



THOMAS MORE  
UNIVERSITY

**SAINTS Community Standards**

## Thomas More University Community Commitments

### Introduction:

Thomas More University is committed to furthering our mission to develop and sustain challenging undergraduate, graduate, and professional programs of study, marked by superior teaching and scholarship within the Catholic intellectual tradition. Inspired by the teachings of the Catholic Church, and by our patron, Saint Thomas More, we challenge students to examine the ultimate meaning of life, their place in the world, and their responsibility to others. Our programs of study emphasize liberal arts within a context of ethical concern and social responsibility. These programs of study are complemented by co-curricular services and programs intended to enhance lifelong learning, foster personal growth, and develop leadership qualities.

Achieving this mission is dependent upon the quality of community the University creates. Thomas More University has high aspirations for students' experience and development as members of this community. The Saints Community Standards at Thomas More University is supported by five *Community Commitments* that provide a foundation to inform the University's expectations for members of our community. These five commitments are: **Individual Worth, Personal Integrity, Self-Control, Critical Thinking, and Community Responsibility**. Members of the Thomas More Community aspire to these commitments and are expected to demonstrate these commitments in all aspects of their lives within this community whether on or off campus.

### **Individual Worth:**

Thomas More University values "an atmosphere characterized by Christian love, the University promotes respect for the unique talents, self-awareness, self-fulfillment, and freedom of each person together with tolerance and compassion for their weaknesses and limitations." (From the Thomas More University Values Statement) Thomas More University is committed to demonstrating God's love by recognizing each individual as unique and worthy of respect. This commitment is expressed through respect for differing opinions, attitudes and cultures with fair and just treatment for all. Further, civil communication, interactions and resolutions are essential to the recognition of another's dignity and worth.

As members of the Thomas More University community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that inhibit or compromise this commitment. Such behaviors include, but are not limited to: physical abuse; threats; intimidation (verbal or otherwise); harassment; hazing; coercion; violations to the Thomas More University Sexual Misconduct Policy and/or other conduct that threatens or endangers the welfare, dignity or worth of any person.

### **Personal Integrity**

The Thomas More University community demonstrates a commitment to personal integrity through an honor code between the students, faculty, staff, and administration. This honor code is an expression of Christian character and mutual trust amongst this community. Such trust is essential in a scholastic community and is a prerequisite to effective interactions and operations throughout the University. Our Vision Statement states that we seek to "provide an atmosphere of openness, honesty, trust and respect that is ever apparent to ourselves and to visitors alike."

As members of the Thomas More community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: cheating; plagiarism; forgery; deliberate deception; falsifying information; alteration or misuse of any official document; record or instrument of identification; abuse of technology; computing resources; and/or other conduct that betrays or diminishes trust amongst members of this community or break this honor code.

“Ultimately, we at Thomas More University have committed ourselves to the integrity, concern for justice, and service to others for which our Spiritual Patron and namesake - Saint Thomas More - is so justly renowned.” – (Thomas More University Vision Statement)

### **Self-Control**

The Thomas More community is committed to self-control and to creating a culture of accountability. Individuals are accountable for the effects their behaviors have on themselves and others. This recognition of personal responsibility prepares all individuals to develop intellectually, spiritually, emotionally, and physically.

As members of the Thomas More community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: violations of the Tobacco Free Campus policy, vandalism, failure to comply with a University official, infringing on others use or enjoyment of University property or activities, violations of University policies regarding alcohol and drugs and/or acts, violations of Thomas More University Sexual Misconduct policy.

### **Critical Thinking:**

Inspired by our Patron, Saint Thomas More, we challenge students to examine the ultimate meaning of life, their place in the world, and their responsibility to others. Our programs of study emphasize liberal arts within a context of ethical concern and social responsibility. These programs of study are complemented by co-curricular services and programs intended to enhance lifelong learning, foster personal growth, and develop leadership qualities. (Thomas More University Mission Statement)

The Thomas More community will live out our mission through a commitment to the pursuit of truth and knowledge. The community encourages students to develop the ongoing capacity for critical, independent thinking and judgment both inside and outside the classroom. This commitment affirms individuals’ rights to teach and learn, and one’s opportunity to engage in a transformative experience Thomas More strives to create which educates students **for their whole life**.

