



THOMAS MORE
COLLEGE
TOGETHER IN PURSUIT OF TRUTH

**GENERAL GUIDELINES
AND POLICIES**

GUIDELINES AND POLICIES

AIDS/HIV POLICY

Thomas More College strongly encourages students to notify the Campus Health Center if they have contracted or feel they have been exposed to AIDS/HIV infection. All individual cases are dealt with in a professional and confidential manner as in the case of any health problem. No student will be denied enrollment, on campus living or access to facilities solely on the basis of AIDS/HIV infection.

ALCOHOL POLICY

Alcohol is one of the most dangerous drugs abused by contemporary college students. It is accessible and easily taken for granted. Many individuals do not know how to control their consumption of alcohol. Use of drugs or controlled substances is also a serious issue among college students. While incidents are less frequent, those students who use them are jeopardizing their own well-being as well as the community in which they live (i.e. residence halls). The College has a responsibility to set guidelines regarding the use of alcohol and drugs within its community. It is the student's responsibility to act in a mature manner at all times and safeguard his/her well-being.

1. In compliance with Kentucky State Law, students under the age of 21 are not permitted to consume or possess alcohol on college property or at college-sponsored events at any time. Kentucky state law also makes it illegal to purchase, sell, or furnish alcohol to a person less than 21 years of age, present oneself as 21 years of age with the intent to purchase alcohol if underage and to operate a motor vehicle while under the influence of alcohol.
2. Alcoholic beverages (beer and wine only) may be served on campus at student sponsored function with the approval of the Dean of Students or designate. The sponsoring organization must be registered with the College at least six months and will be responsible for enforcing state law regulations. Such privileges are limited to the area where the event is taking place. Sponsoring organizations must submit a Request to Serve Alcohol Form at least three weeks prior to the event. Additional guidelines regarding student sponsored events are outlined in the following section.
3. Except for alcohol free areas, the possession and consumption of alcoholic beverages is permitted in the individual rooms of the residence halls only by those students who are legally eligible under the state law to possess and consume alcoholic beverages. Alcoholic beverages may never be consumed in general or public areas (i.e. corridors, lobbies, hallways, etc.)The College reserves the right to limit the amount of alcohol to be brought into the Residence Halls. No one may possess or consume alcoholic beverages in a room exclusively occupied by a minor (s); in Kentucky a minor is someone who is under 21 years of age. More than four students of legal age in a room where alcohol is being consumed is considered a party and requires permission from the Coordinator of Residence Life. (*In such cases, the host or the legal age occupant of the room is responsible for adhering to state law and college policy.*) Kegs and/or multiple quart containers are never permitted on campus without prior approval and never allowed in residence hall rooms .Alcohol found in a particular room is the

responsibility of the occupant.

4. Students at Thomas More College are expected to comply with all federal, state and local laws, as well as campus policies when consuming alcohol. Students are expected to act maturely and responsibly whenever alcohol is present, on campus or off-campus. Students are cautioned that significant and timely sanctions will be imposed for all alcohol violations. Although students at Thomas More College are treated as adults, upon a second drug or alcohol offense, Thomas More College will notify the parent(s)/guardians of the student of the incident as permitted by federal law. Students found in violation of this policy will be immediately required to relinquish possession of the alcohol to a college official who will dispose of it. Any violation of the above policy is subject to legal and/or disciplinary action.

Student Events

Student organizations may be granted permission to serve alcohol (beer and wine only) to persons of legal age at their college-sanctioned events. Permission must be obtained by filing a Request to Serve Alcohol Form, with the Dean of Students **at least three weeks prior to the event**. Permission may be granted based on the following guidelines:

1. Alcohol will never be served free of charge. A reasonable charge must be approved by the Dean of Students or designate. The sponsoring organization is responsible for obtaining proper authorization and permits to serve alcoholic beverages. Students deemed to be intoxicated at the time of arrival will be denied entry to the event.
2. Advertisement of the event may not include reference to or visual depictions of alcoholic beverages.
3. Non-alcoholic beverages and non-salty food must also be served in proportions sufficient to serve the expected guests.
4. A non-student of legal age must be responsible for acquiring and serving the alcohol. Alcohol will never be available on a self-service basis. Intoxicated persons must not be served and provisions must be made for their safety by the sponsoring organization.
5. The student organization must arrange for safety personnel to be present as required by the Office of Student Life. An additional security officer will check ID's to verify legal age. Students and guests under the legal drinking age found possessing alcohol will be required to leave the event unless determined to be an unsafe option.
6. A faculty/staff member from the sponsoring organization must be present at all times. **Faculty/Staff representative shall not consume alcohol during a TMC student-sponsored event.**
7. Alcohol may not be served in the last hour of the scheduled time for the event and will never be served after 1:00 am.
8. No social event may include any form of a "drinking contest".
9. Students leaving an event where alcohol is served will not be allowed to re-enter the event unless the student has obtained prior permission.
10. Permission will not be granted to any organization, which is on a probationary status.
11. The amount of alcohol which may be served, the required number of staff members present, and other requirements for the event will be determined by the Dean of Students.

12. At the conclusion of each student sponsored event where alcohol is available, the faculty/staff will complete an evaluation of the event which will be used in determining authorization for future events.
13. Student organizations may hold off-campus events where alcohol is served; however, the organization is responsible for enforcing the guidelines listed in the student- sponsored events policy, as required by the Dean of Students. For all off-campus events where alcohol will be served, the event shall be restricted to Thomas More College students and their guests (2). Students will be required to show a valid Thomas More ID and guests will be required to sign in before entering the event.
14. a. Any student organization sponsored trip, activity or conference approved to take place off campus must conform to all campus policies including but not limited to: alcohol, security, faculty/staff representation. A trip checklist (see appendix 2), must be submitted to the Dean of Students office two (2) weeks prior to the activity.

b. If the trip, conference, event or activity is out of the country students of Thomas More College are expected to comply with all Host Country laws, regulations and policies when consuming alcohol, while they are representing Thomas More College. A faculty/staff member from the sponsoring organization may not always be present; however, students are expected to act maturely and responsibly whenever alcohol is present, whether at home or abroad. If the legal drinking age in a host country is less than 21, students may responsibly consume alcohol, although abstinence with alcohol until 21 is encouraged for all TMC students. Students are cautioned that significant and timely sanctions will be imposed for all alcohol violations. (See the Trips Conferences & Thomas More College Sponsored Activities Away from Campus Policy)
15. Failure to abide by any provisions set forth concerning alcohol may result in termination of the event, loss of privilege to serve alcohol in the future, and any action deemed necessary by the Office of Student Life.

