below will be placed on academic probation.

While a student is on academic probation, they will be restricted to taking one course in any semester and must receive a grade of "B" or better in that course.

Once the GPA is above 3.0, they may take more than one course as long as the GPA remains above 3.0 at all times and their probation will be revoked and may continue at the university without prejudice.

If the student fails to receive a grade of "B" or better while on probation, they will be suspended for one semester. After that time, they may return and will be placed on probation. Failure to obtain a B or better will result in dismissal from the program.

Students may appeal suspension or dismissal to the appeal process of the department. If students are readmitted on appeal, the program may impose conditions on the readmission.

### **Grade Changes**

Each graduate program will establish a final grade reporting deadline for each term. Grade changes after that deadline, for that term, must be submitted to the Student Services Coordinator. All changes of incomplete grades are approved by the Dean of the

program after submission by the instructor. A form will be provided for the grade change. The Dean must approve the change and ensure that the appropriate grade changes are posted in a timely manner. Following the end of each fall and spring term, the University Registrar will submit summary reports of all grade changes made since the previous report to the Dean.

## **Degree Completion Requirements**

### **Graduation Requirements**

Students seeking the MMSE degree must complete 42 course credits and 3 engineering project/thesis credits for a total of 45 credits.

Students seeking the MSMS degree must complete 42 course credits.

Students seeking the MSTM degree must complete 45 course credits.

Maintenance of a 3.0 or higher GPA is required to remain in any program and to graduate.

Once the student has completed the courses on the degree plan, that student is eligible to graduate. Students may take as many semesters as necessary to complete the required coursework for graduation.

Degrees are awarded and posted to student records three times a year, at the close of the Fall, Spring and Summer terms. Students graduate at the end of the term in which they complete degree requirements. Students who complete degree requirements prior to the awarding and posting of the degree can request a letter from the Dean certifying the completion of degree requirements.

The minimum grade point average, in all work attempted in pursuit of the degree, required for graduation is 3.00. Students must earn at least 42 credits to receive a degree. At least 30 credits used to meet the requirements of the degree must be taken at the University of St. Thomas. No more than three credits of independent study credits can be used to meet degree requirements.

Undergraduate credit may not be used to meet the requirements of a graduate degree. Credits earned more than 10 years prior to graduation cannot be used to meet the requirements of a degree unless authorized by the Dean of the program.

Prospective graduates must be admitted to degree candidacy status before consideration for a degree will be undertaken. MMSE degree candidates are expected to demonstrate progress on an approved thesis or engineering project as specified and assessed by a faculty thesis advisor. Failure to progress will result in removed from degree candidacy.

Students may request exceptions to the published degree requirements from the Dean, upon recommendation from the faculty advisor. The decision of the Dean is final.

Prospective graduates must notify the Student Services Coordinator of their intent to graduate during the first two weeks of the term in which they intend to graduate. The Student Services Coordinator will provide the student with information about graduation and commencement ceremonies. Upon graduate the graduate's degree, major and graduation date will be posted to the student's academic transcript. A diploma indicating the degree and graduation date will be provided to the graduate.

### **Degree Requirements**

Students must meet certain minimum requirements to receive a master's degree from the School of Engineering department. These include:

1. Must complete all degree requirements in place at the time of first matriculation or any subsequent set of degree requirements. These degree requirements are published yearly in the "Course Descriptions and Degree Plans" booklet and on the website as well as the academic catalog. All changes are also outlined in the Registration Materials for each semester.
2. Must have a cumulative grade point average of at least 3.0.
3. Must have earned at least 21 credits beyond credits used to meet the requirements of a different degree at St. Thomas.
4. Must have earned at least 30 credits at the University of St. Thomas.
5. Must complete all degree requirements before the degree will awarded or posted to university records.
6. Must complete all work that might affect qualifications for the degree, including credit that will not be applied to the degree but might affect the grade point average.
7. The program may change curriculum requirements at any time.

### **Graduation Procedure**

Any student who has completed the courses on their approved degree plan and expects to graduate must file an application for graduation with the Student Services Coordinator. Deadlines for filing for graduation and the graduation application form are published in the Registration Materials and are generally the end of the second week of the semester. The academic advisors will review the applicant's file and academic record before approval for graduation is granted.

The University of St. Thomas assumes no obligation to include in the graduation program those candidates who failed to comply with this procedure.

## **Completion of a Second Graduate Degree**

The purpose of a dual degree policy is to define the requirements for students who wish to obtain two graduate degrees at the University of St. Thomas. The requirements are intended to ensure the integrity of both degrees while avoiding undue repetition of the subject matter.

The number of courses required for each of the two degrees taken under the dual degree policy will not be any different for the dual-degree student than they would be for the single-degree student. Students who are interested in obtaining two degrees at the time of initial graduation should work with their advisor to determine degree requirements for each degree. In no case will a student take fewer than 30 unshared credits.

It is recommended that students who wish to obtain two degrees complete their first degree and then use the alumni tuition reduction to obtain the second degree.

## **Transcript Requests**

Official transcript requests must be made in person or in writing to the Records office (Room 106 Aquinas) at the University of St. Thomas. Forty-eight hours are needed to process the order. The Records office phone number is (651) 962-6700. The phone number for the transcript hotline is (651) 962-6715. There is a \$3.00 nominal transcript fee.

## **Veteran's Education Benefits**

The University of St. Thomas School of Engineering is fully approved for veteran's educational benefits. Once the initial paperwork has been submitted by an incoming veteran, subsequent enrollment certification is automatically handled by their program's office. A veteran taking six credits receives full-time benefits, while three credits constitute half-time benefits.

## **Procedures and Policies**

### **Registration**

At least ten weeks in advance of the fall and spring/summer semesters, all current students will receive information about registration. Changes in a student's degree plan must be approved by his/her academic advisor. Students should register for courses on their degree plan following the procedures outlined in the mailing.

In addition to the schedule of classes and registration instructions, the Registration Materials contain information on adding and dropping courses, dates for tuition refunds and academic liability, tuition rates, and other general information.

### **Cancellation of Registration for Non-Attendance**

Programs may cancel class registration for students who fail to complete registration or otherwise fail to begin their work of the class evidenced by non-attendance in

class or otherwise undertaking course requirements in a timely manner. Deadlines for registration and beginning class are the end of the 100% refund time period. Once the student has begun the work of the class only the student may withdraw or cancel his/her registration.

### **Undergraduate Students Enrolling in Graduate Classes**

Undergraduate students are not generally permitted to take graduate classes. Special registration to obtain undergraduate credit is offered by the department with approval of the instructor and Dean. Undergraduate students should see the Student Services Coordinator for more information.

### **Late Registration**

Late registration for a course is defined as any registration after the 100% refund date listed in the registration mailing. Students must obtain permission from the instructor to register after that time. There is a \$40.00 late registration fee for each registration after that time.

### **Delinquent Accounts**

If a student's registration is not accepted due to a delinquent account at the business office, the student will be notified. Registration cannot take place until the delinquent account status is cleared.

### **Admission to a Class**

Attending class is prohibited unless the student is officially enrolled in that class. All instructors have been notified to admit no one whose name is not on the class roster unless the student has proof of enrollment. Under no circumstances will credit be issued to anyone who attends a class for which he or she is not registered.

### **Course Load**

It is recommended that a student who works full time take a maximum of two classes in the spring and fall, and one class in the summer.

Students may not register for more than 12 credits or 3 courses during any semester without consultation with and written permission from their advisor.

### **Independent Study**

An individual/independent study is a learning contract in which a registered student and university instructor define, organize and evaluate one of the following:

1. A special project which is limited in content and time frame. These courses provide an opportunity for students to receive individual instruction and guidance while pursuing a subject of special interest. It also allows instructors to share their personal study and foster the special abilities and interests of their students.
2. A regular university course by means of independent study. The provision of such courses will be exceptional and must be

approved by the Dean of the school in which they are to be provided.

Individual/independent studies are used only in exceptional cases. Students should not expect approval of such an arrangement for the purpose of convenience only.

Students who wish to engage in individual or independent study must contract with an appropriate university instructor and submit a completed "Directed Studies" form available through the School of Engineering office to the Dean. A completed form will include:

1. The students name
2. Student identification number
3. a title for the study or course or the regular course designation of the course, if any
4. the number of credits to be awarded upon completion of the study
5. The graduation requirement it is intended to meet, if any
6. the goal or objective of the study
7. the method of instruction, study or research
8. a rationale for independent/individual study as an appropriate pedagogy for the course
9. the deliverables required from both the student and instructor
10. the grading system
11. the time frame within which the work must be completed.

Once the form is completed and approved by the Dean of the program, the student and instructor will receive a copy. Once the student receives his signed copy, the student must register for the ETLs 880 Directed Studies course no later than two weeks from the start of the semester.

### **Alumni Registration**

All graduates of Engineering and Technology Management degree programs or MBA degree programs are eligible to register for School of Engineering graduate courses at a reduced rate of one-third off the tuition as long as the student meets the course prerequisites or, if needed, is granted the permission of the instructor. If the student plans to complete another degree, the student must apply to that program.

## **Statement of Student Rights and Responsibilities**

### **Student Rights**

1. Students have the right to receive regular and organized instruction and guidance consistent with the aims of the course for which they have registered.
2. A student's grade in a course would be determined only by academic achievement consistent with the aims and content of that

course. At the beginning of the course, the instructor should make known the factors that will be considered in determining the grade such as class attendance, class participation, papers, examinations, projects and/or presentations.

3. A student has the right to have papers and tests graded and returned within a reasonable amount of time, generally before the next assignment is due. In the case of final exams, students should be allowed access to their exam scores and final grades.
4. A student has the right to meet with his or her instructor to ask questions about or discuss course material, either during office hours or during a scheduled appointment.
5. All students have the right to use the educational resources of the university in accordance with the rules concerning their use.
6. A student has the right to the opportunity to participate in student government, athletics and other activities on campus (as set forth in this Student Policy Book).
7. The University of St. Thomas recognizes that free inquiry and free expression are indispensable elements for the achievement of the goals of an academic community. Students have the right to freedom of expression, including the right to dissent, protest and/or take reasoned exception to the information and views offered in any course.
8. Financial regulations are set forth in the university catalog and the award form. Financial aid offered and officially accepted according to these conditions will not be revoked except for serious cause after a hearing by an ad hoc Financial Aid committee. The students will be notified and/or allowed to be present at this hearing. An exception to the above may occur when the funding for any kind of aid does not cover the amounts awarded. In this case, the Committee may modify awards without a hearing in order to reduce awards to the amount of funds available.
9. Each student has the right to fair and reasonable treatment by other members of the university community.
10. All students have the right to the opportunity to participate in and receive the benefits of the programs at St. Thomas. No one may be excluded on the basis of disability, race,

ethnicity, national origin, creed, gender, age, sexual orientation or economic status.

11. If a student feels that his/her rights have been violated in the process of attempting to resolve a grievance, he or she has the right to bring the case before the University Grievance Committee (see "Grievance Process" in this Student Policy Book).

### **Student Responsibilities**

1. Each student is responsible for learning the content and the skills required by his or her courses.
2. Each student is responsible for being honest in all of his or her classes. Students will not cheat on examinations, copy another student's work, plagiarize from secondary sources or from other students or engage in any other forms of academic dishonesty.
3. Students have the responsibility to attend their classes; the student is expected to arrive by the beginning and remain for the class period. Attendance policies will be stated in the course syllabus. The student has the responsibility of notifying Academic Counseling and his or her instructors of extended absences due to illness or other allowable reasons. If a student knows that he or she will be absent on a particular day, the student is responsible for seeing the instructor beforehand to obtain the assignments for that day.
4. If a student misses a class, he or she is responsible for making up the work by obtaining a classmate's notes and handouts and turning in any assignments due.
5. The student is responsible for arranging with faculty any modifications of class requirements necessitated by special needs, such as medical conditions, physical disabilities, or learning disabilities. Students with physical or learning disabilities who desire accommodations are required to provide documentation of their disability before accommodations are provided.
6. Each student has the responsibility to treat other members of the university fairly, and respect their rights.
7. Students must use library and all educational resources of the university in a responsible manner. Students may not deface or vandalize books, periodicals, and/or computer resources in the St. Thomas libraries as well as computer lab hardware, software and related equipment.

8. While students have the right to freedom of expression, including the right to dissent, protest, or take reasoned exception to the information and views offered in any course, this expression cannot interfere with the rights of others, impede the progress of instruction, or disrupt the processes of the university. Students have the responsibility to express views in a reasonable and orderly fashion as further described in the Student Policy Book.

9. Each student has the responsibility to know and abide by what is contained in the Student Policy Book of the University of St. Thomas and all other applicable university regulations and policies.

### **Grievance Process**

Students who believe they have been aggrieved according to the specifications in the "Statement of Student Rights and Responsibilities" should utilize the following process to resolve that grievance. In the governance of a college there is a "chain of command." Grievances should be first discussed with the alleged aggrievor and if the grievance is unresolved, the student should proceed up the chain of command (see Grievance Procedure diagram) until the grievance has been satisfactorily settled. Any student who feels aggrieved may consult with the Dean of Student Life concerning the process and the procedures. All persons who become involved in the process will attempt to resolve the grievance prior to any formal Grievance Committee hearings.

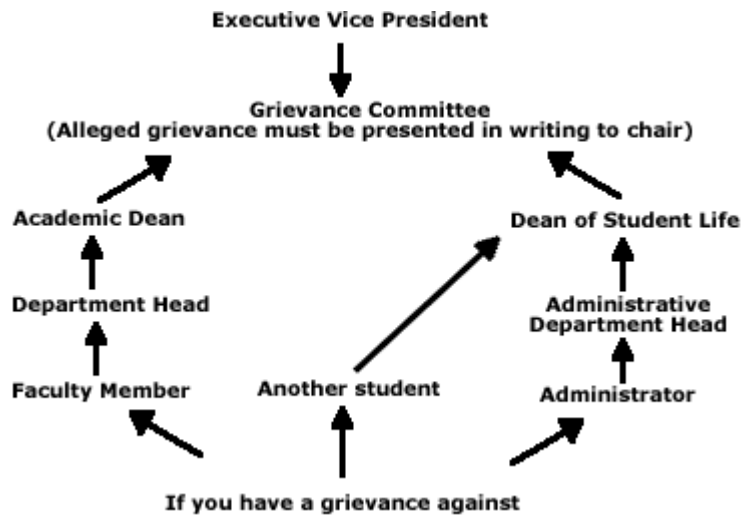
The Grievance Committee will hear any case in which a student thinks one of the rights listed in the Statement of Student Rights and Responsibilities has been denied. The Grievance Committee will consider only whether the challenged action or decision by a member of the faculty, administration, student body or any agency of these groups was unfair (arbitrary) or capricious.