As members of the Thomas More community, students can expect reasonable actions will be taken to ensure that their experience is free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: disruption or obstruction of the educational process, teaching, research, campus life programs and events, residential living & learning, authorized non-University activities occurring on or off University property, or denying another community member’s rights.

### **Community Responsibility**

The Thomas More University Vision statement says that the University seeks to develop students who will have a sense of responsibility toward their fellow human beings, respect for all life, indeed toward all the resources of the earth that God has placed in our care. The Thomas More Community is committed to its students successfully living and learning together and to maintaining respectful interactions with individuals in the communities beyond our campus. For this reason, students are called to respect the rights and properties of others. Students are also expected to comply with the laws of society and the just administration of those laws. Thomas More encourages responsible citizenship, service and stewardship.

As members of the Thomas More Community, students can expect reasonable actions will be taken to ensure that their experience will be free from behaviors that compromise this commitment. Such behaviors include, but are not limited to: gambling; attempted (or actual) theft; possession of a stolen item; damage to public, private or personal property; unauthorized possession, duplication or use of keys to any University premises; unauthorized entry or use of University premises; disruptions of the residential living community; visitation violations; fire hazards; tampering with security equipment or University technology software infrastructure; harboring unauthorized pets in the residence halls; encouraging prohibited behaviors or illegal acts and/or illegal or unauthorized possession of firearms, explosives, knives of an unlawful length, or other weapons or dangerous

chemicals on University premises. In addition, students are expected to comply with all University policies, as well as with federal, state and local laws.

## **THOMAS MORE UNIVERSITY POLICIES & PROCEDURES**

Based on our Community Commitments, Thomas More University has developed policies to assist its members in understanding what is expected of them and to assist the community at large in operating effectively and safely. Knowledge of these policies and/or expectations is the student's responsibility and will enable him/her to navigate successfully within the Thomas More community. In order to highlight the importance of our Community Commitments, we have outlined our Saints Community Standards by the five commitments, which provides a greater context of our rationale for each policy.

### **INTRODUCTION**

The Board of Trustees shall bear full responsibility for the University as a corporate entity. It shall determine the general educational policies of the University. The President shall be the Chief Executive Officer of the University, and shall have the general responsibility for administering the policies approved by the Board of Trustees. Responsibility for regulations and standards, upholding the Community Commitments of Thomas More University is, in turn, delegated to the Department of Student Affairs, administered by the Chief Student Affairs Officer (CSAO) or his/her designate. While exercising these powers, the Board of Trustees and University Administration acknowledge and affirm the rights and responsibilities of students as defined herein, as well as rights and responsibilities, which are inherent to the educational process.

## **INDIVIDUAL WORTH**

*The following policies exist to further define behaviors that would betray the Community Commitment to Individual Worth. Students may be held responsible for any violations of the below Community Standards, as well as any other behavior (on or off campus) that betrays our commitment to Individual Worth.*

### **Anti-Discrimination**

Thomas More University is committed to providing an environment in which all persons are safe from discrimination and which adheres to all federal and state laws banning discrimination. Aligning with this commitment, Thomas More University will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, religion or creed, disability of a qualified individual, veteran status, military service, age, national or ethnic origin (including ancestry), citizenship, genetic information, pregnancy, sex, or sexual preference (or orientation).

### **Harassment**

Members of the Thomas More University community are expected to respect the rights of others by refraining from any inappropriate behaviors that may negatively impact a student, staff, or faculty member's experience. The University's prohibition on harassment applies to members of the University community, visitors to the campus and contractors and others who do business with the University or use University facilities. Harassment may include a single or repeated act. Harassing conduct includes but is not limited to:

- I. Acts that invade the privacy of another individual (including but not limited to repeated contact in person, in writing, via phone, online...etc.), so as a reasonable person may be fearful of emotional or physical harm.
- II. Sexual Harassment: Sexual Harassment is a form of sexual discrimination, prohibited by civil rights law. For the University's definition of Sexual Harassment, see [Thomas More University Sexual Misconduct Policy](#).