A representative of the student organization is required to attend a session regarding the alcohol policy and their responsibility in enforcing the policy at their event. The College reserves the right to deny or withdraw permission to serve alcohol at student-sponsored events at any time without prior notice.

Non Student Sponsored Events

Thomas More College Events

Thomas More College events where alcohol will be served and not sponsored by a student organization or club must abide by the following guidelines:

1. Notice of the event must be given to the appropriate vice-president/president at least three weeks prior to the event.
2. The appropriate vice-president/president shall determine if the event may take place and any guidelines that must be followed.
3. Notice of events that will include current students must be given to the Dean of Students' office at least one week prior to the event by the appropriate vice- president/president. **Any event, on or off campus, that includes the consumption of alcohol by students, will require a staff or faculty member present to verify and identify students who are of legal drinking age.** The dean of students and the vice-president may determine if any additional provisions of the student-sponsored events policy should be required for the event.

Non-Thomas More College Events

Non Thomas More College sponsored events involving alcohol shall be permitted at the discretion of the vice-president for finance. It shall always be the responsibility of the sponsoring party to obtain and serve the alcohol, ensure compliance with state and local laws and to provide for the safety of their guests. The sponsoring organization assumes all personal and legal liability associated with the possession and distribution of alcoholic beverages.

Athletic Events

Thomas More College does not permit alcoholic beverages at any NCAA sporting events. Tailgating during home football games is permitted only under the following guidelines:

1. Alcohol may not be consumed except in the designated area of the parking lot.
2. No common sources of alcohol are permitted, (kegs, beer balls, etc.)
3. Groups holding tailgate parties are responsible for providing their own designated drivers.
4. At its discretion, TMC may terminate tailgating parties, or take other appropriate action against individuals, groups or organizations whose conduct at tailgating party is irresponsible, unreasonable or inconsistent with the College's policies and regulations, ordinances or laws.
5. Possession and consumption of alcohol in stadium parking area are subject to state and local laws and regulations. Local Police and Liquor Control Agents may patrol these areas and enforce applicable laws.
6. Individuals deemed to be intoxicated will not be permitted to enter the even(s).

TMC Stadium Policy

1. No alcoholic beverages allowed in the stadium
2. No coolers permitted
3. No cups or other open containers

Anyone in violation of these policies will be asked to leave the stadium.

Alumni / Institutional Advancement Sponsored Events

The Office of Institutional Advancement and/or Alumni Relations abides by the Kentucky State Law, anyone under the age of 21 are not permitted to consume or possess alcohol on college property or at college-sponsored events, in-country, at any time. Kentucky state law also makes it illegal to purchase, sell, or furnish alcohol to a person less than 21 years of age, present oneself as 21 years of age with the intent to purchase alcohol if underage and to operate a motor vehicle while under the influence of alcohol.

Alumni/Institutional Advancement sponsored events must adhere to the non-student sponsored events policy. (See Non-student sponsored events policy)

The Office of Institutional Advancement and/or Alumni Relations retain the right to refuse service to anyone at anytime.

Thomas More College Employees

Thomas More College takes drug and alcohol use seriously and believes drugs and alcohol and the effects of their use have no place on the College premises. As a condition of employment TMC's employees must abide by the terms of the College drug-free workplace policy. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs, controlled substances or the unauthorized use of alcohol during work hours will result in disciplinary action on the first offense up to and including termination. In all 50 states it is illegal to purchase, sell, or furnish alcohol to a person less than 21 years of age.

Possession of paraphernalia used in connection with any drug, alcohol or controlled substance subject to this rule shall be evidence of violation of this rule.

You are prohibited from reporting to work under the influence of any drugs or substance of whatever type or legality that in any way impairs your ability to perform your job.

Thomas More College reserves the right to require employees to take drug or alcohol tests where there is a reasonable suspicion that the policy has been violated. Also, the College reserves the right to search work areas, packages, the employee and the employee's possessions of College property when there is a reasonable suspicion that the policy has been violated. Refusal to cooperate with the foregoing will constitute an independent violation of this policy. Failure to submit to a drug and/or alcohol screen will result in a disciplinary action up to and including immediate dismissal. Employees must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

Sanctions

Violations of the College Alcohol and Drug Policy are serious breaches of expected behavior Groups found in violation of the alcohol policy will be subject to termination of the event and sanctions against the group's status with the College. Employees of the College shall be disciplined according to established College procedures. Students found guilty of violating the Alcohol Event Policy, Student Code of Conduct and Residence Life alcohol policies are subject to all sanctions as outlined in the Student Code of Conduct and

Housing Handbook. The sanctions imposed must be proportionate to the gravity of the offense. Additionally, students who have been found guilty of violations of the alcohol or drug policy will receive the following sanctions.*

In one academic year:

Consumption:

<i>1st offense</i>	a minimum of \$50 and up to a <u>\$100 fine</u> and referral for Substance Abuse Assessment
<i>2nd offense</i>	a minimum of \$75 and up to <u>\$125 fine</u> and notification of Parent
<i>3rd offense</i>	a minimum of \$100 and up to <u>\$125 fine</u> and expulsion from Res. Halls and/or College
<i>4th offense</i>	expulsion from the College

Possession or Knowingly in the Presence of Alcohol:

<i>1st offense</i>	up to <u>\$50 fine</u> and Alcohol Awareness Sanction
<i>2nd offense</i>	up to <u>\$125 fine</u> and notification of Parent
<i>3rd offense</i>	up to <u>\$125 fine</u> and expulsion from Residence Halls and/or College
<i>4th offense</i>	expulsion from the College

Two or more violations of the Alcohol and Drug Abuse Policy may be indicative of a substance abuse problem. Every attempt will be made to assist individuals in this situation. To that end, a student will be required to seek counseling and/or assessment of a substance abuse problem. Offenses are accrued over the period of time the student is enrolled.