The committee will first examine the facts presented (in writing) by the student. If the committee judges that there is sufficient evidence, it will investigate the matter and hear testimony. If the Grievance Committee decides that the student's complaint is justified, it will discuss the matter with the person or persons concerned and determine the means to ensure the student's rights. The decision of the Grievance Committee will be binding on all parties concerned unless the decision is appealed to the executive vice president.

### **Grievance Appeal Procedure**

Either interested party (defendant or plaintiff) may appeal a decision of the Grievance Committee to the executive vice president of the university within five days from the receipt of the decision. The executive vice president will choose an appeal board of three members.

The appeal board will not rehear the case, but will consider evidence of a violation of the proper procedures or manifest partiality. The appeal board will bring its recommendation to the executive vice president, whose decision will be final.



## Academic Integrity/Dishonesty

### Academic Integrity

Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Consequently, students are expected to do their own work on all academic assignments, tests, projects and research/term papers. Academic dishonesty, whether cheating, plagiarism or some other form of dishonest conduct related to academic coursework and listed in the Student Policy Book under "Discipline: Rules of Conduct" will automatically result in failure for the work involved. But academic dishonesty could also result in failure for the course and, in the event of a second incident of academic dishonesty, suspension from the university. Here are the common ways to violate the academic integrity code:

\* Cheating - Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit.

\* Fabrication - Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

\* Exams are one of the instruments used to evaluate the knowledge gained by an individual student of the class subject matter, and the progress towards meeting the outcomes of the class and the degree. To this end all exams (in class or take home) are intended to represent the

effort of the individual and not a group effort unless specifically stated otherwise.

\* Facilitating Academic Dishonesty - Intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

\* Plagiarism - The deliberate adoption or reproduction of ideas or words or statements of another person as one's own without acknowledgment. You commit plagiarism whenever you use a source in any way without indicating that you have used it. If you quote anything at all, even a phrase, you must put quotation marks around it, or set it off from your text; if you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends; if you use an author's idea, you must say that you are doing so. In every instance, you also must formally acknowledge the written source from which you took the material. (This includes material taken from the World Wide Web and other Internet sources.)

Here are five ways of plagiarizing:

1. **Word-for-word continuous copying without quotation marks or mention of the author's name.**
2. **Copying many words and phrases without quotation marks or mention of the author's name.**
3. **Copying an occasional key word or phrase without quotation marks or mention of the author's name.**
4. **Paraphrasing without mention of the author's name.**
5. **Taking the author's idea without acknowledging the source.**

If there is anything about plagiarism you do not understand, ask your professor.

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Students are encouraged to report incidents of academic dishonesty to course instructors. When academic dishonesty occurs, the following procedures will be followed:

A. The instructor will impose a minimum sanction of failure for the work involved. The instructor also will notify the student and the appropriate academic dean in writing of the nature of the offense and that the minimum sanction has been imposed. The instructor may

recommend to the dean that further penalties be should imposed.

If further penalties are imposed, the dean will notify the student immediately and the student will have five working days to respond to the intention to impose additional penalties. The student has the right to respond to the charge of academic dishonesty and may request in writing that the dean review the charge of academic dishonesty as fully as possible.

If the dean determines that no further sanctions will be applied, the instructor's sanction will stand and the instructor's letter to the dean and student will be placed in the student's file. If no further charges of academic dishonesty involving the student occur during the student's tenure at St. Thomas, the materials will be removed from the file upon graduation.

B. If the student has been involved in a previous incident of academic dishonesty, the dean will convene a hearing, following guidelines listed under "Hearings and Procedures" in the Student Policy Book. During the hearing, all violations of academic integrity will be reviewed. The student and the faculty member charging the most recent incident will be present at the hearing.

C. In either situation, A or B, if the dean determines that further sanctions are warranted, the student will be informed in writing. Among the sanctions considered by the dean will be the following: failure for the course in which the incident occurred; suspension from the university for the following semester; expulsion from the university; community service; a written assignment in which the student explores the principles of honesty and trust; other appropriate action or sanctions listed under "Sanctions" in the Student Policy Book. The materials relating to the incident, including the instructor's original letter to the student and dean and the dean's decision following the hearing, will become part of the student's file.

D. A student may appeal the dean's decision to the Committee on Discipline. To appeal, the student must send written notice to the chair of the Committee on Discipline within seven days of the date of the dean's letter notifying the student of the penalty. If the chair of the Committee on Discipline receives no written request within the time specified, the penalty shall be imposed and the action shall be considered final. If a written request of appeal is received within the time specified, the hearing procedures of the Committee on Discipline will be followed.

The Committee on Discipline shall have the authority to investigate the facts of the particular case that has been appealed and the committee may:

1. Affirm the original decision and sanction.
2. Affirm the original decision and reduce or increase the original sanction.
3. Reverse the original decision.

4. Disallow the original decision and order a new hearing by the dean (or designee).

## **Violations of Rights and Responsibilities (Non-Academic Grievance)**

Students who believe they have been aggrieved according to the specifications in the "Statement of Student Rights and Responsibilities" should utilize the following process to resolve that grievance. In the governance of the Graduate Programs in Engineering and Technology Management there is a chain of command concept in effect. Grievances should be discussed with the alleged aggrieved and if the grievance is unresolved, the student should proceed up the chain of command until the grievance has been satisfactorily settled.

Any student who feels aggrieved may consult with their advisor concerning the process and the procedures. All persons who become involved in the process will attempt to resolve the grievance prior to any formal committee hearings.

The Grievance Committee will hear any case in which a student thinks one of the rights listed above has been denied. The Grievance Committee will consider only whether the challenged action or decision by a member of the faculty, administration, student body or any agency of these groups was unfair (arbitrary) or capricious.

The committee will first examine the facts presented (in writing) by the student. If the committee judges that there is sufficient evidence, it will investigate the matter and hear testimony. If the Grievance Committee decides that the student's complaint is justified, it will discuss the matter with the person or persons concerned and determine the means to ensure the student's rights.

The decision of the Grievance Committee will be binding on all parties concerned unless the decision is appealed to the executive Vice President.

### **Grievance Appeal Procedure**

Either interested party (defendant or plaintiff) may appeal a decision of the Grievance Committee to the executive Vice President of the university within five days from the receipt of the decision.

The executive Vice President will choose an appeal board of three members. The appeal board will not rehear the case, but will consider evidence of a violation of the proper procedures or manifest partiality. The appeal board will bring its recommendation to the executive Vice President, whose decision will be final.

## **Disciplinary Rights and Procedures (Non-Academic)**

(excluding procedures outlined in the Sexual Violence Policy)

The Dean of Student Life is responsible for the enforcement of the Code of Conduct of the University of St. Thomas. The Dean has wide latitude and discretion within the University Judicial system to take action deemed appropriate for any given case. Students charged with violating the university's Code of Conduct shall be afforded a hearing in accordance with the following procedures

## **Fundamental Fairness**

### **Notice and the Opportunity to be Heard**

The goal of the University Judicial system is the same as that of the University; it is dedicated to the moral and intellectual development of our students. The judicial system is part of a private institution of higher education. It is not the civil or criminal justice system. The University System of Discipline is designed to assure fundamental fairness – that every student will be given the opportunity to know the Code of Conduct violation for which he or she has been charged, and the opportunity for those students to have their response to the charges heard.

**Notice and Hearing:** The basic requirements for due process within the University Judicial system are notice and hearing.

Students shall receive notice of their violations and the right to have those violations heard by an individual hearing officer or a hearing board. Notice, whenever possible, shall be in writing. This written notice may consist of email transmission through the University network and/or written correspondence through the campus mail. Personal contact or phone contact is acceptable provided that it is documented. A student charged with a violation of the University Code of Conduct shall be afforded the opportunity to review the written report on which the charges against them are based with a University Judicial Officer. A University judicial officer shall document any meeting with a student charged with a code violation. Documentation of such meeting to review alleged code violations shall be considered adequate evidence that a student has received notice of the violations against them. Hearings for the vast majority of student conduct violations shall be of an informal nature, and will, for all intents and purposes, resemble an interview. Such meetings with judicial officers are meant to discuss the student's role and responsibility for the Code of Conduct violation alleged, and appropriate sanctions should the student be found responsible for the conduct violation(s) alleged. Such interviews are not tape-recorded and any decision may be appealed to a University Hearing Board. A sanction letter will be issued from any hearing where a student has been found responsible for a University code violation.

**Standard of Proof:** A preponderance of evidence

The standard of proof for holding a student responsible for the code violation(s) alleged is a preponderance of the evidence. The preponderance of evidence means, that upon weighing the evidence, a judicial officer or hearing board believes it is more likely than not that the student is responsible for the violation(s) alleged. The judicial process is designed to be fundamentally fair. It is also designed to be flexible and efficient in order to achieve timely resolution of all allegations of misconduct. The structures, policies and procedures set forth below are intended to achieve these goals. The Dean of Student Life reserves the right to establish and make adjustment to any rule or guideline in a given case.

## **I. University Judicial Authority**

### *The First Level of Judicial Authority – Judicial Officers*

In the majority of cases, a judicial officer will be the University official designated to review an allegation that a St. Thomas student has violated the Code of Conduct. Judicial officers will make inquiry into the merits of the allegations presented and may make a determination of responsibility and issue appropriate sanctions. A judicial officer may determine that an allegation has no merit and dismiss charges. A judicial officer may determine that the matter should be referred to a hearing board. All decisions made by a judicial officer are vested with the formal disciplinary authority of the University. All decisions made by a judicial officer may be appealed to a hearing board.

### *Judicial Officer - Definition:*

The term "Judicial Officer" means a University official, who, on a case by case basis, is authorized by the Dean of Student Life Office, to investigate violations of University rules and policy, to make findings of fact, and to impose sanctions.

### *Coordinating Judicial Officer (CJO):*

The Coordinating Judicial Officer for the University is the Assistant Dean for Student Life. The Coordinating Judicial Officer shall:

- Determine the composition of hearing boards.
- Determine upon referral from Public Safety and/or Campus Living, which cases may or should be referred to a hearing board for the initial hearing.
- Serve as an advisor to hearing boards and work in conjunction with the chair.
- Advise and serve as counselor, administrator and observer to the Discipline Committee.
- Develop policies for the administration of the judicial program and procedural rules for the

conduct of hearings that are consistent with provisions of *The Online Student Policy Book*.

- Develop and institute appropriate training for judicial officers and other University personnel involved in the disciplinary process.
- Act as an informational nexus to the Department of Public Safety, the Department of Campus Living and the University's Neighborhood Liaison's Office with regard to judicial matters and student violations of University policy and/or state law.
- Review and oversee the University judicial process. The Dean of Student Life also authorizes the following personnel to act as judicial officers in their capacity as University officials responsible for enforcement and adjudication of violations of the University *Code of Conduct*:
  - Campus Living Staff; specifically including hall directors and area directors.
  - University Hearing Board Chairpersons.
  - Other University personnel as deemed necessary and appropriate to the disciplinary p

#### *Judicial Officer – Role & Duties:*

A judicial officer is a University official who is designated to have original jurisdiction in most matters involving student conduct violations. A judicial officer is vested with broad and flexible authority to gather information and is empowered to make decisions regarding the disposition of alleged student code violations.

Hearings before judicial officers are of an informal nature, and are intended to achieve a quick and fair resolution to the issue of responsibility and subsequent sanctions if appropriate. Hearings with judicial officers most resemble an interview. They are documented but are not audio recorded unless requested by the student or the officer. All decisions rendered by judicial officers carry the full weight and authority of the University. Decisions are documented and placed in the student's file.

All judicial officers are vested by the university with the power and authority to:

- Follow up on the initial investigation into incidents involving violation(s) of university policy.

- Make findings of fact and determinations of responsibility for violation(s) of university policy.
- Issue sanctions upon completion of an investigation and a finding that a student is responsible for a violation of the *Code of conduct*.
- Refer any student conduct matter to a hearing board through the Coordinating Judicial Officer.

All decisions made by a judicial officer may be appealed to a University Hearing Board. Forms for appeal of a decision by a judicial officer can be found in the Dean of Student Life Office or the Campus Living Office, and are discussed in detail in the section on appeals. Upon the receipt of written charges of misconduct and after review of the written charges, the CJO, in consultation with the lead judicial officer for Campus Living, will make a determination as to whether the hearing for any given case will be before a judicial officer or a hearing board. Judicial officers will adjudicate the majority of cases. In cases where the gravity or complexity of a given situation require it, a hearing board will be given original jurisdiction to hear the matter.

Except in cases of conflict of interest or cases where placing a particular judicial officer on a particular board would be manifestly unfair or prejudicial, judicial officers are authorized to act as full voting members of hearing boards to which they are appointed.

#### *The Second Level of Judicial Authority – University Hearing Boards*

University Hearing Boards serve a dual purpose. In some cases, a hearing board will act as an appeals board to review decisions made by a judicial officer. In general, when the board hears an appeal, it will not review the facts of the case but only the decision of the judicial officer based on the standards of appeal to a hearing board as set forth below.

In some cases, a University Hearing Board may be convened to act as a "trial court" to make determination of facts, assign responsibility and issue sanctions. The board will act in this manner only in select cases involving conduct where the violations alleged give rise to potentially severe consequences. The coordinating judicial officer in conjunction with other designees of the Dean of Student Life shall make this determination.