- III. Harassment based on Protected Categories: the University prohibits harassment based upon an individual's race, sex, color, national or ethnic origin, age, disability, military service, sexual preference (or orientation).
- IV. Bullying: intentional actions towards another individual with the purpose of degrading or bullying another member (or guest) of the University community is a form of harassment. Bullying, whether direct (physical, in-person), or indirect (spreading rumors, cyber-bullying, slander) is a direct betrayal of the University commitment towards individual worth.

### **Anti-Hazing Policy**

Thomas More University is committed to the values of individual worth, personal integrity, critical thinking, self-control, community responsibility, and providing an atmosphere that nurtures the individual's self-esteem and growth. Hazing or any other activity that is an affront to the dignity and self-respect of any person is strictly prohibited by the University. Additionally, Hazing is prohibited by Kentucky State Law.

Any individual or organization found in violation of the anti-hazing policy is subject to disciplinary action and/or criminal prosecution. Any retaliation against any person who reports, is a witness to, is involved with or cooperates with the adjudication of hazing is strictly prohibited.

The University prohibits hazing by individuals or groups and defines it as follows:

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected for affiliation and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places individuals in a position of servitude as a condition of affiliation. Prohibited acts of hazing include but are not limited to those covered under Kentucky State law. All students are subject to federal, state and local laws, and rules and regulations of Thomas More University.

A person or organization violates the Anti-Hazing policy if they:

- Engage in hazing;
- Solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing;
- Intentionally, knowingly, or recklessly permit hazing to occur; or have firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report said knowledge in writing to a University official.

Though it would be impossible to list all behaviors that may be considered hazing, the following are some examples of hazing and are prohibited:

- Any physical act of violence expected of, or inflicted upon, another including marking or branding
- Any physical activity expected of, or inflicted upon, another, including calisthenics; sleep deprivation or excessive fatigue as the result of an activity, lines-ups and berating
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student
- Pressure or coercion of another to consume any legal or illegal substance
- Making available unlawful substances
- Required carrying of or possessing of a specific item or items
- Servitude (expecting a new member to do the tasks of an experienced member)
- Forced exposure to the weather
- Assignment of illegal and unlawful activities
- Kidnapping, forced road trips, and abandonment
- Required costuming and alteration of appearance
- Coerced lewd conduct; degrading games, activities or public stunts

- Interference with academic pursuits

### Sexual Misconduct Policy

Sexual Misconduct is a direct violation of the Community Commitment to Individual Worth. Thomas More University has a Sexual Misconduct policy that is available here. This policy houses the University's definitions of sexual assault & sexual misconduct, the procedures for reporting, and information about the University's response – both from a disciplinary and advocacy lens.

## PERSONAL INTEGRITY

*The following policies exist to further define behaviors that would betray the Community Commitment to Personal Integrity. Students may be held responsible for any violations of the below Community Standards, as well as any other behavior (on or off campus) that betrays our commitment to Personal Integrity.*

### THOMAS MORE UNIVERSITY HONOR CODE

Entering into Thomas More University as a member of this community means living by the honor code that exists between the students, faculty, staff, and administration of this University. This honor code is an expression of Christian character and mutual trust amongst the community. Such trust is essential in a scholastic community and is a prerequisite to effective interactions and operations throughout the University. This honor code applies to all academic work (coursework and outside research), information submitted for experiential learning requirements for graduation, internships, any interactions with members of this community, the appropriate use of University resources, and any information submitted to a University official.