Student Athletes at Thomas More College are also subject to additional sanctions which may be imposed by the Head Coach or the Athletics Director. The athletic department policy on alcohol, drugs and sanctions is available in the Dean of Student's office, from the Director of Athletics and each Head Coach.

DRUGS

Thomas More College does not condone the use of illegal drugs or the illegal use of legal drugs including alcohol.

1. The possession or use of any compounds or substances, which are illegal under federal, state or local laws, is incompatible with the College's expectation for student responsibility. This includes, but is not limited to, controlled substances such as Marijuana, Hashish, LSD, Mescaline, and Cocaine, Ecstasy, GHB, Ketamine and abuse of over the counter medications. Persons who possess, use, or sell such compounds contrary to law are subject to immediate legal and/or disciplinary action, including, but not limited to, suspension or dismissal from Thomas More College.
2. The possession, use or distribution of illegal drugs or abuse of over-the-counter drugs is not tolerated on campus or in the residence halls. The distribution or sale of illegal drugs may result in immediate termination of the housing agreement, suspension from the College and possible criminal prosecution.
- 3.. Any equipment or material of any kind used, or intended for use in planting, cultivating, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance is prohibited.

ASSEMBLY AND EXPRESSION POLICY

General Statement on Expression and Assembly

Consistent with the “Regarding Matters of Expression and Assembly” section of the Student and the Community section of the Student handbook, students enjoy the essential freedoms of scholarship, inquiry and expression. Thus, students are free to express their personal viewpoints and expose causes both inherent and external to the College so long as these viewpoints do not infringe on the basic rights and freedoms held by other members of the College community.

Student Assembly and Protest

Students are encouraged to raise concerns and grievances through the Student Government Association which is charged with advocating student issues to the administration of the College. Students that wish to form an organized demonstration, protest, display or statement outside of the Student government must register their request with the Dean of Student’s office no less than five working days prior to the event date. With approval of the Dean of Students, a permit will be issued allowing the activity and outlining the date, time, nature and place the event may take place. At no time shall a demonstration, protest, display or statement be permitted to interfere with classes, classrooms, residence halls, roadways or in an area that would prohibit the day to day operations of the College. Every effort will be made to accommodate the legitimate request of the students. Denials of such requests by the Dean of Students may be appealed to the Vice President for Academic Affairs.

Non-Student Assembly and Protest

No organized demonstration, protest, display or statement by a non-student group will be permitted on the campus of Thomas More College without prior authorization of the Dean of Students. At no time shall a demonstration, protest, display or statement be permitted to interfere with classes, classrooms, residence halls, roadways or in an area that would prohibit the day to day operations of the College. A demonstration, protest, or statement will not be permitted that is contrary to the College mission and nature during the ordinary course of business. Demonstrations, protests, or statements during special events open to the public will be restricted to a designated area. At no time shall displays be erected on campus without prior approval from the Dean of Students Office.

AUTOMOBILES/PARKING

Parking facilities are maintained for all students registered at the College. To park on campus, parking permits must be obtained during registration or from the Security Office. The parking permit must be displayed on the designated area of the vehicle. Each student is responsible for obtaining and adhering to the parking regulations.

Parking regulations, distributed when a permit is obtained, are enforced seven days a week and apply to all students, faculty, and staff at the College. Unpaid traffic fines will be added to the student's account.

Vehicles parked in Handicapped spaces without a temporary or permanent Handicapped permit will be towed, at the owner's expense, without notice or warning.

BULLETIN BOARDS

All official College announcements will appear on the official bulletin board outside of the Registrar's Office. Students are responsible for reading all official notices posted on the bulletin board. Student Government and activity bulletin boards are located in the 2200 and 3300 hallways and are available only to officially recognized student organizations for postings authorized through the Dean of Students. Please see the Thomas More College Sign Policy located in this section.

COLLEGE COMMUNICATION

The Official Thomas More College E-mail Account shall be considered an official means for communicating College business to the students and may in some cases be the sole means of communication. Users are expected to read, and shall be presumed to have received and read, all official Thomas More College e-mail messages sent to their Official Thomas More College E-mail Accounts. Official notifications may include, but are not limited to: *1). Billing 2). Registration 3). Advising 4). Course Cancellation 5). Changes in Curriculum and/or Scheduling 6). Graduation Application 7). Informational disclosures required by federal law 8). Other Forms of Communication.* It is therefore the responsibility of the student to regularly check their Thomas More College E-Mail Account to ensure receipt of such information. Because the contents of such e-mail are subject to laws governing public records, Users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, e-mail transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via e-mail.

COLLEGE PROPERTY

Anyone who willfully or carelessly misuses, abuses, or destroys College property will be required to pay for its repair or replacement and will be subject to disciplinary action.

COMMUTER MESSAGES

Commuters will have his/her own message slot upon request in the Student Life Office. Announcements, notices, and other types of communication may be exchanged in the message center. Located in the same area are the official bulletin boards for Student Government, Student Life, Financial Aid, and the Career Planning Center. Nearer the Library is an open bulletin board for use by students, faculty and staff. Any poster to be placed on any of the official boards must have the approval of the Student Life Office.