#### *University Hearing Boards – Role and Duties*

The University Hearing Board, acting as a designee of the Dean of Student Life, shall have the authority to hear cases of alleged misconduct and impose appropriate sanctions subject to review and approval of the Dean of Student Life. Boards will consist of 3-5 members made up of faculty, staff and students including a chairperson.

### *Chairpersons*

There will be a pool of trained chairpersons. The chairperson will be responsible for conducting the hearing, the recording and maintenance of an audiotape of the hearing, and the issuance of the decision letter to the accused student. The chairperson will participate in the deliberation of the board and work to bring the board to a consensus. If a vote is necessary, the chair will only vote in the case of a tie.

### *Appointments/Selection of University Hearing Board Members*

Terms of University hearing board members typically begin the first week of the fall semester, and continue for one year with the possibility of reappointment.

Appointments will include summer months to allow the University Hearing Boards to be used throughout the year. However, due to the practical realities of the academic calendar, the CJO will have greater flexibility in the composition of hearing boards during J-Term, the summer months and the first weeks of the new academic year.

Student board members will be chosen by a selection process overseen by the Dean of Student Life with members approved by the All College Council (ACC) elections and credentials committee. Students must have a minimum of a 2.25 GPA and not be on academic or disciplinary probation. Executive board members of the All College Council, the Campus Living staff, or any voting member of the ACC general council will not be eligible for selection to the University Hearing Board. In recognition of the practical need to have an adequate pool of student hearing board members, the Dean of Student Life may select student hearing board members outside of the ACC provided that these students meet the same criteria as outlined above and have received appropriate training through the Dean's office. Staff and faculty hearing board members will be recruited and trained by the Dean of Student Life Office. University Hearing Boards will have full decision-making authority with regard to all non-academic disciplinary violations and sanctions, subject to review and approval of the Dean of Student Life.

### *The Third Level of Judicial Authority – The Discipline Committee*

The University Discipline Committee is the highest level of appeal in the University Judicial Process. Appeals to the Discipline Committee are not automatic. All appeals to the Discipline Committee will be reviewed by the Dean of Student Life to assure that there are legitimate grounds for an appeal. If, in the sole discretion of the Dean of Student Life, the appeal is allowed to go forward, the determination by the Discipline Committee is final. There are no further judicial appeals from the Discipline Committee.

The chairperson and faculty chosen to serve on the Discipline Committee are selected in accordance with the Faculty Organization Plan. It is a hearing body that is

integrally related to the Office of the Dean of Student Life, but is autonomous. The CJO is the liaison between the Dean's office and the committee.

### *Executive Authority*

The Vice President for Student Affairs is the University officer designated by and vested with the executive power and authority of the University to intervene in any matter involving student conduct. The Dean of Student Life is also vested with executive authority to intervene in any matter involving student conduct. The Dean's authority is subject only to that of the Vice President for Student Affairs. The Dean reserves the right to establish and make adjustment to any rule or guideline in a given case.

## **II. Code of Conduct**

1. Actions which violate the human rights of any student or member of the university community; use or threatened use of physical force or violence to restrict the freedom of action or movement of another, to endanger the physical health, psychological health or safety of any person, including oneself; or behavior or language disrespectful of university employees or students.
2. Conduct, on or off campus, that is detrimental to the good of the university or which discredits the university. Such conduct off campus includes, but is not limited to hosting house parties and/or student behaviors that are disruptive to the community and violate laws. Conduct on campus includes, but is not limited to, behavior disruptive to a residence hall community as detailed in the Resident Student Handbook; Conduct detrimental to the university also includes knowingly assenting to or condoning violation of university policies or state, federal or local laws by others.
3. Misrepresentation and/or academic dishonesty such as: cheating and plagiarism; knowingly furnishing false information or identification; and fraud, forgery, alteration or unauthorized use of university documents, records, identification or property. \*
4. Unauthorized taking or possession of university property, services or the property or services of others.
5. Intentional damage to, or destruction of, university property, or the property of others on university premises. This includes damage as a result of gross negligence (including vandalism or tampering with fire alarms or extinguishers.)

6. Underage use or possession of alcohol, distribution of alcohol to underage persons, excessive consumption of alcohol, public intoxication, possession of alcoholic beverages or beverage containers on University property contrary to law or university regulations, or knowingly assenting to or condoning violation of university alcohol policies by others.
7. Possession, use, or trafficking of illegal drugs and/or drug paraphernalia.
8. The possession or use of explosives, fireworks, firearms, knives, ammunition, other dangerous weapons or materials on university property.
9. Gambling on university premises.
10. Failure to comply with the directives of University officials and their authorized agents acting in the performance of their duties; failure to appear before the Dean of Student Life (or designee\*\*) or the Committee on Discipline when properly notified to do so as either a witness or a student charged in a discipline case or as a witness; disruption or purposeful interference with faculty, administrators, security officers or staff in the performance of their duties.
11. Students, when on campus, must be able to produce identification, usually a St. Thomas ID card, when requested to do so by any official representative of the University including security, resident assistants, dining hall authorities, library personnel, et al.
12. Violations of federal, state, city laws/ordinances: Should an act violate both university regulations and public law, the student is subject to dual jurisdiction.

Notice: Students are responsible for all activity that takes place in their residence hall rooms and are also responsible for the actions of their guests

\* The appropriate academic dean or designee will adjudicate misrepresentation related to academic services. The Dean of Student Life or designee will hear misrepresentation related to nonacademic services.

\*\* Designee may include individuals of the Dean of Student Life staff given the responsibility of adjudicating discipline cases or the University Hearing Board.

\*\*\* All decisions made by the designees of the Dean of Student Life are subject to review and approval by the Dean of Student Life.

*For violations of the Code of Conduct concerning study-abroad situations, please see The Disciplinary Rights and Responsibilities for Study-Abroad Programs Academic and Non-Academic*

### III. Charges

*Violations of the Code of Conduct will normally be addressed according to the following sequence:*

The first step in the judicial process is the submission of a written report of misconduct to a judicial officer. Upon review of the written report by a judicial officer, appropriate charges of misconduct will be issued. Any incident should be reported and submitted as soon as possible after the incident, preferably within three working days.

The written report on which the charges are based should include the following:

- a. The date, time and location of the incident;
- b. The name(s) of the individual(s) involved;
- c. Specific factual details of the incident.

### IV. Investigation

The judicial officer will review the report and charges alleged and, if necessary, make further investigation into the circumstances surrounding the alleged violation of University rules or policies. The judicial officer will meet with the student(s) involved to inform them of their rights and the nature of the charges against them. The judicial officer will also interview them to gather any further information regarding the incident. This meeting may be considered a hearing if no further investigation is necessary.

The judicial officer will also interview any other University students, staff or interested third parties necessary to make an accurate finding of fact and determination of responsibility.

The officer may at this time determine that:

1. The information in the written report contains facts that rise to the level of a *Code of Conduct* violation and will be adjudicated by that officer.
2. The information in the written report does not contain facts that rise to the level of a conduct violation and are therefore dismissed.
3. This matter needs to be referred to the Coordinating Judicial Officer (CJO) for a hearing before a board.
4. The matter needs further investigation. The judicial officer may, at any time during the course of this investigation, formally present the student with charges of student misconduct along with an Indication of Plea Form.

### 5. Notification of Charges

It is anticipated that in most cases involving a code violation, the student will be contacted by and directed to

meet with the judicial officer reviewing the incident. During the initial meeting, the student will be informed of the specifics of the charges as described above and contained in the written incident report. In those cases, a formal charge letter is unnecessary provided the judicial officer properly documents his or her efforts to contact the student. Appearing at a hearing with a judicial officer to review charges contained in an incident report is evidence of satisfactory notice.

Either during or upon completion of the investigation, the judicial officer shall give the student formal notice of the charges contained in the *Indication of Plea* form. The student will also receive a Notice of Rights form. *The Notice of Rights* form indicates that the student has received notice of the code violations alleged and outlines their basic rights and refers them to the online *Student Policy Book*.

In cases where circumstances dictate and/or the student cannot be reached through the normal channels as described above, a formal and detailed charge letter will be delivered to the student by other means such as personal delivery or certified mail. Such a formal charge letter will outline with specificity the facts of the alleged violations and will direct the student(s) to appear before the judicial officer at an appointed date and time.

## **VI. Hearings Before a Judicial Officer and Hearing Boards**

### Hearings Before a Judicial Officer

Hearings with judicial officers, while carrying formal consequences, are of an informal nature. A hearing may be defined as any time a judicial officer is discussing the investigation or adjudication of a student conduct incident with a student who has been directed to meet with that judicial officer regarding that incident. One or more judicial officers may be present at a hearing. At the hearing, the student will be given an *Indication of Plea* form and a *Notice of Rights* form. The student will read and sign the *Notice of Rights* form at the hearing. The *Indication of Plea* form will outline the student code violation(s) alleged and require the student to either assume or deny responsibility for those code violations. The student may choose to wait the allotted three working days to return the signed and completed Indication of Plea form. Failure to return the completed and signed Indication of Plea form will result in a determination of responsibility and sanctions will ensue. The student may also choose to further discuss the issues of responsibility and sanctions with the judicial officer to come to a resolution of the incident. Hearings before a judicial officer are meant to be non-adversarial. They are designed to inform students of alleged code violations, and also to educate students and answer any questions about the University Judicial System and their rights under that system. The purpose of hearings before a judicial officer is a quick and fair resolution to the incident. At the hearing, or after the student has completed and

returned the *Indication of Plea*, the matter may take one of the following paths:

1. The charges against the student are dismissed or the student is found not responsible and the incident is removed from their University record.
2. The student takes responsibility for the code violation. If so, then the judicial officer will issue sanctions. They may issue the sanctions in that meeting or within the next five working days.
3. The judicial officer makes a determination of responsibility with which the student disagrees. In this case the matter may be appealed in writing to the CJO within three working days (*See section on Appeals*).
4. The student takes responsibility for the code violation but disagrees with the sanctions issued. In such cases the student may appeal the officer's decision to the CJO within the next three working days. (*See section on Appeals*).

In all the above cases except #1, the judicial officer will write an official closing letter indicating the status of the charges and the sanctions. This letter will be placed in the student's disciplinary file. In rare cases, circumstance, practicality and fairness may dictate that a disciplinary matter is to be held in a student's disciplinary file in an "open and unresolved status."

### Hearings Before a University Hearing Board

Situations involving misconduct arise where circumstances create matters of a serious nature. Such matters require the authority and formality of a University Hearing Board. Examples of such situations are listed below:

1. Cases involving violence.
2. Cases involving the sale or distribution of illegal drugs.
3. Cases involving personal injury or acts of extreme negligence.
4. Incidents that may be concurrently adjudicated by criminal authorities.
5. Situations involving students who have had multiple adjudicated violations.
6. Cases that have been forwarded to a hearing board by the original investigating judicial officer through the CJO in the Dean of Student Life Office.

The above list is not meant to be exhaustive, but demonstrative of situations where a University Hearing Board will be convened to hear a case for the first time. In such cases it is empowered to hear the case and make final disposition with regard to responsibility and sanctions.

## **VII. Issuance of Decision**

### Decisions made by a Judicial Officer

It is anticipated that in the vast majority of cases involving alleged student misconduct, the judicial officer and the student involved in the prohibited conduct will discuss the incident and subsequent sanctions if found responsible. Through the notification, investigation and informal hearing process, the student and the judicial officer will come to a mutual understanding about responsibility and subsequent sanctions. In all cases where a student has admitted to responsibility for a code violation, or has been found responsible by a preponderance of the evidence, a closing letter, a sanction letter or some other documentation based on the judicial officer's determination will be issued to the student and placed in their file. The judicial officer will issue a decision within five working days of the hearing/meeting.

Students who fail to return the *Indication of Plea* form, will be adjudicated as responsible for the code violations alleged. The judicial officer will issue a sanction within five days of the deadline set by the judicial officer for the return of the form.

If the student disagrees with any decision made by a judicial officer, they may file an appeal, in writing, to the CJO in the office of the Dean of Student Life within three working days. *(See the section on Appeals)*

### Decisions made by a University Hearing Board

In cases heard by a University Hearing Board, decisions will be rendered by a majority vote of all voting members of the hearing board.

If, based on the preponderance of evidence, the hearing board is satisfied that the violation occurred as alleged, a proper response shall be considered. If a student is found responsible for the code violations alleged, the hearing board will then review the student's discipline file to consider prior violations of the Code of Conduct, and will take evidence of prior violations into consideration in determining an appropriate sanction.

The decision of the hearing board shall be put in writing as a sanction letter, and shall be signed by the board chair. The board chair and the CJO will meet with the student to present the decision of the board as documented in the sanction letter. At meeting, the student will be encouraged to discuss the board's reasoning with the board chair and the CJO.

In addition to receiving the board's decision, the student will be provided with information regarding appeals. The CJO will answer any questions regarding the appeals process, and the student will be offered the choice of

either accepting to the board's determination and the proposed sanction or of requesting an appeal.

The results of any hearings cannot be reported to the general public and/or the media. Only the accused student and necessary administrative personnel/offices will be notified of decisions. In cases where a student has been a victim of violence, that victim will be notified of the board's decision but is prohibited from releasing that information to any third party.

*(Due to the unique nature of a study abroad program, disciplinary decisions made by faculty or staff during study abroad programs are not subject to review by the Dean of Student Life. However, nothing precludes the Dean from taking further disciplinary action if circumstances warrant.)*

## **VIII. Appeals**

If the student disagrees with the determination of responsibility by either a judicial officer or a University Hearing Board, or the level of sanctions imposed, the student may appeal the decision. In all cases, appeals must be made in writing and must outline the grounds for appeal as described below. The appeal must be received in the Dean of Student Life Office within three working days of the decision.

Appeal of a judicial officer's determination is to a University Hearing Board. Appeal of a hearing board determination is to the Discipline Committee.

### Grounds for Appeal of a Decision by a Judicial Officer or Hearing Board:

1. That the decision was made contrary to existing University policy.
2. That information used to reach a decision was incomplete and/or inaccurate.
3. That circumstances beyond the control of the student kept the student from responding to the allegations in a timely manner.
4. That there was substantial evidence that a violation of the appropriate disciplinary procedures occurred.
5. That the decision of the judicial officer or hearing board was not based on a preponderance of the evidence.
6. That the sanctions imposed are manifestly unfair and bear no rational relation to the conduct alleged, based on the incident at hand and the student's prior discipline record, if any.