Each student pledges to uphold the honor code at Thomas More University as a condition of membership within this community (with this pledge):

*In affirmation of my commitment to personal integrity as a member of the Thomas More University community, I pledge to uphold this honor code. I will not give or receive unauthorized aid during examinations. I will not give or receive false or impermissible aid during coursework, in preparation of reports, or in any other type of work used toward my academic record. I will not engage in any fraudulent behaviors. I will not falsify information that I submit to another member of this community or abuse the technological resources of Thomas More University. I pledge to uphold my responsibility to see to it that others abide by this honor pledge.*

### **Academic Integrity**

For Thomas More University policies and procedures related to:

- Academic Honesty
- Academic Dismissal
- Class Attendance
- Plagiarism
- Academic Standing (Probation, Suspension)

These policies and procedures are housed in the Office of the Vice President for Academic Affairs. To review these policies and procedures, please see the [Academic Catalog](#).

### **Deceptive Behavior**

Students will be accountable for betraying the honor code, if responsible for the following behaviors:

- I. Falsifying information submitted to a University official
- II. Forgery
- III. Deliberate deception (lying or withholding truths)
- IV. Producing or possessing a false record or instrument of identification (such as a Fake ID)
- V. Failure to comply, or respond to, a legitimate oral or written request by a University official
  - i. Students are expected to be cooperative and respectful to University officials who are acting in performance of their duties. This includes, but is not limited to, University

administrators, faculty, staff, and student leadership positions of authority (such as resident assistants); maintenance and custodial staff, as well as campus Safety Officers.

- ii. A Failure to comply violation can result when a student knows or should have known of the instruction, request, or order.
- VI. Intentionally interfering with an investigation or disciplinary procedure
- VII. Students living in a residence hall room that is not assigned to that student

### **Assisting and/or Condoning Conduct:**

Being present when and where a violation of the Saints Community Standards is occurring and failing to notify campus authorities of the violation shall subject a student to disciplinary action, as this is a direct violation of the Honor Code.

### **Responsibility for Guests on Campus:**

Students are responsible for the conduct of their guest on or in University property and at functions sponsored by any University club, organization, office or department. Residential students should review the Residence Life Handbook for information about host and guest responsibilities that apply to the residence halls.

### **University Communication**

The Official Thomas More University E-mail Account shall be considered an official means for communicating University 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 University e-mail messages sent to their Official Thomas More University 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 University 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.

### **Internet and Computer Usage Policies:**

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

Information composed, stored or transmitted through University technology is accessible to University 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 Affairs' Office as a formal initiation of judicial action by a member of the University community, 2. The information submitted provides a clear indication that a campus policy was violated and 3. The violation occurred on the University's campus or in conjunction with a campus event or activity on or off campus.

### **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 University 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 University is committed to protecting the rights of students, informing the Thomas More community about FERPA, and ensuring that the University handles educational records and directory information in a secure manner consistent with Federal regulations. Thomas More University 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 University 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 University 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 University will disclose any of these items without prior written consent from the student, unless notified in writing by the student to the contrary. The University 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 University 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 University 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 University 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 University receives a request for access. Students should submit to the appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University 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 University to amend a record that they believe is inaccurate or misleading. They should write the University 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 University decides not to amend the record as requested by the student, the University 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



University 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 University 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.

### **Confidentiality**

All student records will be treated with confidentiality. University 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 University [FERPA Policy Statement](#).

## **SELF-CONTROL**

*The following policies exist to further define behaviors that would betray the Community Commitment to Self-Control. Students may be held responsible for any violations of the below Community Standards, as well as any other behavior (on or off campus) that betrays our commitment to Self-Control.*

### **Sexual Values Policy**

As a deliberately Catholic community, we seek to create a climate of mutual respect and uphold high moral standards with regard to sexual behavior. Further, as a community, we appreciate the potentially negative effects consensual sexual behavior can have on the mental and physical health of those engaged in such behavior. Furthermore, the community appreciates the disruption such behavior can have on roommates, friends, and others sharing in a living-learning environment. Finally, Thomas More University, as a Catholic, Diocesan University believes that sex belongs within the confines of marriage. Based on these philosophies, Thomas More University expects that students refrain from overt (or sexual) public displays of affection while on University premises or at University-related events so as to respect the values of the Catholic community Thomas More aspires to create.