COPY RIGHT POLICY

Copyright is a form of legal protection provided by United States law (Title 17 U.S. Code) that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The original creator/producer of the work is the copyright owner unless the rights have been transferred with permission of the creator. Merely possessing the material (such as owning a book) does not give someone the ownership of the copyright. **Any activity that violates these protections, such as downloading, copying, reproducing, and/or sharing copyrighted works without the owner's explicit permission, is in violation of United State law and is not an acceptable use of the Thomas More College network or resources.** It is the policy of Thomas More College to respect the intellectual property rights of others. If it comes to the attention of the College that an individual is using TMC resources, computer equipment and/or network access to violate copyright law, the College will take action to stop such activities. Any copyright violations traced to students will be referred to the Dean of Students for implementation of the judicial process. In addition, violations of copyright law can lead to criminal charges and civil penalties. Under current copyright law, criminal cases of copyright violation carry a penalty of up to five (5) years in prison and a \$250,000 fine. Civil penalties for copyright infringement include a minimum fine of \$750 for each work. While criminal prosecution for illegal downloading is rare, civil law suits are quite common. - (I would delete this sentence)

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1994 (FERPA)

In accordance with the Family Educational Rights and Privacy Act of 1994 (FERPA), students of Thomas More College have certain rights concerning their education records. The primary rights afforded to students include the right to inspect and review their educational records, the right to seek to have records amended and the right to have control over the disclosure of those records to third parties.

Thomas More College is committed to protecting the rights of students, informing the Thomas More community about FERPA, and ensuring that the College handles educational records and directory information in a secure manner consistent with Federal regulations.

Thomas More College has adopted a policy statement to maintain compliance with the FERPA, to insure the rights of students are protected, and to give guidance to faculty and staff as to the appropriate procedure when handling student records.

Eligible students who believe that Thomas More College is not complying with the requirements of FERPA may file complaints in writing with:

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

Release of Information

"Directory Information" may be released for any purpose at the discretion of the college when it is believed to be in the best interest of the student. Under the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, students have the right **to withhold the disclosure of all "Directory Information" as follows: name, address, telephone number, major field of study, dates of attendance, enrollment status, degrees received, club and athletic participation records.** The College will disclose any of these items without prior written consent from the student, unless notified in writing by the student to the contrary. The College will disclose only dates of attendance, enrollment status, major field of study and degrees received via telephone. Other Directory Information will be disclosed by written response. If the student does not wish to have this information released for any purpose, including the student directory, press releases, etc., the student must inform the College in writing by the end of the second week of classes in

any semester. Notification forms are available in the Office of the Registrar. If the student's correspondence is not received in the appropriate office, the College will disclose the above information until the next notification.

Please consider very carefully the consequences of any decision to withhold "Directory Information." Should a student decide to inform the College not to release Directory Information, requests for ALL Directory Information from any third party will be refused.

Right to Review Your Records

Once enrolled, students have the right to review their educational records except those excluded by law (e.g., records maintained by a physician or psychiatrist, parents' financial statements, etc.).

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct 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 are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the college will notify the students 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.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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, S.W.
Washington, DC 20202-4605

CONFIDENTIALITY

All student records will be treated with confidentiality. College faculty and staff will have access to student records on a "need-to-know" basis. The office responsible for any particular education record or office requesting information for all legitimate educational interest will be responsible for ensuring that such confidentiality is maintained.

For further information, please contact the Registrar's Office for a copy of the Thomas More College FERPA Policy Statement.

DIVERSITY

Every person, regardless of race, color, creed, national origin, gender, sexual orientation, age or disability shall be treated with respect and dignity. No person shall be subject to any sexual, racial, psychological, physical, verbal or other similar harassment or abuse, or be denied equitable consideration for access to employment and the programs, services, and activities of the College. Conduct not consistent with this provision will be subject to the College discipline system.

FACILITY USAGE

The academic program has priority in the use of College facilities. Requests for the use of facilities are filed with the coordinator of events and conferences (Connie Smith). Thomas More College groups and individuals are given priority consideration in the use of College facilities. Clean up of the facility is the responsibility of the sponsoring organization or individual. Any group or individual sponsoring an event in the College facilities assumes all financial responsibilities connected with the event. Social events are limited to students, faculty, and staff and their invited guests. Educational and cultural events may be open to the general public.

FIRE EQUIPMENT

Any person who tampers with fire protection equipment or sets a false fire alarm will be subject to serious disciplinary action and possible civil action. Fire extinguishers are not to be misused. The discharging, unauthorized movement of, or tampering with a fire extinguisher carries a mandatory sanction of disciplinary probation on the first violation. A fee will be assessed to the individual(s) responsible.

GAMBLING

No form of gambling is permitted on campus by College policy and by state law. Any student who violates this regulation will be subject to disciplinary action. Charitable bingo may be permissible under the Board of Trustees approval.

GRIEVANCES/COMPLAINTS

Students who feel they have been discriminated against, had their student rights abridged, or been treated in an unprofessional manner may initiate a grievance. For academic matters the grievance will be handled by the Vice President for Academic Affairs or designate; for non-academic matters the grievance will be handled by the Dean of Students or designate. For other information contact the Vice President for Academic Affairs.

HAZING

Hazing by any action taken or situation created, intentionally or recklessly, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is not permitted at Thomas More College. Such abusive activities and situations may include, but are not limited to the following: illegal or harmful use and/or forced consumption of food, alcohol or drugs; paddling in any form; creation of fatigue; personal servitude; physical and/or psychological shocks; wearing apparel which is conspicuous and not normally in good taste; engaging in degrading or humiliating activities; sleep or food deprivation; any other activities which are not consistent with the regulations and policies of Thomas More College. The Office of Student Life will sanction any organized student group that is found to violate this policy. Individuals found to violate this policy will be charged with violating provision 2 of the Offenses Relating to Persons section of the Student Code of Conduct.

HEALTH INSURANCE

Thomas More College requires all students to carry adequate health insurance while attending classes. The College makes available a health insurance policy to any interested student. This policy is provided by an independent company and all payments, benefits, and claims are the student's responsibility. For more information about health insurance contact the Campus Health Center or the Human Resources Office at 344-3314.