### University Hearing Board as an Appeals Board:

A University Hearing Board will act in the capacity of an

appeals board when it is asked to review decisions made by judicial officers. Such appeals are made through the Dean's office, usually through the CJO. Students have the right to appeal any decision made by a judicial officer regarding violations and/or sanctions. The hearing board will rehear the case and may take any of the following actions:

- a. Affirm the original decision and sanction;
- b. Affirm the original decision and reduce or increase the original sanction;
- c. Reverse the original decision and drop all charges;
- d. Reverse the original decision and make a different determination of responsibility and sanctions.

In situations where a judicial officer's decision has been appealed, it will first be referred to the CJO. The CJO will meet with the student(s) to discuss the appeal. This can be thought of as one more chance to clarify questions and attempt to resolve any issues regarding the issue of responsibility and/or sanctions. If this is unsuccessful, the CJO will convene a University Hearing Board. Appeals of a decision made by a hearing board will be referred to the Discipline Committee.

#### Discipline Committee

The Discipline Committee will act in the capacity of an appeals board that will review decisions made by a University Hearing Board. The Discipline Committee is the highest level of judicial appeal.

The Discipline Committee is a standing committee of the University. While it is a separate and autonomous hearing body, it works in close concert with the Dean's office and the CJO. All appeals to the Discipline Committee will be reviewed and approved by the Dean of Student Life. Once an appeal is referred to the Discipline Committee, the Discipline Committee will consider the basis for appeal and may respond in the following ways:

1. If the appeal is made for noncompliance with disciplinary procedures, the Discipline Committee will not rehear the case, but will consider evidence of a violation of procedures. Should such a violation of procedures be determined, a new hearing of the case will be ordered.
2. If the appeal is made for disagreement with the decision of the hearing body and/or the appropriateness/fairness of sanction(s) imposed, the Discipline Committee will review the entire case and may;

- a. Affirm the original decision and sanction;
- b. Affirm the original decision and reduce or increase the original sanction;
- c. Reverse the original decision and drop all charges;
- d. Reverse the original decision and order a new hearing by the Dean of Student Life, or their designees.

### 3. Sanctions

*The scope of disciplinary penalties that may be imposed on a student found responsible for violating the Code of Conduct of the University of St. Thomas are as follows:*

**Expulsion:** This action is the permanent removal of a student from the University community. Apart from civil or criminal sanctions, expulsion is the most severe penalty the University can employ.

**Suspension:** This action is the temporary removal of the student from the University community for a specific period of time. In no case shall the period of suspension be less than the balance of the semester during which the hearings take place. Suspension may be immediate or delayed to a future academic term.

**Interim Suspension:** Interim suspension is an executive decision made by the Dean of Student Life or the Dean's designee and may be appealed only to the Vice President for Student Affairs. Interim suspensions are reserved for rare and unusual cases where, in the Dean's sole discretion, circumstances dictate an immediate change in a student's status that denies a student access to the residence halls and/or the University pending a hearing on the incident for which the student has been placed on interim suspension.

Interim suspension may be imposed: a) In situations involving the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; c) if the student poses a definite threat of disruption of normal operations of the University; d) contemptuous disregard for University authority; or e) because the severity of the offense alleged, will likely result in suspension or expulsion from a residence hall or the University.

#### **Residence Hall Status:**

**Removal and Cancellation of Housing Contract:** This action is not permanent, but is a strong statement that a student's conduct has been so detrimental to the residence hall community that their housing contract for that academic year has been canceled. A student whose contract has been canceled will be allowed to reapply for

housing in the future, but will lose their priority to apply for such housing, as they are no longer a residential student. Unless otherwise stated, a student whose contract has been canceled may enter the residence halls as a guest, provided that student is not currently on conduct probation. A student on conduct probation who enters the residence halls after being removed is subject to suspension or permanent removal from the residence halls.

**Suspension from University Residence Halls:** Unless otherwise stated, a student who has been suspended from University housing is not allowed to enter a University residence hall for any reason during the period of their suspension. Violation of the terms of residence hall suspension may lead to expulsion from the residence halls and/or suspension or expulsion from the University. Students may reapply for University housing after the period of their suspension has expired. Students suspended from University housing will have their disciplinary files held indefinitely by the Dean of Student Life Office.

**Expulsion From the Residence Halls:** Students expelled from the residence halls will not be allowed to enter a University Residence Hall. Expulsion is a permanent sanction and will remain on file indefinitely. A student who enters a residence hall after expulsion faces suspension or expulsion from the University.

**Conduct Probation:** This action constitutes a specified time period during which a student must conduct him or herself in an exemplary manner. Any student found responsible for violations of University *Code of Conduct* while on conduct probation will normally be suspended or expelled, and/or evicted from the residence halls. A student on conduct probation cannot apply to or participate in the study abroad program. Conduct probation may also affect a student's eligibility to apply for some leadership positions on campus.

**Formal Reprimand:** This action constitutes an official written reprimand concerning violation of University policy. As a general rule, a student receiving a formal reprimand can expect that any future violation of the University *Code of Conduct* will result in a minimum sanction of conduct probation.

**Written Warning:** This action constitutes an official written warning placed in a student's disciplinary file. Written warnings will result in more severe consequences for any future misconduct as a result of such warning being placed in a student's file

**Fines:** The University recognizes that fines for violation of University *Code of Conduct*, particularly with regard to alcohol and illegal drug violations, are an appropriate sanction. Fines are standard consequences for violation of the laws of society at large and as such they model

future consequences a student may encounter in the civil and criminal justice systems. Fines go back into the community and are used to provide for student programming.

**Community Service:** The University recognizes that community service for violation of University *Code of Conduct*, particularly for alcohol and illegal drug violations is an appropriate sanction. Community service is a standard consequence for violation of the laws of society at large, and as such, it models future consequences a student may encounter in the civil and criminal justice systems. As a general rule, community service is performed on campus and is subject to availability.

**Educational Sanctions:** Where appropriate to the conduct violation, educational sanctions may include: Attendance at community court, parental notification where students under the age of 21 have been found in violation of drug and/or alcohol laws of the State of Minnesota, restitution for damages to property, undergoing counseling and/or assessments, attending workshops or seminars, formal apologies, mandated mediation or fulfilling other possible sanctions dictated by the circumstances of the offense.

Sanction guidelines are provided to all University personnel involved in the discipline process. These guidelines are not official or binding on the University. They are an informal guide and are intended to provide a measure of fairness and consistency with regard to the most common code violations adjudicated in the discipline process. Copies of the sanction guidelines are available for review in the Office of the Dean of Student Life.

## X. Hearing Procedures

The following procedures shall apply to all formal hearings before a University Hearing Board or the Discipline Committee. The Dean of the College of Arts & Sciences may use these following procedures for cases involving academic discipline.

1. During the hearing all information shall be presented as fully as possible. Except as otherwise expressly provided herein, all disciplinary hearings shall be closed to the University community, the general public, and the press.
2. A student shall have the right to be present during the presentation of all testimony. A student shall not have the right to directly cross-examine witnesses, but may direct questions through the chairperson of the hearing body.
3. The student may, but need not, make verbal responses to the charges brought against

him/her and to the testimony of witnesses during the hearing process. This does not indicate acceptance of responsibility for the charges on the part of the student.

4. A student shall have the right to present witnesses, documentation, or other evidence on his/her behalf. Such rights shall be subject to reasonable limitation in order to avoid unduly prolonged hearings. Character reference testimony is allowed at the discretion of the chair of the hearing body. Written statements regarding character will be limited by the discretion of the chair of the hearing body.
5. The University may call witnesses to the incident, present documentation, and be advised by counsel (where appropriate).
6. A student may have present with him/her parents, relatives, attorney, or a judicial advisor from the school (i.e., a student or member of the faculty or administration). Such person or persons shall not participate in any manner in the proceedings. A student may also request a trained advisor to assist her/him either before or during the hearing. A list of trained advisors is available in the Dean of Student Life office.
7. All hearings by a University Hearing Board or the Discipline Committee shall be audio recorded. Copies will not be made available to parties involved in the hearing, but will be available to appeal bodies.
8. The deliberations of a University Hearing Board and the Discipline Committee will be closed to all persons except members of the hearing body and those persons requested to be present for deliberations by the unanimous approval of the hearing body. The CJO is an advisor to all hearing bodies and may be present for deliberations.
9. University Hearing Boards and the Discipline Committee reserve the right to establish their own rules and guidelines for the review of any case provided they do not violate the fundamental fairness of the hearing.

#### Exceptions to the previous procedures

In cases involving an on-campus victim, that person normally will be in attendance to provide testimony at the hearing. In cases involving violence or sexual misconduct, at the request of the victim, and subject to the discretion of the chairperson, a screen may be used to separate the victim from the accused. Under extreme circumstances, the victim may be seated in a separate room, but both the victim and the accused must be able to hear and participate in the process through an

intercom system. The accused will have the right to hear all testimony against him/her directly. There can be no cross-examination or other exchange between the victim and the accused.

#### **XI. Parental Notification**

The Dean of Student Life or the Dean's designee may notify parents or legal guardians (notification will be made to parent or legal guardians listed in University records as guardians or parents) of disciplinary and other matters under the following conditions\*:

1. The health and well being of a student is determined to be at risk. This includes:
  - Situations involving suicide, attempted suicide or when students are doing harm to themselves.
  - Situations where a student is missing and their whereabouts are unknown.
  - Situations where a student is hospitalized.
  - Incidents where a student are incapacitated requiring EMTs to be called to the scene.
2. When students are placed on conduct probation for violations of the University *Code of Conduct* with respect to use or possession of alcohol and/or drugs and the student is under 21 years of age. In cases where students would be at risk due to family situations, the University reserves the right not to notify parents or legal guardians
3. University staff may contact parents or guardians of students found to be in violation of the University *Code of Conduct* involving drugs or alcohol when the student is less than 21 years of age. As a general rule, parents will be notified in situations where a student under the age of 21 has been found responsible for a second alcohol violation.

**Only Item #1 applies to graduate students.**

#### **XII. Confidentiality**

The discipline process is confidential subject to University policy, Federal and State Law. Confidentiality covers the records of hearings and the decisions rendered. Third parties normally will not have access to a student's file unless the student provides written permission. The University's policy statement concerning the implementation of the Family Education Rights and Privacy Act of 1974 (FERPA) describes the

circumstances under which the contents of such records may be disclosed without the consent of the student. For more information on FERPA please access the University Registrar's Office Website.

### **XIII. Disciplinary Records**

While conduct files do not go on a student's academic record, a student's disciplinary file is considered a part of his or her educational record. All discipline files are kept in the Office of the Dean of Student Life.

1. Records of cases resulting in a decision of "not responsible" are destroyed at the end of the current academic year.
2. Records that consist of sanctions other than suspension or expulsion from a residence hall and/or the University are destroyed at graduation or after two years upon separation or withdrawal from the University.
3. Records of suspensions and expulsions from the University or University housing are kept on file indefinitely.
4. Records of students who withdraw from the University prior to disciplinary action being taken may be held indefinitely.

If a student meets the condition of his/her suspension and is allowed to re-enroll in the University, the student's file, at the Dean's discretion, may be destroyed at graduation or after two years upon voluntary withdrawal from the University. Students who have been suspended or expelled from the University or University housing may petition the Dean of Student Life for the removal of their file two years after the date of expulsion or suspension.

### **Violation of Academic Integrity: Disciplinary Rights and Procedures (Academic Matters)**

#### **Disciplinary Rights and Procedures for Academic Matters**

The Dean of the School of Engineering is responsible for maintaining the academic integrity of the University of St. Thomas. A student charged with cheating, plagiarism, or some other form of academic dishonesty will be dealt with in accordance with the following procedures:

1. In cases of cheating, plagiarism and other dishonest conduct related to academic course work, the instructor will impose a minimum sanction of failure for the work involved.

The instructor will inform the student and the Dean in writing, of: 1) the nature of the offense; 2) the penalty imposed within the course; and 3) the recommendation of the instructor as to whether further disciplinary action by the Dean is warranted. If the instructor or the Dean determines that further disciplinary action is warranted, a disciplinary hearing shall be commenced at the request of either the instructor or the Dean. (If there is a previous offense of this nature on the student's record, a hearing is mandatory.)

2. The hearing, to determine whether or not further disciplinary action against a student charged with academic misconduct is warranted, shall be initiated by the Dean or designee by means of written notification. The notice shall specify the rule(s) alleged to have been violated and shall fairly inform the student of the reported circumstances of the allegedly wrongful conduct. The notice shall require the student to appear in the office of the Dean of the School of Engineering or designee on or before a specified time and date to discuss the alleged violations. The faculty member making the charges shall be present at this hearing. The student may elect to have another full-time faculty member of his or her choice present at the hearing. The student has the right (under normal circumstances) to three days written notification prior to a hearing of the case.
3. During the hearing, all alleged facts shall be presented as fully as possible. The student may, but need not, make responses and explanations. Charged students may present witnesses to the incident, documentation or other evidence on their behalf. The Dean may call witnesses to the incident, present documentation and be advised by counsel (where appropriate).
4. If, after discussion and such further investigation as may be necessary, the Dean determines that further disciplinary sanction is not warranted, the case is dismissed.
5. If the Dean is satisfied that the violation warrants sanction, a penalty shall be imposed by means of written notification. The student, by such notice, will be offered the choice of either consenting to the determination and the proposed penalty or of requesting an appeal before the Discipline Committee.
6. Appeal: Should a student desire an appeal hearing before the Committee on Discipline, the student must send written notice to the chair of the Committee on Discipline within seven days of the date of the administrative decision letter, which notified the student of the violation and penalty. If no written request is received by the chair of the Committee on Discipline within the time specified, the penalty shall be imposed and the actions should be considered final. If a written request of appeal is received within the time specified, the procedures of the Committee on

Discipline shall be commenced. The Committee on Discipline shall have the authority to investigate the facts of the particular case which has been appealed and may:

1. affirm the original decision and sanction;
2. affirm the original decision and reduce or increase the original sanction;
3. reverse the original decision;
4. disallow the original decision and order a new hearing by the director of the department (or designee)

## **Committee on Discipline**

This committee shall consist of five faculty members, two administrators and four students. The dean of student life (or any designated hearing officers) shall not be a member of the committee. The five faculty members shall be chosen in accordance with the Faculty Organization Plan, except that the terms of office shall commence on June 1. The four members of the committee shall be chosen for terms of one year, commencing on May 1, in a manner designated by the All College Council. The President of the university shall appoint the two administrators for terms of two years, commencing on May 1. In the case of vacancies, each of the above groups shall determine its own method of filling unexpired terms. The committee shall elect a chair annually from among the committee's faculty members. It shall be the chair's duty to select, from among the member of the committee, a special five-member hearing panel for each disciplinary case. Each such special hearing panel shall consist of two faculty members, one administrator, and two students. The chair shall arrange for the meetings of each such panel, preside at these meetings, and see that the accused student is given a fair and impartial hearing. The chair may take part in the questioning and discussion, but shall not have a vote. The chair shall appoint, from among the committee's faculty members, a vice-chair who may take over as chair of special hearing panel. In this case, the vice-chair must preside at all meetings of that panel. No meeting of a special panel shall be held unless the chair (or vice-chair) and all five voting members are present in person and not by substitute. If this proves impossible, a new panel shall be selected to hear the case again from the beginning.

Except as otherwise expressly provided herein or as otherwise provided in the document title Committee on Discipline Procedures, the meeting of the special hearing panels shall be closed unless the chair (or vice-chair) decides otherwise.

The chair of the Committee on Discipline shall maintain a set of continuing records of all cases considered by the special hearing panels. These shall be available to faculty and administration.

The Committee on Discipline through the chair may require witnesses to appear before the committee to

present evidence on cases when the committee deems it appropriate.

The University reserves the right to change or modify at any time the method of selecting the members of the Committee on Discipline or its chair.

## **Violation of Rights – Academic Grievance**

### **Grading Policy**

Faculty members are responsible for evaluating student performance and determining grades for students in their courses. The grading policy is normally described in the course syllabus and should be discussed at the beginning of the semester. Students are responsible for requesting appropriate clarification if needed. A faculty member may change the grading policy during the semester and will communicate the new policy and the purpose for the change. Students are responsible for keeping track of such changes.

### **Grade Grievance Policy**

Most grade grievances result from error, misunderstanding or a disagreement about performance in class. Therefore, students who would question a grade should contact the faculty member directly to request clarification and to attempt to resolve any disagreement directly. The faculty member is the only person authorized to assign or change a grade. Advisors, associate director of the graduate program or the Dean of the School of Engineering may be called on to help resolve a dispute with fairness and respect, but they are not authorized to change grades.

### **Grade Grievance Procedure**

If a student believes that a grade received is incorrect or unfair, the student must contact the faculty member to verify the grade. This must be done within ten days of receipt of the grade report. The faculty member will explain the process used in determining the grade and may provide appropriate information.

If no resolution is achieved, the student may present the complaint in writing to the Dean within one week after discussing the issue with the instructor. The Dean will review the complaint and discuss the grading process with the instructor. The faculty member will reconsider the issue but will maintain the final authority for the grade. The Dean will inform the student of the decision.

### **UST Grievance Procedure**

If the grade dispute has not been resolved to the student's satisfaction within the graduate department, the student may pursue a grievance through the University of St. Thomas Grievance Committee.

## **University of St. Thomas Policies Notification of Rights as Required by the Family Education Rights and Privacy Act of 1974, as Amended (FERPA)**

Revision of 08/19/05 by the University Registrar

The University of St. Thomas is required to annually provide this notice by any means that are reasonably likely to inform those who have rights under the Act.

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

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the university registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the university registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Some of the exceptions authorized by the law are set out below.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of St. Thomas to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

The university also advises students that:

1. The university may deny access to the following classes of records: Financial information submitted by parents; confidential letters or recommendations placed in the file prior to January 1, 1975; confidential letters or recommendations to which the student has waived rights of inspection; private records of instructors, counselors, or administrators kept for their own use; alumni records which contain only directory information and information collected after the student has left the university; and medical, psychiatric, psychological or similar records.
2. The University may disclose educational records without written consent of students to the following:
  - o personnel within the University who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education studies, and employees designated by them to assist in these tasks. The University of St. Thomas defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities" Therefore, any university employee, or person acting on behalf of the university, may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities.;
  - o officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
  - o organizations conducting studies approved by the university having educational value or concerning financial aid.

- accrediting organizations approved by the university carrying out their accrediting functions;
  - persons in compliance with a judicial order or a lawfully issued subpoena, with a notice of the disclosure being sent to the last known address of the student;
  - persons in an emergency, if in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
3. Directory information may be released without the written consent of the student, unless the student specifies to the contrary as described below. Directory information includes student name, address, e-mail address, photographs, telephone number, class year, major field of study, dates of attendance, degrees and awards, current membership in clubs or fraternities, participation in activities and sports with weight and height of team members, high school and other colleges attended, parent's names and addresses, and anticipated date of graduation.
  4. To withhold directory information from the public, undergraduate students must file a form available in the office of the registrar and at <http://www.stthomas.edu/registrar/forms/Nondiscloseorder.htm> within one week from the beginning of the fall semester (or the semester in which the student enters). The order for withholding will remain in effect until the student rescinds it in writing. The form for withholding directory information will inform the student of some possible consequences. For example, as long as a non-disclosure order is in effect the student cannot participate in intercollegiate athletics where team rosters are published, or commencement ceremonies. Graduate students will fill out this form in their respective graduate offices.
  5. University officials whose employment duties permit them access to information from parents' federal income tax returns may use those returns to determine whether students are dependent on a parent as defined by the Internal Revenue Service. In such cases, FERPA and university policy permit those officials to disclose information from those student's education records to their parents without student consent. The university is not required to notify students or maintain a record of these disclosures.

6. When personally identifiable information other than directory information is released, a notice will be given that the recipients are not permitted to disclose the information to unauthorized persons without written consent of the student. University personnel will be informed annually of this restriction and their responsibilities under this Act so that individual notices will not be required.

This statement adheres to the standards of a FERPA annual notification as provided by the United States of America, Department of Education.

## Sexual Violence Policy

### I. Policy Statement

Under Minnesota law, sexual violence is a criminal act. At St. Thomas, sexual violence is defined as any act of violence or force committed without the complainant's consent, for the purpose of satisfying the actor's sexual or aggressive impulses, including, but not limited to, contact of a person or a person's clothing in the genital, groin, inner thigh, buttocks, or breast areas, or the use of threat of force or coercion which requires the victim to commit or submit to any kind of attempted sexual act. Examples of sexual violence are rape, date rape, acquaintance rape or sexual assault or attempted sexual assault on the part of any one person on another.

### SEXUAL VIOLENCE WILL NOT BE TOLERATED AT THE UNIVERSITY OF ST. THOMAS.

While sexual violence may be perpetrated by a stranger, it more frequently will be perpetrated by an acquaintance, someone known by the victim. Regardless of whether or not the victim knows the perpetrator, it is essential that as soon as possible after an assault or a believed assault, the victim talk to someone who may be of help. That someone may be a friend, a counselor, a professional staff person at the university, a university security officer or a police officer. It is the university's primary concern that the victim receives help from a qualified individual as soon as possible after the incident.

### II. Procedure

#### A. Immediate Action

The university recognizes that with incidents of sexual violence it can take weeks, months or even years before the victim realizes that an assault did indeed take place.

Nevertheless, the university urges victims of sexual violence:

- to contact the police as soon as possible;
- to seek support from appropriate medical resources;
- to utilize on-campus and/or off-campus counseling resources;
- to use university procedures to report the incident.

If the victim does not wish to pursue an official course of action, or is unsure what action to take, the victim may contact the University of St. Thomas Personal Counseling Department (651-962-6780). The personal counseling staff psychologists are legally bound to maintain confidentiality and will not report or officially pursue an incident without written permission from the victim.

### **B. Reporting Sexual Violence**

The university urges victims of sexual violence to contact the police as soon as possible so that the authorities can take whatever action is necessary to preserve evidence, pursue the assailant or take other appropriate steps. On request, the university will assist the victim in contacting the police. The university will assist law enforcement officials in a timely fashion in obtaining, securing and maintaining evidence in connection with a sexual violence incident. The police may be contacted by dialing 911 on the nearest telephone.

It is important to realize that contacting the police and informing them of an incident is different from filing a charge. Reporting an incident of sexual violence does not mean that the victim must file charges. If the victim wishes to file a charge with local law enforcement officials the university will provide assistance when requested.

In addition, the victim should contact the University of St. Thomas Public Safety and Security Department at (651) 962-5100 to report an incident of sexual violence. The Public Safety and Security Department will contact the most appropriate university official.

### **C. Support Resources**

There are a number of resources available on the university's campus or in the local area to assist a victim in recovering from and dealing with an incident of sexual violence. These resources offer support and legal assistance, and can assist the victim in making decisions concerning appropriate medical, legal and criminal steps that may be available.

**The following is a list of some of these resources:**

#### **Medical Resources**

University of St. Thomas Health Center, West End, Brady Hall  
(651) 962-6750

Regions Medical Center  
640 Jackson St. at University, St. Paul, MN  
Emergency Room (651) 254-3306  
Crisis Program (651) 254-9200

Hennepin County Medical Center  
701 Park Ave., Minneapolis, MN  
General Information (612) 347-2121  
24-hour Emergency (612) 347-3131

### **Counseling Resources**

University of St. Thomas Personal Counseling Dept.  
356 Murray-Herrick Campus Center  
(651) 962-6780

Sexual Offense Services (S.O.S.)  
1619 Dayton Ave.  
St. Paul, MN  
(651) 643-3006 (crisis line)

Sexual Violence Center of Hennepin County  
2100 Pillsbury Ave. S  
Minneapolis, MN  
(612) 871-5111

### **General Resources**

Minnesota Crime Victims Services  
245 E. 6<sup>th</sup> St., Suite 705  
St. Paul, MN 55102  
(651) 282-6256 or 1(800)247-0390

### **D. Crime Victims Bill of Rights**

Victims of sexual violence have certain rights under the Crime Victims Bill of Rights, including the right to assistance from the Crime Victims Reparations Board at (651) 282-6256 or 1-800-247-0390 and the Minnesota Office of Crime Victims Ombudsman at (651) 282-6258 or 1-800-247-0390. A description of these rights is contained in a brochure published by the Minnesota Office of Crime Victims Ombudsman and available on campus in the Dean of Student Life office and the Human Resources department.

### **E. Internal Procedures for Sexual Violence Incidents**

The victim is encouraged to consider the following internal procedures that are available. A process coordinator can assist the victim in considering and selecting the steps to take in follow-up to an incident of sexual violence.

1. Informal Assistance – The victim of an act of sexual violence may talk with one of the designated process coordinators. This discussion will allow for a review of the various options available to the victim including informal discussion with the accused in the presence of a third party, a formal process of mediation, or a formal internal investigation with formal disciplinary action. The process coordinator is available to facilitate an informal discussion with the accused.
2. Formal Mediation – If the victim chooses, a process coordinator can arrange for an outside mediator to undertake formal mediation between the victim and the accused to attempt to find an agreed upon settlement. The agreement reached will be put in writing and forwarded to the Executive Vice President.
3. Formal Investigation – If the victim chooses, he/she can ask one of the university's

investigative officers to conduct a formal investigation into the complaint. Formal investigative and disciplinary action requires a process that is as fair to all parties as possible. This will require notice to the alleged offender and a reasonable opportunity for that person to respond to the major elements of the complaint or evidence against him or her. The investigative officer makes a recommendation regarding any disciplinary action to the appropriate Vice President of the University. The Vice President will issue a written decision which will be mailed to the victim and the accused. A formal investigation and decision on a complaint can lead to formal disciplinary action up to and including separation from the university.

4. General Guidelines – Throughout these formal and informal processes and proceedings:
  - a. The process coordinator is always available to assist the victim in considering the options available. The process coordinator can provide information on the process to the accused as well.
  - b. The victim and the accused can have a support person and/or attorney accompany them throughout the process. The support person and/or the attorney may not participate in the proceedings.
  - c. Any hearing held will be closed to all members of the public unless all parties agree otherwise.
  - d. The victim and the accused will be kept informed about the status of the process and will be informed of the result of the discipline process.
  - e. Evidence concerning unrelated sexual history of the victim and/or accused will be excluded from the investigation and hearing.
  - f. The process will be handled with courtesy and respect and in a timely manner.
  - g. If the victim admits to personal actions that would violate the university code of student conduct, it will not result in a charge against him or her.
5. Appeal Process – Either party, the victim or the accused may appeal the decision rendered by the appropriate Vice President within five work days of the receipt of the Vice President’s written decision. An appeal must be initiated by submitting a written statement to the Executive Vice President, explaining the basis for the appeal. After an appeal is filed, a three-member hearing panel will be selected by the Executive Vice President from a pool of students, faculty members and staff employees. The panel will hear the case and accept and obtain evidence, testimony and argument as

appropriate concerning the alleged sexual violence.

The composition of the particular pool and the particular hearing panel will be within the complete discretion of the Executive Vice President. Either the victim or the accused may challenge a member of the hearing panel for conflict of interest or bias. This challenge must be presented to the Executive Vice President within 24 hours of announcement of the hearing panel membership.

The hearing panel will follow the general procedures developed for these hearings. A copy of the procedures is available from any process coordinator or the Executive Vice President.

The hearing panel shall make a written recommendation to the Executive Vice President which will: 1) affirms the original decision and sanction, 2) affirm the original decision and reduce or increase the original sanction, or 3) reverse the original decision. The Executive Vice President shall make the final decision, including the sanction to be applied.

6. Authority of the Administrator – The investigator with whom a charge is initially filed, or the Vice President or the Executive Vice President may take appropriate steps to shield the victim from unwanted contact with the accused. These individuals have the authority to prohibit any person accused of committing sexual violence from physically entering or being on university property. This authority extends throughout the above-described process and may be imposed if it is determined that the accused constitutes a threat to the university community or any individual thereof.