IDENTIFICATION CARDS

All students while on campus or at a recognized college event are required to have on their person their Thomas More College I.D. card. This card is to be used for admission to school activities and to check out library materials. This card must be available for presentation upon request by any member of the College faculty or staff. Failure to obtain the I.D. card at the designated time is a form of incomplete registration. There is a replacement fee of \$5.00 for lost cards.

IMMUNIZATION REQUIREMENTS

Thomas More College, in accordance with the recommendations from the American College Health Association and the Centers for Disease Control, requires that all incoming freshmen and transfer students submit to the Campus Health and Wellness Center records of their immunization history, and complete a health history form. All students and transfer students born after 1956 should have two doses of live measles vaccine (MMR). In addition, each student should have at least one DPT/DTAP or DT, and one Polio after their fourth birthday along with a Tetanus booster within the last 10 years. The Hepatitis B series and the Meningococcal Vaccines are also highly recommended. Students residing on campus and International students are required to submit vaccine records prior to arriving on campus. Any student who has not submitted immunization records will not be permitted to check in the resident's halls.

INTELLECTUAL PROPERTY POLICY

The policy statements about faculty, staff and student work apply only to work covered by traditional faculty, staff and student roles here at Thomas More College. If a faculty member, staff member or a student is in a work-for-hire situation (for example a paid administrative role or a work-study role), these statements do not apply and work-for-hire standards shall apply. Persons in mixed roles must clarify ownership issues in writing with the designee of the College in advance of entering such a role.

Work for hire is defined as (1) a work prepared by an employee within the scope of his or her employment; or (2) a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in

a written instrument signed by them that the work shall be considered a work made for hire. (17 U.S.C. sec 101)

Faculty Work

Ownership: All work created within the typical academic role of a faculty member at Thomas More College shall remain the property of the creator. This includes items such as case studies, syllabi, tests, multi-media presentations, examples, models, artwork, etc. If work is created as part of a research grant or other externally-funded project, the faculty member shall retain ownership of all work, unless different ownership requirements are agreed to by the appropriate parties in writing prior to the start of the project. All parties must be formally informed and signified in writing their agreement with the ownership arrangements prior to accepting funding.

If there are disputes, the College will support the ownership rights of the faculty member.

Usage: Faculty is expected to share, without additional charge, materials developed for classroom use at Thomas More College with current TMC students. This does not include works created by a faculty member for other purposes (academic work created at another institution, works created for sale, works submitted for publication, etc.); use of these materials may require payment of reasonable additional fees. Faculty is encouraged to share freely of their work within the TMC community for academic purposes. Such usage requires full citation/credit for the creator of the material. Use of faculty materials for purposes other than academic or with persons other than current TMC students shall be negotiated in writing on a case-by-case basis and prior to the use of such materials. The college, however, encourages generosity in sharing materials.

Student Work

Ownership: All work created by students of Thomas More College shall remain the property of the creator. If the work is a group project, the students shall jointly and severally own the work.

Responsibility for negotiating alternative arrangements lies within the group, must be described in writing, and must be approved in writing by all members of the group. If the work is created as part of a research grant or other faculty-directed or externally-funded project, students will receive credit for contributing to the project but the faculty member or funding agency shall retain ownership of all materials. If other arrangements are appropriate, they shall be agreed to in writing prior to the start of the project.

Usage: Faculty may share student work within TMC for academic purposes. All student work shall be "blinded" to protect the student. No additional consent from students is required; this policy serves as sufficient notification to students. A student may ask for an exemption from this policy, on a case-by-case basis; such request shall be submitted to the Dean of the College who has the sole decision in the matter. Faculty may share student work by posting it on a TMC web site, putting it on reserve in the library, making and distributing copies, etc. As a matter of courtesy, faculty members who expect to use current student work as examples in their course shall include such intent in the course syllabus and shall discuss students' rights for exemption.

Staff Work

Ownership: All work created by the staff of Thomas More College shall remain the property of the creator.

If the work is a group project, the staff shall jointly and severally own the work. Responsibility for negotiating alternative arrangements lies within the group and must be described in writing and must be approved in writing by all members of the group.

Usage: Staff is expected to share, without additional charge, materials developed for campus use at Thomas More College with students and faculty. This does not include works created by a staff member for other purposes (work created for sale, works submitted for publication, etc.); use of these materials may require payment of reasonable additional fees.

Joint Work

Ownership: All work created jointly, whether the collaboration involves students, faculty, or staff, shall be jointly owned. As such, all parties shall be treated equally with respect to ownership. Issues of first listing shall be negotiated by the owners. Any exceptions to this policy must be agreed to in writing.

Usage: Usage of jointly-created works shall follow previously described guidelines.

Dispute Resolution

Resolution of disputes of any kind shall follow a process parallel to the College's policy on resolving academic evaluation appeal process: the persons involved shall try to resolve the issue; if that fails, the department chair (or chairs) shall be involved; if that fails, the Vice President for Academic Affairs shall be involved; if that fails, an Appeal board of peers (faculty and/or students) shall be convened.

MENTAL AND PHYSICAL HEALTH EMERGENCY POLICY

The growth and development of students at Thomas More College is central to our goal of maintaining an environment conducive to student learning, academic achievement, individual responsibility, and respect for the rights and privileges of others. One aspect of this mission includes the availability of counseling, health services, educational programs and policies to foster good mental health and physical health. Occasionally, a student's psychological or physical condition manifests itself in such a way that it must be addressed. At time, emergency situations occur which require immediate response and important aftercare. Emergency situations may include:

- Destructive or other inappropriate behavior;
- Drug and alcohol abuse;
- Eating disorders;
- Any behavior that points to possible imminent danger, foreseeable danger to oneself, or another member of the College community.