#### **F. Civil or Criminal Proceedings External to the University**

At all time the university shall have the right to reasonably delay a disciplinary proceeding because of civil or criminal proceedings outside the university, or to defer to the results of such external proceedings.

#### **III. Educational Programs**

The University of St. Thomas will provide educational programs and opportunities to all members of the community (students, faculty and staff) on a regular basis on the subject of sexual violence, its causes, its effects and the university’s policies and procedures in dealing with sexual violence. All members of the St. Thomas community are expected to attend these programs.

#### IV. Miscellaneous

The university will utilize these procedures in following up accusations of sexual violence:

- A. In order to keep the St. Thomas community informed about sexual violence and the safety and security of the campus, the university is committed to the reporting of incidents of sexual violence to the Department of Public Safety and Parking Services when the university is aware of such incidents. The university will only disclose the fact that a report was made and the nature of the incident. This reporting is done for statistical purposes and is necessary to fulfill the university's obligations under federal law.
- B. The university will only conduct an official internal investigation of an allegation of sexual violence:
  - If requested by the victim through contact with an investigative officer or
  - If the process coordinator or the Executive Vice President judges that there is a possibility that one or more members of the community may be harmed by a failure to follow up on the incident.

We wish to balance the wishes and rights of the victim with the well being of the community.

- C. The university will make every effort to ensure confidentiality for both the accuser and the accused in carrying out this policy.

### Sexual Harassment Policy

The University of St. Thomas believes strongly in the human dignity of each individual. Therefore, the university strongly condemns and opposes any behavior on the part of any members of its community that constitutes sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made either a term or condition explicitly or implicitly of obtaining employment or education;
  2. submission to or rejection of that conduct by an individual is used as the factor for decisions affecting that individual's employment or education;
- or

3. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational environment.

It is especially the case that the use of a position of authority to seek to accomplish any of the above constitutes sexual harassment. Such unacceptable conduct might include but is not limited to:

1. Repeated offensive sexual flirtations, unwelcome advances, propositions or invitations;
2. Unwelcome repeated comments, displays or suggestions of a sexual nature which are individual or gender oriented;
3. Objectionable physical contact, including touching.

Members of the St. Thomas community should be aware that, when any person in a management position at the University has reason to know of a potential case of sexual harassment, law requires that individual, to take prompt action. Minimally, this means that the manager should encourage and offer assistance to the potential victim to contact one of the process coordinators indicated later in this policy.

Resolution of Situations – When a sexual harassment situation occurs, there are several options available to the victim. Prompt action should be taken. Resolving a complaint should mean at a minimum that the victim is no longer being harassed and that there is no reprisal from the alleged harasser. This can happen in a number of ways, with or without disciplinary action against the harasser, and with or without a record of the complaint – depending on the option chosen. The options available include:

1. Personal actions – When a sexual harassment situation occurs, if comfortable in doing so, the victim should clearly and straightforwardly object to the offender, either in person or in writing, pointing out the nature of the offense and indicating that the offender should not repeat the objectionable behavior.

If the victim does not wish to pursue an official course of action, or is unsure what action to take, the victim may contact the University of St. Thomas Personal Counseling Department at 651/962-6780. The personal counseling psychologists are legally bound to maintain confidentiality and will not report or officially pursue an incident without written permission from the victim.

2. Informal Third Party Intervention – The victim, if not comfortable in discussing the matter with the offender, should still follow up on the behavior. The victim is

encouraged to talk with one of the specially named process coordinators. This discussion will allow for a review of the various options available to the victim, including informal discussion with the accused in the presence of a third party.

The process coordinator is available to facilitate this informal discussion. In this case, there is not likely to be formal disciplinary action against the harasser.

3. Formal Mediation – If desired, a process coordinator can arrange for an outside mediator to undertake formal mediation of the complaint between the victim and the alleged harasser. In this case, the mediator and the parties involved will agree in writing regarding a resolution of the situation.
4. Formal Investigation – If a process coordinator believes that a formal investigation is necessary or if the victim desires, a formal investigation of the complaint will be undertaken by one of the investigative officers noted below. Formal investigative and disciplinary action requires a process that is as fair to all parties as possible. This will require notice to the alleged offender and a reasonable opportunity for that person to respond to the major elements of the complaint or evidence against him or her. The investigative officer makes a recommendation regarding any disciplinary action to the appropriate vice president of the university. The vice president will issue a written decision that will be mailed to the victim and the accused. A formal investigation and decision on a complaint can lead to formal disciplinary action up to and including separation from the university.
5. General Guidelines – Throughout these formal and information proceedings:
  - a. A process coordinator is always available to assist the victim in considering and selecting the options available. The process coordinator can provide information on the process to the accused as well.
  - b. The victim and the accused can have a support person and/or attorney accompany them throughout the process. The support person and/or the attorney may not participate in the proceedings.
  - c. Any hearing or meeting held will be closed to all members of the public unless all parties agree otherwise.
  - d. The victim and the accused will be kept informed about the status of the

process and will be informed of the result of the discipline process.

- e. The process will be handled with courtesy and respect and in a timely manner.

### **Appeal Process**

Either party, the victim or the accused may appeal the decision rendered by the appropriate vice president in the formal investigative process described above. An appeal must be initiated within five working days of receipt of the written decision by submitting a written statement to the Executive Vice President, explaining the basis for appeal.

After an appeal is filed, a three-member hearing panel will be selected by the Executive Vice President from a pool of students, faculty members, and staff employees. The panel will hear the case and accept and obtain evidence, testimony and argument as appropriate concerning the alleged sexual harassment.

The composition of the particular pool and the particular hearing panel will be within the complete discretion of the Executive Vice President. Either the victim or the accused may challenge a member of the hearing panel for conflict of interest or bias. This challenge must be presented to the Executive Vice President within 24 hours of announcement of the hearing panel membership.

The hearing panel will follow the general procedures developed for these hearings. A copy of these procedures is available from any process coordinator or the Executive Vice President.

The hearing panel shall make a written recommendation to the Executive Vice President which will: 1) affirms the original decision and sanction, 2) affirm the original decision and reduce or increase the original sanction, and 3) reverse the original decision. The Executive Vice President shall make the final decision, including the sanction to be applied.

### **Process Coordinators and Investigative Officers**

The process coordinators are:

- Sr. Sharon Howell 651/962-6461 101 MHC
- Elizabeth Dussol 651/962-6303 110 AQU
- Linda Baughman 651/962-6302 119 OEC

The investigative officers are:

- Mary Anderley 651/962-6512 217 AQU
- Mary Kay Kernan 651/962-4763 110 TMH
- Peter Parilla 651/962-6006 160 JRC
- Barbara Shank 651/962-5801 406 LOR

A chart outlining this process is available in the following offices: Personal Counseling Center, Health Services, Academic Counseling, Dean of the College, Residential Life and Dean of Student Life.

## Statement of Offensive Behavior

The University of St. Thomas is a Catholic institution of higher learning. As such, it is dedicated to the proposition that hatred has no place in a community based on principles of Christian love for your fellow human beings. Harassment of an individual or group of individuals based on their race, gender, sexual orientation, age, national origin, marital status, creed, religion, socio-economic status, physical or mental disability is an attack on the very fabric of the institution itself.

Harassment is defined as unwelcome verbal or physical conduct that has the purpose or effect of unreasonably interfering with a person's performance, or which creates an intimidating, hostile or offensive environment. It includes for example:

- The display or circulation of written materials or pictures which are offensive to either gender or to racial, ethnic or religious groups
- Verbal abuse, jokes, or insults directed at members of a racial, ethnic or minority group

Should any member of the St. Thomas community be confronted with the stain of discrimination or harassment, once reported, the university will vigorously engage, investigate and confront any such conduct through the procedures and policies found in this Student Policy Handbook. These procedures and policies are meant to deal with issues of harassment and discrimination wherever they arise – be they in the classroom, in a residence hall, in a commons area, or in an electronic medium.

In addition to being a community based on principles of Christian love, the University is also an institution based on open inquiry. While the University condemns harassment of any kind, it is important to distinguish harassing speech from the normal discomforts engendered in an arena of free intellectual exchange and disagreement. This is particularly the case in the classroom setting, where in the course of legitimate intellectual inquiry and argument a student might encounter (or even introduce) course materials or comments that are disturbing, challenging, or perhaps even offensive to one's own or others' belief systems. Such discomfort does not in and of itself constitute harassment, unless it is so egregious as to satisfy the definition outlined above. It is the responsibility of professors to maintain an atmosphere of open inquiry in the classroom, just as it is the responsibility of students to participate in their own learning process with open-mindedness and receptivity to new ideas and perspectives. This ensures that controversial, even potentially offensive, material discussed with the objective of critical analysis for learning can be dealt with in an atmosphere of mutual respect. This policy in

no way diminishes the protection of academic freedom as stated in the Faculty Organization Plan.

St. Thomas students facing such situations should proceed directly to the Office of the Dean of Student Life. Members of the Dean's staff will be able to provide information and support with regard to the procedures in place at the University to deal with such issues.

## Statement Regarding the Addressing of Controversial Issues

In all of its academic programs and other educational enterprises the university is committed to meeting the diverse, changing needs of the community. ...The university fosters in the student an energetic, thoughtful approach to the challenges of contemporary life.

*- from the University of St. Thomas Mission Statement*

The university's educational program...strives to give a student a foundation for clear thinking and expression.

*-from the University of St. Thomas Convictions*

...it is evident that besides the teaching, research and services common to all universities, a Catholic university, by institutional commitment brings to its task the inspiration and light of the Christian message. In a Catholic university, therefore, Catholic ideals, attitudes and principles penetrate and inform university activities in accordance with the proper nature and autonomy of these activities. In a word, being a university and Catholic, it must be both a community of scholars representing various branches of human knowledge and an academic institution in which Catholicism is vitally present and operative.

*-from Ex Corde Ecclesiae, Pope John Paul II's Apostolic Constitution on Catholic Universities*

By its very nature, a university develops culture through its research, helps to transmit the local culture to each succeeding generation through its teaching and assists cultural activities through its educational services. It is open to all human experience and is ready to dialogue with and learn from any culture. A Catholic university shares in this, offering the rich experience of the church's own culture. In addition, a Catholic university, aware that human culture is open to revelation and transcendence, is also a primary and privileged place for a fruitful dialogue between the Gospel and culture.

*-from Ex Corde Ecclesiae, Pope John Paul II's Apostolic Constitution on Catholic Universities*

In its Mission Statement and supporting documents, the University of St. Thomas commits itself to its Catholic

character and to valuing the diversity of viewpoints reflective of a larger society. Diversity is complex, and is best achieved through intentional planning, listening, reflecting and interacting.

St. Thomas values its role as a diocesan, Catholic university. The university also recognizes and accepts its responsibility to respond to the dynamic tension that exists between the challenges of contemporary living and educating within the living Catholic tradition.

The university exists as an environment which not only allows, but encourages, members of its community to ask questions and openly explore challenging ideas in their personal search for truth. Open forums through which controversial issues may be addressed in a responsible and educative manner will be available. More important, the university will ensure that these dialogues occur in an arena free of fear of reproach or reprisal.

While the university cherishes free expression, it recognizes the difference between freedom of ideas and freedom of behavior. In discussion and debate, members and guest of the university community are expected to treat one another with respect and dignity.

Some of the implications of this statement are:

1. The University of St. Thomas is committed to open dialogue about controversial issues.
2. The university will provide in-class and co-curricular opportunities for discussion and debate about controversial issues.
3. The university believes that public dialogue around challenging issues does not diminish its fundamental commitment as a Catholic university.
4. The university has the responsibility to educate members of this community about the beliefs and moral values that make us Catholic.
5. The university will refuse official recognition to any group or organization that promotes a position contrary to the teaching of the Catholic Church.
6. The university welcomes to the campus students, faculty and staff from diverse cultural, religious and ethnic backgrounds. It values the perspectives they can provide on issues of common interest.
7. The university will strive to ensure that each member of this community receives respect.
8. The university employs individuals who are committed to the ideals stated in this document.

## Consenting Relationships Policy

Consenting romantic or sexual relationships between faculty and students, administrators and students, or between supervisor and employee are considered to be inappropriate. The power differential inherent in such relationships compromises one's ability to decide freely. Therefore, faculty, administrators and supervisors are warned against the possible costs of even an apparently consenting relationship. Any university employee who

enters into a romantic or sexual relationship with a student or subordinate where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove mutual consent.

Relationships between graduate student and an undergraduate student when the graduate student has some supervisory responsibility for the undergraduate student are included in this policy. Among other relationships included are those between a student or employee and an administrator, coach, advisor, program director, counselor or residential staff member who has supervisory responsibility for that student or employee.

## UST AIDS Guidelines

The University of St. Thomas has adopted the following statement on AIDS:

The University of St. Thomas is deeply concerned about the AIDS (Acquired Immune Deficiency Syndrome) epidemic. The university also is deeply concerned about all members of its community – faculty, students, staff and administrators – both individually and collectively. The university, through officials, namely the campus medical doctor and the Dean of Student Life, will attempt to keep the community involved on the most up-to-date information available on AIDS.

The university will not discriminate against AIDS victims in violation of applicable federal, state or local law. The university stands ready to assist any member of its community who contracts AIDS. Specific offices such as the following have been designated to be of service as appropriate:

- Human Resources, Room 217, Aquinas Hall
- Academic Vice President, Room 104, Aquinas Hall
- Health service, West End, 1<sup>st</sup> floor, Brady Hall
- Academic Advising office, Room 110, Aquinas Hall
- Campus Ministry, Room 105, Murray-Herrick Campus Center
- Dean of Student Life, Room 101, Murray-Herrick Campus Center

Available outside resources also will be recommended.

## Alcohol and Drugs

### I. Statement on Use of Alcohol and Other Drugs by Students at the University of St. Thomas

#### Introduction

It is illegal in Minnesota for persons under the age of 21 to possess or consume alcohol. The University of St. Thomas takes very seriously its legal and moral responsibilities to members of its communities. While most students make responsible choices regarding use of

alcohol, the University retains the right to discipline individuals for inappropriate behaviors that occur on and off the college campus. But ultimately, the responsibility lies within each individual to be responsible and broadly respectful with regard to the use of alcohol.

### **Rights, Responsibilities, & Respect**

Policies related to the consumption and service of alcohol at the University of St. Thomas are guided by an overarching philosophy built upon the **rights** of individuals, the **responsibilities** of individuals who consume and serve alcohol, and **respect** for one's own well-being, **respect** for our laws, and above all, **respect** for the rights of others. Also within this framework is the recognition of the reality of chemical dependence and alcoholism. St. Thomas remains committed to the well-being of all individuals in the community.

### **Rights**

Individuals have the right to participate in an environment in which they feel safe from harassment, dangerous behavior, or destruction of personal property. Individuals also have the right to respect for their spiritual and personal beliefs, many of which may relate, in some way, to alcohol use. Above all, individuals have the absolute right to abstain from consumption of alcohol, and feel free from pressures to the contrary.

### **Responsibilities**

Individuals must be responsible for their behavior. This responsibility is not dismissed when one's judgment is impaired by the presence of alcohol and or drugs in the body. There is another responsibility that holds as much importance to members of the St. Thomas community—a responsibility for one another. We are our brothers' and sisters' keepers in every sense of the word. We must extend a caring spirit—in both thought and action—to those with whom we live, work, and learn. Keeping others safe from harm, safe from abuse, and free to achieve the greatest possible sense of well-being is a responsibility held by all members of the community.

### **Respect**

Respect for the laws of the United States, the State of Minnesota, and the policies of the University of St. Thomas are fundamental. Individuals must also respect the choices made by others, especially those who choose to abstain from using alcohol. Finally, and perhaps most significantly, is a respect for self. The opportunity presented to students, staff, and faculty to learn, live, and celebrate in community is a gift. Life itself is precious and should be regarded with reverence and respect. Honoring one's existence through respect for self, charity toward others, and thanks for the gift of life is proper and important. To knowingly and intentionally diminish any aspect of one's life through irresponsible or disrespectful use of alcohol is wholly outside the mission

of the University of St. Thomas, the teachings of the Church, and any standards of community decency.

## **II. Policies Regarding Alcohol and Other Drugs**

### **Individual Use Policy**

Use of drugs or alcohol by students, staff or faculty must abide by the laws pertaining to the possession and use of alcohol and other drugs as defined by the local municipality, and state of Minnesota.

1. Students of legal drinking age may possess and participate in responsible consumption in university residence halls, in accordance with Campus Life policies.
2. Students living in off-campus housing may participate in responsible consumption in accordance with city and state laws and ordinances. Abuse of these privileges may result in formal disciplinary proceedings by the University.

### **Policy for Those Not Voluntarily Seeking Help**

If the university has a reason to believe that a particular student has a problem with alcohol or drugs and the individual refuses to admit that he or she has such a problem, the university may require that the individual seek assistance of a counselor in the Personal Counseling and Testing Department. After an alcohol/drug assessment, the counselor may recommend participation in an appropriate treatment program. Continued behavior that is inconsistent with the above stated policies will be formally addressed by the University's disciplinary process. Information on sanctions for inappropriate student behavior is at:

[http://www.stthomas.edu/policies/student\\_policy\\_book/nonacademic\\_discipline.htm#Sanctions](http://www.stthomas.edu/policies/student_policy_book/nonacademic_discipline.htm#Sanctions).

### **Policy on Illegal Drugs**

The University of St. Thomas does not tolerate the use, possession, or trafficking of illegal drugs. Students who violate University policies pertaining to illegal drugs are subject to the processes and procedures of the University judicial system.

The University reserves the right to report illegal drug use. In certain cases, especially with regards to trafficking or intent to distribute illegal drugs, a student may be referred to criminal or civil authorities for prosecution. It must be understood that consequences will result from illegal activity with regard to illegal drugs.

### **Alcoholic Beverage Service Policy at Campus Sponsored Events**

- A. Only recognized organizations or departments on campus and some off-campus groups will be given approval for alcoholic beverage service.

Groups sponsoring events are responsible for the safety and behavior of people attending these events. Should any violent, disruptive or destructive behavior occur in any university or event facility as a result of a University sponsored function, the sponsoring group, either individually or collectively, will be subject to disciplinary action by the Dean of Student Life. The sponsoring may be financially responsible for damages incurred and pay for repair or replacement costs. The sponsoring group may held responsible for injuries to their guests as a result of consumption of alcoholic beverages. Also, the group could be prohibited from sponsoring the event or other events in the future.

- B. The Request to Serve/Use Alcoholic Beverages form, including a distribution plan, must accompany the request. This plan must address details regarding security, control of sales, a description of non-alcoholic beverages and food to be served, and the amount of alcohol to be served.
- C. The Request to Serve Alcoholic Beverages Form must be turned in at least fourteen (14) days prior to the date of the activity.
- D. Tailgating or similar type functions outdoors are prohibited on campus.
- E. There can be no more than three on-campus, all school functions per year at which alcohol may be served.
- F. Events involving students are limited to enrolled St. Thomas students and possibly up to one invited guest per student. All St. Thomas students must have a valid university ID and driver's license or official state ID card in their possession when in attendance. Guests must have a driver's license or official state ID card in their possession. The total number permitted to attend is subject to state and local fire codes and the discretion of the Dean of Student Life (or designee).
- G. Only wine and beer may be served at university sponsored events. Exceptions for liquor other than beer or wine must be approved by the Executive Vice President (or designee). The maximum quantity of alcoholic beverages approved is subject to approval of the authorizing university official.
- H. A city license to sell alcohol is required if alcohol is served and any type of charge is levied pursuant to the sale or distribution of

alcohol (e.g., admission charges). Additional liability insurance may also be required.

- I. In accordance with state law, an individual must have reached his/her 21st birthday to be legally served, possess, distribute or consume alcohol.
- J. The primary purpose of any function must appropriate to the mission of the University of St. Thomas. No social event shall include any form of "drinking contest" in its activities or promotion.
- K. A bartender(s) is required when alcoholic beverages are sold or distributed by the glass and may be required at the discretion of the authorizing university official at other events.
- L. Alcoholic beverages cannot be served after 12:00 midnight. All alcoholic beverage service must conclude 30 minutes prior to the conclusion of the event.
- M. Adequate security personnel will be required, dependent on the size and purpose of the activity, as determined by Public Safety and Parking Services. Event security guidelines are available from the Department of Public Safety and Parking Services.
- N. A designated responsible person (as noted on the "Request to Serve/Use Alcoholic Beverages" Form) must be 21 year of age or older and must be present throughout the entire function. The individual(s) responsible for the activity and a faculty or staff member must attend the entire approved activity. Both must sign Request to Serve/Use Alcoholic Beverages form as responsible for the event.
- O. Sponsors of events with over 100 participants are required to submit a layout diagram of the event site. It must include the location of the alcoholic and non-alcoholic beverage service, food, restrooms, entrances and exits, approved alcohol consumption areas and security detail.

Individuals or groups responsible for university-affiliated events will be subject to formal disciplinary proceedings if there are any infractions of the above guidelines. Disciplinary sanctions for such infractions include probation or suspension of a sponsoring group, restitution of fines levied, and action taken against individuals held responsible.

#### **Alcohol Advertising Policy**

- A. No liquor or beer logos, advertisements or advertisements from businesses where the sale of alcohol is a primary purpose of the business

may appear in publications, which are funded by the university or sponsored by a university department or organization.

- B. No posters or flyers may advertise to University of St. Thomas students the availability of alcohol at on- or off-campus events.

### C. Assistance Provided by the University

#### Assistance for those Voluntarily Seeking Help

It is the primary intent of this policy to encourage members of the St. Thomas community who want or need help to seek such assistance. Students seeking help for problems relating to drug and alcohol use may avail themselves of services offered by the University, including the Personal Counseling and Testing Department, Student Health Services, and Wellness Center.

#### Assistance for Others Affected by Alcohol or Drug Abuse

The university recognizes that alcohol abuse often affects others besides the abuser. However, due to the variety of professional or academic relationships that alcohol or drug abuse can affect, no succinct policy statement can adequately address each individual case. Instead, the university vigorously encourages any member of the St. Thomas community who is affected by or concerned for another's alcohol or drug abuse to seek confidential assistance at the Personal Counseling & Testing Department, Student Health Services, and Wellness Center. Professional staff in these offices can help the concerned individual plan a strategy to address the specific problem.

### Use of Tobacco Policy

Medical evidence clearly shows that smoking is harmful to the health of both smokers and nonsmokers. The findings of the U.S. Surgeon General emphasize the harmful effects of second-hand smoke and have also documented the harmful effects of chewing tobacco.

Therefore, in an effort to provide a healthy, comfortable and productive environment for students, faculty and visitors, the University of St. Thomas will focus on a smoke-free environment. Effective September 1, 1993, smoking and chewing tobacco was prohibited in all buildings on the university's Saint Paul and Minneapolis campuses and in all university-owned vehicles. The only exceptions to this are a limited number of smoking lounges located on the St. Paul campus.

### Gambling, Raffles and Games of Chance

The Minnesota Gambling Control Board has issued the following policy/procedures concerning gambling,

raffles and games of chance sponsored by clubs, organizations, or individuals at the University of St. Thomas:

#### UNIVERSITY NON-PROFIT STATUS

The entity known as the University of St. Thomas does have tax exempt, nonprofit status. However, student clubs, organizations or individuals are not seen as subsidiaries or subordinates of this entity. Hence, student clubs, organizations or individuals are not eligible to engage in gambling, raffles or games of chance, regardless if the revenue is for profit or is designated for a charitable cause.

#### NATIONAL NON-PROFIT ORGANIZATION AFFILIATION

If a student organization falls under a national organization (i.e. local chapters of national fraternities or sororities, ODK, etc.), then that student organization must (1) obtain a copy of the IRS letter showing the national organization as a nonprofit organization and carries a group ruling and (2) obtain a copy of the organization's charter recognizing the student group as a subordinate. Department of Campus Life for more information.

#### FUND-RAISING OR CHARITABLE CAUSE OPTIONS

In an effort to raise revenue for profit or for a charitable cause, clubs/organizations or individuals may engage in the following practices:

**Games of Skill** – A “game of skill” is an activity where the participant may pay for a ticket or a chance to logically estimate so as to win (i.e. guessing the number of marbles in a jar). There must be the ability to arithmetically and logically arrive at an answer during a game of skill. The item used (i.e. jar with marbles) must be sealed and in plain view.

**Silent Auction** – Individuals have the ability to silently suggested a price for an item that is on auction. There is to be no selling of tickets or chances for the bidding process and bids can either be posted on paper or concealed on a slip of paper and submitted. The item goes to the highest bidder on auction.

These two options outlined above are not presently regulated by the Gambling Control Board and no applications or permits are needed to engage in these practices.

### Event Request Process/Campus Space Request

Any individual, club, organization or department which is planning to reserve a campus space for an all-campus educational/informational event or a sales or solicitation process will need to use the Facilities Scheduling On-

line Request. This request has questions that each organizer must answer in order to confirm their space reservation.

- Go on-line to the Facilities Scheduling Request for Service and login. The contact person must chose the “Student Organization/Student Affairs Request” menu and answer the questions posed before entering in the times needed for reserving campus space.

All sales and solicitations sponsored at the University of St. Thomas must comply with all guidelines and regulations within the Sales and Solicitation Guidelines. These policies can be obtained by clicking on Policies & Guidelines in the menu bar.

All speakers, performers and entertainers sponsored at the University of St. Thomas must comply with all guidelines and regulations within the [Speaker/Performer Rider](#) and Performance Policy. These Policies can be obtain by clicking on Policies and Guidelines in the menu bar.

- The Office of Campus Life will review the request from Facilities Scheduling. If it appears the event, sales or solicitation involves a controversial issue [see Statement Regarding the Addressing of Controversial Issues, in the St, Thomas Student Policy Book], the Campus Life Staff will refer the request to the Student Life Committee. The Student Life Committee, advised by the Dean of Student Life, will review the request and either (1) approve the request, (2) approve the request with recommended revisions or (3) deny the request. The request will then be returned the Department of Campus Life. The Campus Life Staff will contact the designated contact person as to the progress of the requested event.
- The contact person of the requested event will be expected to follow up with Facilities Scheduling to see that the requested space has been secured.
- The contact person of the request event is expected to contact those offices/services relevant to the execution of the requested event.
- A copy of the completed On-Line Request will remain on file in the Office of Campus Life. Should any detail of the approved event change prior to the event, the contact person of the request event must notify the Department of

Campus Life and inform the office of the changes.

## Acceptable Use Guidelines./Unacceptable Use Policy Computing Facilities and Services

St. Thomas encourages computer use in accordance with its mission and purpose by providing computing resources to the university community. This Policy describes the University’s guidelines and policies governing responsible use of computing resources by students and employees.

### I. Acceptable Uses of UST Computing Resources

Computing resources are intended for instruction, study, academic research, and the official work of campus organizations and university offices. In addition, as with any resource on campus, access to academic computing resources is provided, in part, to allow members of the community to learn, explore, and grow.

All users of University computing resources must:

1. Comply with all federal, Minnesota and other applicable law, with all applicable University rules and policies, and all applicable contracts and licenses.
2. Use only those computing resources that they are authorized to use, and use them only in the manner and to the extent authorized.
3. Respect the privacy of other users and their accounts.
4. Respect the limited capacity of the University’s computer resources, and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
5. Protect one’s password and I.D. from unauthorized use.
6. Access only information that is one’s own, that is publicly available, or to which the user has been given authorized access.
7. You are required to cooperate with system administrators if you are advised of potential security problems associated with your account or system.