When these situations occur on Campus or at Campus events, the resident will be required to be transported to the hospital for observation. In some cases, this will result in hospitalization, or the student leaving campus for a period of time. After assisting the students with his/her particular mental and/or physical health emergency, the Dean of Students, Health Services, Counseling, and other essential student affairs offices must be involved with the student's transition back into the College community. In these emergency situations, the College reserves the right to do any or all of the following:

- Consult with and refer the student to mental and/or healthcare facility or provider (TMC's Counseling Center, Health Center, an area hospital, or licensed mental health or healthcare professional) for a mental health or other medical evaluation. The cost for any off-campus referral will be at the expense of the student.
- Remove the student from campus (including on-campus housing) until such time that a full mental health and/or medical evaluation is completed and the Dean of Students (or his/her designee) approves the student's return to campus.
- Require the student to sign appropriate release forms allowing designated staff at Thomas More College to consult clinician(s) serving the student.
- Refer the student to the College judicial process if the student's behavior has violated any rules, policies or procedures.

Thomas More College reserves the right to notify the parents of the student and appropriate College Officials, including academic deans and faculty, due to the potentially serious nature of the situation.

Returning to Campus After Treatment

A student who has been hospitalized, or has left the campus due to a psychiatric emergency may be Allowed to return to Thomas More College (and/or campus housing) if she/he agrees to take steps That will accommodate the needs of the student and the College community.

- Prior to returning to Campus, the student must meet with the Dean of Students (or his/her designee), following release from a health care facility for a mental health or medical emergency. The student must provide documentation, which provides the clinician's assessment of the student's ability to return to the College.
- The Dean of Students (or his/her designee) will assess information provided and reserves the right to make a determination as to whether or not the student will be permitted to return to Campus. The College will assess whether the student can be reasonably accommodated to permit his/her participation in classes, educational programs and activities, including living in campus housing, without causing an undue hardship or presenting a direct threat to the health or safety to self or other members of the College community.
- The college reserves the right to require the student to comply with a College monitored treatment plan recommended by a licensed health care or mental health professional as a condition of returning to the campus community.

Any student who does not follow through with the assessment process, from the initial meeting through the recommendations given, may be withdrawn from classes and required to leave the campus. This policy also applies to student residents who have been hospitalized for physical health emergencies.

Appealing Dismissals

Any student dismissed from the College per the MENTAL AND PHYSICAL HEALTH EMERGENCY POLICY shall have the right to appeal this decision. The Appeal must be made within forty-eight (48) hours to the vice president for student services. Upon review of the appeal, the student will be notified of the outcome of the appeal in writing.

LOST AND FOUND

All lost items should be reported to the Department of Campus Safety. Likewise all items found should be turned in to the Safety Department.

NCAA SPORTING EVENTS

Fans attending games at Thomas More College are expected to conduct themselves in a courteous manner towards players, coaches, officials and College staff. Anyone not conducting themselves in an appropriate manner will be required to leave the campus immediately,

Per NCAA policy, alcohol is prohibited at all NCAA games at Thomas More College. (see Alcohol policy). Tailgating is permitted in designated areas in accordance to alcohol policy. Fans attending Thomas More College football games are required to observe the following guide lines:

- No pets allowed in the stadium
- No alcoholic beverages allowed in the stadium

- No coolers permitted to be carried into the stadium
- No cups or other open containers
- No smoking in the stands
- No unauthorized persons allowed on the field before, during or after the game
- Anyone found in violation of the rules will be asked to leave the stadium.
- All items and person are subjected to be searched.

PERSONAL RECORDS

Personal records on students are retained in the Student Development Office in recognition of the Buckley Amendment and are accessible to the Dean of Students and his/her designated staff. These confidential records include name, address, phone number and separate disciplinary records. Records are only released to other institutions and employees upon written consent of the students. With the exception of the official record in the Registrar's Office, each graduated student's record is destroyed after ten years. Each non-graduated student's record is destroyed after ten years.

PETS

For reasons of health and sanitation, animals are not permitted in any College building. Students may not bring animals into the buildings even for short visits, and they should not encourage strays to stay. Exception of this policy may be made for academic purposes such as laboratory animals used for course work under supervision of faculty. Exceptions also may be made for the convenience of handicapped students at the approval of the Dean of Students.

SALES AND SOLICITATION

Sales and solicitations are not permitted on the Thomas More College campus. Exceptions are subject to the discretion of the Dean of Students and Vice President for Finance/CFO. Sales within the Residence Halls are subject to the discretion of the Dean of Students.

SHOES

In accordance with state law, shoes must be worn in all public buildings, i.e., the Administration-Academic, Library, Science and Athletic/Convocation buildings. This does not apply to the Residence Halls, but students must wear shoes when coming to the public buildings for class or for meals.

SEXUAL HARASSMENT

Thomas More College is committed to maintaining an environment free of objectionable and disrespectful sexual conduct. Sexual harassment of students, faculty, and staff members will not be tolerated. Complaints of sexual harassment will be investigated promptly.

Generally, sexual harassment can be defined as, but may not be limited to, any repeated, unwarranted or unwelcome offensive or objectionable verbal or physical sexual advances, requests for sexual favors, or expressive behavior where:

1. Submission to such conduct is made explicitly or implicitly a term of condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting the individual;

3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment;
4. Such conduct, actions, or statements are contrary to generally acceptable standards of behavior or professionalism.

Complaint Procedures:

Any member of the College community who feels that he/she has been subjected to sexual harassment in the course of his/her academic study or employment should contact and file a written report with the appropriate Executive Officer who has the authority over the accused. The accused person will immediately be informed of the complaint and be provided with a copy of the report.