### II. Unacceptable Uses of UST Computing Resources

Conduct which constitutes unacceptable use under this Policy includes, but is not limited to:

1. Accessing another person's computer, files or data without permission. This includes data in transit on the network.
2. Using a system or the network to obtain unauthorized access to or deny services to any offsite system. Such actions may also violate Federal Law.
3. Circumventing, violating, or subverting system or network security measures, or exploiting flaws in same, or attempting to do so. Examples include creating or running programs that are designed to identify security loopholes, to decrypt intentionally secured data, or to gain unauthorized access to any system. If you find a hole in the security of any St. Thomas system, notify IRT staff immediately at 962-6230.
4. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services or damaging files or making unauthorized modifications to University data.
5. Performing any act, intentionally or otherwise, that will interfere with the normal operation of computers, terminals, peripherals or networks.
6. Using University systems for personal commercial purposes or partisan political purposes, such as using electronic mail to circulate advertising for products or for political candidates.
7. Making or using illegal copies of copyrighted software or data, storing such copies on University systems, or transmitting them over University networks. Unless given explicit permission by the copyright holder, you may not copy software or computer data, including audio or video data, available through the University. You may not place copyrighted material on any computer connected to the UST network for the purpose of making it available for others to copy, unless you own the copyright or can demonstrate a teaching or research fair-use exemption from copyright. Software piracy constitutes theft and will not be tolerated.
8. Using University software or data, including electronic mail, to harass or intimidate another person.
9. Saturating network or computer resources to the exclusion of another's use, for example, overloading the network with either legitimate (file backup, archiving, bulletin boards, synchronous chat sessions) or malicious (denial of service attack) activities.
10. Sharing your username and password with others. Providing access to UST systems or networks to users who do not have an official affiliation with the University without IRT permission is prohibited. This includes providing user accounts on personal systems (i.e. Unix shell accounts, PC-Anywhere passwords, or any such analog). If permission is granted, the administrator of that system is responsible for all user activities on that system.
11. Attaching any device other than a personal computer to the campus network without the expressed permission of the information technology staff. This includes (but is not limited to) printers, hubs, switches, routers, and protocol analyzers.
12. Abuse of E-mail – The following activities specific to e-mail use are prohibited:
  - Forging the identity of a user or machine in an electronic communication.
  - Failure to comply with a request to stop e-mailing someone or to take them off a distribution list
  - Sending all-campus e-mail messages
  - Creating or forwarding chain letters
  - Initiating or facilitating in any way mass electronic mailing (e.g., "spamming," "flooding" or "bombing")
13. Applicability of Other University Codes of Conduct  
All University of St. Thomas codes of conduct, including those related to plagiarism and harassment, apply also to technology resources. These policies are based on respect for the work and privacy of other St. Thomas community members.

### III. Data Privacy

As a general policy, University employees will not read your e-mail or private files (whether they are stored centrally or locally). However, the University of St. Thomas reserves the right for its staff to log and examine network traffic, and to retrieve and examine files stored on UST systems when necessary, particularly but not exclusively in the following situations:

- If information is required in a court proceeding. Electronic data, including deleted information that has been restored from back-up tape, has been subpoenaed as evidence during both civil and criminal court cases. If such a situation arises, the university is legally bound to cooperate with law enforcement authorities.
- If an individual is suspected of an infraction of University policy or of the law (e.g., engaged in unacceptable use of UST computing resources as outlined in this Policy), Information Resources & Technologies (IRT) will act as the investigating office and will involve other offices as needed.
- If an individual's private files (electronic or e-mail) are wanted as evidence on a non-computer-related disciplinary matter (such as an academic dishonesty case or a sexual harassment investigation), IRT will provide those files on request of the Dean of Student Life, the Dean of the appropriate college, or the Associate Vice President of Human Resources. Unless the infraction involves potentially criminal behavior, IRT will make an effort to inform the individual that their files are being examined.

#### IV. **Enforcement**

The University considers violations of acceptable use principles to be serious offenses. The University will take such action as is necessary to copy and examine any files or information resident on University systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations.

In the case of minor infractions, IRT will attempt to contact the offending party via e-mail, telephone or in person to explain the problem and discuss its resolution. Blatant violations or repeated offenses will be referred to the appropriate University entity for discipline.

In the case of major infractions, for example those that impair others' ability to use networking and computing resources, IRT may restrict systems or network access as it deems necessary to mitigate such activities. Only thereafter will IRT make a reasonable effort to contact the involved parties when these incidents occur.

Violations of this policy will result in disciplinary action by the Dean of Student Life, Associate Vice President of Human Resources, and other appropriate authorities, if necessary. IRT staff may take immediate action as needed to ensure system integrity. This may include, but not be limited to, immediate denial of access to your account, loss of e-mail privileges or removal of your system from the network. In cases involving violations

of this Policy or other campus codes, the relevant disciplinary offices will be given all information about an incident that IRT can collect. IRT will advise and testify as requested, and if asked to disable accounts as a result of disciplinary hearings, will do so with all possible speed.

**If you have any questions about whether an activity is permissible or not, you may call the IRT Tech Desk at (651) 962-6230 or the Dean of Student Life at (651)**

## **Telecommunications Policies**

### **Harassing Phone Calls**

If you receive harassing phone calls, please report them to the Department of Public Safety and Parking Services at 651/962-5100. Perpetrating harassing phone calls is a federal offense punishable by law. The University of St. Thomas also may impose disciplinary sanctions.

## **Sales and Solicitation on Campus**

Solicitation or sale of any products at the University of St. Thomas by any group or individual requires written permission. The Department of Campus Life is the university official responsible for granting such permission for university-wide sales and solicitation in both Murray-Herrick Campus Center or in the residence halls.

- A. The Department of Campus Life may grant permission for sales and solicitation to an officially recognized student organization if all of the following conditions are met:
  1. An officially recognized student organization in good standing is either selling the item itself or agrees to sponsor the sales or solicitation. Organizations will be limited to no more than three sales per organization per semester, each sale not exceeding five days.
  2. The product is not sold in direct competition with another approved sale or solicitation. The sale of similar but not identical items may be approved.
  3. The product is not sold in direct competition with products sold in the university Bookstore or university Food Service (exceptions may be granted for periodic bake sales, or school spirit items such as hats, mufflers, shirts, etc.).

4. The sponsoring club or organization is guaranteed at least 15 percent of the gross sales or a flat rate of at least \$50 per day, whichever is higher.
  5. The proceeds from any sale must benefit the entire sponsoring organization and not simply some members who might use the organization as a front to set up such sales. For credit card solicitations, at least one member of the sponsoring organization must be present to staff the table.
  6. T-shirts, posters, etc., which contain design elements must be approved by the Department of Campus Life.
  7. The product for sale or the solicitation is appropriate for a Catholic university.
  8. The written permission form (fundraising report) has been received in the Department of Campus Life at least two weeks in advance of the proposed sale/fundraiser.
- B. In addition, sales and solicitation on campus may be granted if:
1. The sales or solicitation is of direct educational benefit to students or of significant benefit to the University of St. Thomas community.
  2. The sales or solicitation is sponsored by an administrative or academic department of the university.
  3. The sale or solicitation is by an off-campus nonprofit organization such as the Girl Scouts. Such solicitation will be limited to no more than two days per year. Sales will be conducted from assigned tables in Campus Square or the residence halls. Arrangements should be made through the Facilities Coordinator's office, Room 103, Murray-Herrick Campus Center, (651) 962-6670.
  4. The university retains the right to restrict time, place and manner of solicitations in order to protect the educational environment of the institution.

The business of any approved sale or solicitation must be conducted in the confinement of the area (or space)

approved by the Department of Campus Life in Murray-Herrick Campus Center. The university may, if it chooses, impose an additional "rental charge" to cover overhead costs to the institution.

## **Student Employment Guidelines**

### **Campus Positions**

If you would like to identify specific student employment opportunities on campus, go to the Human Resources web site @ <http://www.hr.stthomas.edu> - Student Employment. Student positions are listed along with contact information for how to apply.

### **Complaints or Concerns**

For any concerns related to your campus job including complaints of sexual harassment or sexual violence, supervision, discipline or termination, please contact the Human Resources Department at (651) 962-6510. A human resources representative will assist you in resolution and in following the appropriate university policies and procedures.

### **Grievance Process**

Students who wish to file a formal grievance can contact the Human Resources Department at (651) 962-6510. Grievances related to campus employment (excluding complaints of sexual harassment or sexual violence) must be reported to the Human Resources office within 30 days of learning of the situation to be addressed through the grievance process.

### **Disciplinary Process**

If a student violates one of the Rules of Conduct listed in this handbook in the course of his or her employment at the university, the disciplinary process will be followed. Disciplinary action will be taken if a student knowingly falsifies or alters hours reported for pay.

### **Financial Aid**

If you have questions concerning the work-study financial aid you may be receiving, please contact Student Financial Services at (651) 962-6550. This includes questions concerning award amounts or changes in personal circumstances that may affect an award.

## **Policy Statement for Students with Disabilities**

The University of St. Thomas provides services to qualified students with disabilities and provides reasonable and appropriate accommodations necessary for physical, academic and social accessibility. Qualified students with documented disabilities who may need classroom accommodations should make an appointment with the Enhancement Program – Disability Services office during the first two weeks of the term. Telephone appointments are available to student as needed. Appointments can be made by calling 651/962-6315 or 800 328-6819 extension 6315. You may also make an

appointment in person in O’Shaughnessy Education Center room 119. For further information, you can locate the Enhancement Program on the web at <http://www.stthomas.edu/enhancementprog/>.

Classroom accommodations will be provided for qualified students with documented disabilities. Students are invited to contact the Enhancement Program – Disability Services about accommodations for this course as listed above.

In compliance with the University of St. Thomas policy and disability laws, the Enhancement Program – Disability Services is available to discuss academic accommodations that you may require as a student with a disability. Students are encouraged to register with the Enhancement Program – Disability Services office for disability verification and determination of academic accommodations.

For more information, students with learning disabilities may contact the Enhancement Program at (651) 962-6315.

## **Bulletin Boards**

If you would like to post information at the Minneapolis campus, please obtain an approval stamp from the Central Administration office in Suite 201.

If you would like to post information at the St. Paul campus, please obtain an approval stamp from Murray-Herrick Campus Center, Room 111.

If you would like to post information in the O’Shaughnessy Science Hall Engineering bulletin board on first floor or lower level, please obtain an approval from the School of Engineering Office in Room 101. Please see the program Student Services Coordinator for a full listing of rules governing Bulletin Boards.

## **Public Safety and Parking Services**

### **General Information**

The Public Safety and Parking Services department is open twenty-four hours a day, seven days a week. A complement of full time safety and security professionals is available to assist you at any time in a variety of ways. Please contact the staff at any time with questions and concerns. Security officers are responsible for enforcing all state and local laws as they apply to the university. Failure to cooperate with or interference with the duties of these officers may result in disciplinary sanctions as outlined under “Rules, Regulations and Procedures”. The department can also function as an agent independent of the university to provide a sensitive, measured response to situations that require security service.

The safety and welfare of students, faculty, staff, and visitors is of primary concern to the Public Safety and

Parking Services department. To that end, the services provided by the department are outlined below.

### **Law Enforcement**

The Board of Trustees of the university charges the Public Safety and Parking Services department with enforcement of all rules and regulations stipulated by the university board in addition to all local, state, and federal laws as they apply to the university community.

### **Crime Prevention**

The Public Safety and Parking Services department makes every attempt to collect pertinent information from all campus departments with regard to programs, events, activities, and location to be able to provide quick and accurate information to all requesters of information.

### **Vehicle Services**

Public Safety and Parking Services officers provide jump-starts and lock-outs upon request and free of charge. These services are offered as a courtesy to faculty, staff, students, and visitors of the community.

### **Building Access**

If you require access to a secured building or area, please call Public Safety and Parking Services. An officer will gladly assist you provided proper authorization has been filed. Authorization forms should be filled out in advance by a faculty or staff member granting access to a specific room or building.

### **Lost and Found**

The Public Safety and Parking Services department serves as the central lost and found office for the university. Anything found on campus should be turned in to the office. Please report lost items as well. If they have not yet been turned in, information will be logged so that you may be contacted should the item be found.

### **Emergency Assistance**

Public Safety and Parking Services officers are first aid certified and trained in conflict resolution, crisis management, and crime prevention. An emergency phone line is monitored at all times by security dispatchers, allowing the officers to respond quickly to emergencies and to summon and assist fire, police, and emergency medical personnel.

### **Professional Records**

The Public Safety and Parking Services department can direct individual needs to proper university, local, state, and federal agencies such as law enforcement, fire, medical, counseling, disaster, and utilities.

Emergency: (651) 962-5555

Non-emergency: (651) 962-5100

## **Responsibility for Personal Safety**

While the University of St. Thomas can assume no responsibility for risks associated with participation in programs or activities, the university attempts to provide a safe environment for its students. Historically, few students have been injured while participating in program-related activities, yet none of us are immune to injury in the course of our daily lives, work, play, or field of study. Each student should conduct himself or herself using due and reasonable care in his or her actions. Student status creates no “special” relationship between the student and the university, and the university is not a “custodian” of the safety of students.

## **Speakers Policy (Adopted by College Life Committee)**

*Several principles and an awareness of existing practice should guide a policy for speakers on campus.*

The first principle is that there are varying degrees of responsibility with the effect that the university is eminently responsible for speakers that it invites to campus to speak to students or other members of the community. But obviously when the university allows legitimate outside groups to use its facilities, the burden of responsibility is autonomous with the sponsoring group. It is a corollary that the university, in allowing such groups to use its facilities, is governed by fairness and equity toward various conflicting views and interests, being mindful of the needs for wider information on the part of students and the larger community.

The principle of freedom, holding high respect in academic life and in our spiritual heritage, is never divorced from responsibility on the part of sponsoring groups or sponsors.

Another factor governing speakers on campus is our concern that a wide variety of issues and viewpoints be given expression. We take pride in the scope and quality of programs on campus during the past years. The value of freedom in the classroom is reflected in the campus forum, measuring the need to develop a critical mind against the appreciation of authority and competency in a given field.

Criticism in a constructive vein of speakers, or the selection of speakers is welcomed especially where the quality of expression, depth and relevance is at stake. Success in this area depends on the initiative, objectivity and earnestness of sponsoring groups, such as university clubs and department offices.