After discussion with both parties, the Executive Officer can:

1. End the matter with the issuance of a written report to the complainant, the accused and the President of the College, if the Executive Officer determines that there is no basis on which to further pursue the complaint.
2. Resolve the situation and prepare a report detailing findings of facts and conclusions. Copies of the report will be kept by the appropriate Executive Officer in a confidential file.
3. Convene an ad hoc Advisory Committee to consider the issue if he/she cannot satisfactorily resolve the complaint. The ad hoc Advisory Committee shall consist of three persons to be chosen by the Executive Officer. The persons named to the ad hoc committee may be students, faculty members or staff members, as appropriate to the nature of the allegations and the position of the individuals involved. Both the complainant and the accused will be provided with the names of the proposed committee members. If either believes that any of the three individuals proposed would not evaluate the facts of the case equitably, he/she may address a letter to the Executive Officer stating the specific reasons for his/her objections. If the Executive Officer believes that the reasons stated in the letter are justifiable, another individual may be named. If objections to the newly proposed individual exist, the same procedure will be followed. In the event of potential conflict of interests, or if agreement cannot be reached on naming members of the Committee, the President shall name the persons to sit on the Committee.

The Committee's role is investigation and mediation, not advocacy for one party or another. The Committee will proceed in a fashion appropriate to the facts and circumstances of the particular case, but normally will follow these steps:

- a. Review the case by talking to persons involved either directly or procedurally.
- b. After reviewing the case the Committee will:
 1. Determine that the complaint is unfounded, unfair, or frivolous and that there is no valid basis on which to pursue the complaint.
 2. Resolve the complaint with the parties involved.
 3. Conclude that formal disciplinary action is appropriate. Disciplinary action may include oral reprimand, written reprimand to be included in the individual's personal file, suspension, or dismissal from the College.

Written documentation of the Committee's findings will be presented to the Executive Officer. The Executive Officer will review the case, add his/her assessment and submit the report to the President. The President will

have final disposition of the case and will implement, modify, or suspend such recommendations and notify parties involved of the disposition.

Throughout the complaint process, every effort will be made to protect the complainant from reprisals and to protect the accused from irresponsible complaints.

Any attempt to penalize a student, faculty member, or staff member for initiating a complaint will be treated as a separate incident, providing grounds for an additional grievance.

Complaints of sexual harassment must be filed no later than three months following the alleged harassment. Complaints of sexual harassment filed will be investigated and resolved as promptly as possible. The College will endeavor to take no more than three months from the time the formal written complaint was first filed to render a decision.

SEXUAL ASSAULT

Sexual assault is an extreme and criminal form of inappropriate sex-related behavior. It includes any sex-related physical violence or sexual intimacy where one party is not a consenting participant, for example, forcible sex offenses such as date rape. It also includes any crime of violence, or a nonforcible sex offense such as date rape. The College will not tolerate any form of sexual assault and will utilize college disciplinary measures to adjudicate any complaint of such activity. Additionally, the College will cooperate to the extent possible, with criminal proceedings related to sexual assault.

Any person who believes that he or she has been a victim of sexual assault or inappropriate sexual activity is encouraged to report the incident as soon as possible to a college official, e.g., the Dean of Students, the Director of Residence Life, a Residence Life Staff Member, the Executive Officer who has the authority over the accused, or the Director of Campus Safety. The person also has the option to notify law authorities.

A victim of sexual assault or inappropriate sexual advances should do the following:

1. Get medical attention immediately to check for physical injury, the presence of sexually transmitted disease or pregnancy. This information may also be required in a subsequent investigation.
2. Preserve all evidence of the incident. Don't bathe or douche, save your clothing.
3. Report the incident to campus authorities and/or the police. Call Campus Safety at (9) 341-4867 or the local police at (9) 911.

Sexual assault is a serious charge and could result in suspension or dismissal from the College. Charges of sexual assault are adjudicated through the campus judicial system. This process is described in the Student Handbook (pgs. 53-60). The campus judicial process allows both the accused and accuser the same opportunity to have others present during the disciplinary proceeding. Both parties will be informed of the results of the disciplinary proceeding.

Victims of sexual assault may feel uncomfortable in reporting the incident. The College offers support to any student in reporting such an incident and dealing with emotional and physical trauma, which may result from the assault.

Victims of sexual assault will have access to on-campus counseling services. The College will offer support to victims through these services as well as referrals to local community agencies offering such services. The College will accommodate the victim, to the extent possible, in securing his or her academic and living arrangements to prevent any further threat from the accused.

The College offers educational programs to students addressing the issues of sexual assault, specifically date rape. These include the description of specific actions to take to protect one's own safety, information about date rape, how to handle dating relationships and intimacy, and the effects of alcohol in date rape situations. The program may be offered as a workshop or in a support group setting. Students are encouraged to attend these educational programs and take responsibility for their health and welfare.

SIGN POLICY

1. All signs must be approved by the Dean of Students. Signs posted without the approval stamp will be removed.
2. No more than 5 posters and/or 5 flyers will be approved for a single event. Some events may require additional publicity. Such cases will be left to the discretion of the Dean of Students.
3. Only signs publicizing event/information sponsored by a recognized organization of the College will be approved.
4. Signs must be printed or very neatly hand lettered (not hand-written, scrawled or scribbled) before they are approved. Whether or not a sign meets the Dean of Students will determine neatness requirements.
5. Signs, which receive the approval of the Dean of Students, may be posted in designated areas only. Areas approved for sign posting by student organizations include:
 - a. Cork strips
 - b. Approved areas in the residence halls
 - c. College bulletin boards
 - d. The areas at the top of the main stairwell
6. Signs, which receive special permission, may be posted by the Dean of Students in special areas or on special displays (i.e., the "Villa Players" space near the main stairwell, special lobby displays, etc.). Signs advertising non-Thomas More related events or information may be placed on the bulletin board in the Villa on the "Community Board" in the main hall or in the Student Center Computer Lab.
7. The dates during which signs may be hung will appear under the stamp of approval. A sign may be posted no more than 10 days prior to an event/deadline and must be removed within 24 hours after the event/deadline. Certain events (i.e., Spring Formal, Super dance, etc.) may require extended publicity. Such cases will be left to the discretion of the Dean or Students.
8. No sign may be posted on windows, doors, or painted surfaces. No items of any kind may be placed on official or religious displays or shrines including the Madonna and the Thomas More Sculpture.
9. It is the responsibility of the office or organization seeking to post a sign, that ample advance notice is given so the sign can be approved and posted in a timely fashion.
10. All signs must contain the name of the office or organization responsible for signs and the name and title of the event.
11. No signs may be posted in such a manner as to obstruct other signs permanent or temporary.
12. Organizations which fail to adhere to the policy, as set forth in this document will lose the privilege of posting signs on campus.
13. Signs may not advertise the availability or contain reference to the availability of alcohol.

14. No tape should be used to hang posters or flyers.

Exception

Signs necessary to direct campus visitors or persons unfamiliar with the campus to meetings or event sites may be temporarily posted on walls. These signs must still meet neatness requirements and be approved by the Director of Facilities. Permission to post these signs will be granted for a brief period prior to the meeting or event and must be removed promptly after the event (as required in section seven).

Message Boards

The College does not possess a paging system; therefore off-campus phone messages for students who are attending class may be channeled through the Student Life office. If a message has been received for a student, notification of such will be placed on the Student Message Board located in the hallway immediately outside the entrance to the Student Services wing.

This system was devised to prevent disruption of classes; therefore, only in the case of a medical emergency will a student be summoned from a classroom. Students are advised to check the message board frequently, particularly in the case of day care or employment situations.

SMOKING POLICY

Thomas More College is dedicated to providing a healthful, comfortable and productive education and work environment for all faculty, staff, students and visitors. In light of the Surgeon General's findings regarding smoking and second-hand smoke, smoking of any kind, (pipes, cigars, cigarettes), is not permitted in any TMC vehicle or campus building, including residence halls.

- Smoking is allowed outside in designated area only and in privately owned vehicles on campus. **Smoking is never allowed within 25 feet of any front entrance, open window or air intake in any building or residence hall on campus.**
- Smokers are expected to be respectful of offices, classrooms, resident's rooms and with heating and air-conditioning in-take units when smoking outside of any building. Smokers are encouraged to be responsible and use the smoker's posts or other appropriate receptacle for the disposal of cigarette butts, and other related waste.

CHEW TOBACCO

Smokeless chewing tobacco, (snuff, spit, twist) of any form is not permitted in any TMC vehicle, building or facility on campus, **including residence halls**. For the preservation of your health, Thomas More College encourages all tobacco users to quit. Information on tobacco cessation programs and techniques are available in the Health Center and on-line at the following sites:

- www.ffsonline.org
- www.quitsmoking.about.com
- www.smoking-cessation.org
- www.mywebmd.com
- www.surgeongeneral.gov/tobacco

The sites listed above are only five of the possible thousands listed on the internet. If you would like to check out additional sites, type in "smoking cessation" in to your search engine.

TECHNOLOGY AND ON-LINE RESOURCES

Information technology on campus is provided as a resource for the development of Thomas More College's students. Members of the College community are to use these resources responsibly. Technology shall not be used to facilitate conduct that violates the Student Code of Conduct, campus policies or the law.

Information composed, stored or transmitted through College technology is accessible to College staff authorized to view such material. Actions in violation of the computer usage agreement or campus policies will be adjudicated through the campus discipline system. Personal information placed in the public domain can be used as the basis for the filing of discipline charges if such information is: 1. Submitted to the Dean of Student's Office as a formal initiation of judicial action by a member of the College community, 2. The information submitted provides a clear indication that a campus policy was violated and 3. The violation occurred on the College's campus or in conjunction with a campus event or activity.

THEFT AND VANDALISM

Since respect for the person and property is a fundamental principle of the College, theft in any form and in any place on the campus is inexcusable. For this reason, theft is considered a major violation subject to severe disciplinary or legal action. Respect of the property of others also includes the property of the College. Vandalism and malicious destruction of the College is a major violation and could be punishable by dismissal.

TRIPS, CONFERENCES & THOMAS MORE COLLEGE SPONSORED ACTIVITIES AWAY FROM CAMPUS

1. Any group sponsoring an activity or trip off campus where students will travel together to the activity must obtain signed activities releases from all participants.
2. Any group sponsoring an activity or trip outside the immediate Northern Kentucky area or sponsoring an overnight trip or conference must have a sponsoring faculty or staff member present at all times.
3. Any College sponsored event approved to take place off-campus must conform to all policies and procedures, which have been established for on-campus events, including, but not limited to security, alcohol policy, faculty/staff representation, etc.
4. The Office of Student Life must be notified of any off-campus event at least two (2) weeks prior to the event date and give written consent to hold the event.
5. No one is permitted to drive a college-leased vehicle to or from a trip, conference or event unless the person is at least 23 years of age and meets all requirements as requested by the auto leasing agency.
6. Students at Thomas More College are expected to comply with all federal, state, and local laws, as well as, campus policies when consuming alcohol, when they are representing Thomas More College at an event. Students are expected to act maturely and responsibly whenever alcohol is present, on campus or off-campus.
7. If the trip, conference, event, or activity is out of the country, students of Thomas More College are expected to comply with all Host Country laws, regulations and policies when consuming alcohol, while they are representing Thomas More College. A faculty/staff member from the sponsoring organization may not always be present; however, students are expected to act maturely and responsibly whenever alcohol is present whether at home or abroad. If the legal drinking age in an host country is less than 21, students may responsibly consume alcohol, although abstinence with alcohol until 21 is encouraged for all Thomas More College students. Students are cautioned significant and timely sanctions will be imposed for all alcohol violations,

WEAPONS

Possession of, or use of, firearms, explosives or any item which is intended to be used as a weapon on campus is illegal and creates a serious safety hazard. Therefore, such items are prohibited on the Thomas More College campus or environment. Any violation of this regulation will result in disciplinary action, including, but not limited to, suspension or dismissal from the College.