1. This policy also prohibits exposing oneself in an indecent manner while on campus, at a University-related event, or online via social media or electronic other means.

### **Tobacco-Free Campus Policy**

Thomas More University become a tobacco-free campus on June 1, 2014. As an educational institution dedicated to the promotion of healthy lifestyles and personal development, Thomas More University believes that joining its sister institutions in becoming tobacco-free will promote these objectives. In order to effectively implement this policy change, the University will engage in a three part strategy including: Promotion of the policy change; education; and support for current smokers.

### **SMOKING**

Thomas More University is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus. Numerous studies have found that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy nonsmokers, including heart disease, stroke, respiratory disease, and lung cancer. As smoking is incongruent with the University's commitment to a safe and healthy environment, the University does not permit smoking on its premises.

**Section 1.** Smoking prohibited on all campuses of Thomas More University.

Thomas More University shall be entirely tobacco-free effective June 1, 2014.

The Tobacco-free Policy applies to all Thomas More University facilities and vehicles, owned or leased, regardless of location. Smoking shall not be permitted in any enclosed place, including student residential

housing. Smoking shall also be prohibited outdoors on all campus property, including parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Cigarettes, including e-cigarettes, cigars, and pipes, including hookah pipes, shall not be permitted to be consumed, sold or distributed as samples on university grounds, in vending machines or any area on campus. Violations of this policy will result in appropriate disciplinary action as a violation of the Saints Community Standards and/or the faculty and staff policy manuals. Repeated violations may result in suspension of student status and termination of employment.

### **Section 2. Services for Smokers**

The University's Health and Wellness Center will provide annual programming to educate and assist the community in the dangers of tobacco use and the cessation of their use. Services are available to faculty, staff and students who require assistance in becoming tobacco-free, including counseling and community referrals.

### **Section 3. Advertising, Sponsorships & Promotions including tobacco**

No tobacco-related advertising or sponsorship shall be permitted on University property, at University-sponsored events, or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by Thomas More University and which is lawfully sold, bought, or distributed on University property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

### **CHEW TOBACCO**

Smokeless, chewing tobacco, (snuff, spit, twist) of any form is not permitted in any TMU vehicle, building or facility on campus, including residence halls.

### **Vandalism & Damage to Property or Premises**

Vandalism is defined as intentionally, recklessly, or negligently causing damage to the property of the University or of an individual. Damage, destruction or abuse of University property or premises is subject to disciplinary action and may be subject to criminal charges based on severity.

### **Alcohol Policy**

Students are expected to comply with all federal, state, and local laws pertaining to alcohol as well as the comprehensive Alcohol Policy (below). Potential violations of the Alcohol Policy include, but are not limited to:

1. Possession, consumption, manufacturing, or transportation of alcohol by a person under 21 years of age under any circumstances.
2. Distribution of alcohol to persons under the age of 21.
3. Behaving in a disruptive, intoxicated, or disorderly manner while under the influence of alcohol.
4. ALL residence halls are dry facilities. No alcohol is permitted in the residence halls at any time.
5. Alcoholic beverages (beer and wine only) may be served on campus at student sponsored function with the approval of the Dean of Student Affairs or designate. The sponsoring organization must be registered with the University 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 one month prior to the event.

Additional policies related to alcohol for Student Organizations and other TMU special events are available in the [Student Organization Manual](#).

### **Drugs and Controlled Substances Policies**

Thomas More University is committed to fostering a learning environment free from illegal drugs, legal items intended to mimic the effects of illegal drugs, and misuse of legal drugs (substances). Potential violations to the Drug and Controlled Substances Policy include but are not limited to:

1. *Possession*. Possession is the actual presence of a Substance(s) on the student's person or within the student's control at the time of the incident (e.g. in the student's belongings, in a common space accessed by the student...etc.) When no Substances are actually present, consumption or paraphernalia violations may still apply.
2. *Consumption*. Consumption is the use of a Substance(s). Students need not be in the act of consuming at the time his or her incident is discovered; however, the student's consumption should have coincided with or precipitated the incident. Consumption does not necessarily require a finding of impairment or possession.
3. *Impairment*. Impairment is a student being in a diminished state of mind at the time of his or her incident due to the use of Substance(s). Due to the danger to the student and our community, impairment escalates the University's response.
4. *Distribution*. Distribution is the provision of a Substance(s) to others, whether or not for profit. Due to the danger and/or disruption to our community, distribution escalates the University's response.
  - a. This includes students giving other students substances such as personal prescription medications for any purpose.
5. *Paraphernalia Indicative of Prior Consumption, Possession, or Distribution*. Paraphernalia are items found during an incident that would indicate to an objective, reasonable member of the Thomas More community that the student engaged in consumption, possession, or distribution of Substance(s) in the past. Examples may include, but are not limited to:
 

*Marijuana pipes or pipes indicative of other drug use; baggies with drug residue; scales; grinders; burnt or bent spoons; prescription pill bottles with labels scratched off or removed; rolling papers; and self-constructed devices used to mask the smell or smoke from drug use.*
6. *Complicity*. Complicity is a student being in the presence of a Substance(s) but not engaging in any of the above behaviors.

***Escalated Response to Drug and Controlled Substances Violations:***

Thomas More University takes its responsibility to educate students in a developmental and safe environment very seriously. The University's response to violations of the Drug and Controlled Substances Policy is consistent with the factors that it considers for all incidents, with certain additions. Factors that escalate the University's response to these violations include, but are not limited to: identified concerns for abuse or dependency on Substance(s), the amount or nature of the Substance(s) involved, a student's dishonesty or non-cooperativeness during the incident and its subsequent resolution, and the level of danger to the student/community posed by the behavior in question.

The University's response to a student's first violation for drug consumption, possession, impairment or paraphernalia may include separation from the community via suspension as well as additional sanctions. Students found responsible for drug distribution, as well as paraphernalia indicative of distribution may result in expulsion from the University on the first violation.

\*For definitions of probation, suspension, and expulsion please refer to the "Sanctions" section of the Saints Community Standards.

**Acts of Violence**

Students may be held accountable for Acts of Violence if they are responsible for any violent behavior, including but not limited to, the following:

1. Physical abuse/assault of another person or their property.
2. Fighting
3. Actions meant to endanger the safety of another person
4. Stalking behaviors not consistent with Sexual Misconduct (see [Sexual Misconduct Policy](#))
5. Sexual Assault (see Sexual Assault definitions in [Sexual Misconduct Policy](#))

Behaviors that may cause a reasonable person to be fearful of emotional or physical harm, such as acts of intimidation, coercion, or threats are categorized as Acts of Violence and may escalate the University's response. If the University believes these behaviors have occurred, they may remove one or more parties involved from the

community including a permanent or temporary restriction of privileges so as to further ensure a safe environment until a resolution to the situation has been agreed upon.

### Sexual Misconduct Policy

In addition to a violation of Individual Worth, Sexual Misconduct may also be categorized as a violation of the Community Commitment to Self-Control. Thomas More University has a Sexual Misconduct policy that is available here ([link to policy](#)). This policy houses the University's definitions of sexual assault & sexual misconduct, the procedures for reporting, and information about the University's response – both from a disciplinary and advocacy lens.

## CRITICAL THINKING

*The following policies exist to further define behaviors that would betray the Community Commitment to Critical Thinking. Students may be held responsible for any violations of the below Community Standards, as well as any other behavior (on or off campus) that betrays our commitment to Critical Thinking.*

### **Campus Publications**

Thomas More University recognizes that student publications can be a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They can be a means of bringing student concerns to the attention of the University community and formulating student opinion. All student publications shall be published in accordance with guidelines established by the policies and procedures set forth by the governing documents of each particular publication, which shall be approved by the Department of Students Affairs.

If/when these publications exist at the University, the sense of free expression shall recognize the religious character of the University and shall be sensitive to that character.

Editors and managers of student publications shall be subject to sanctions only for proper and stated clauses in violation of the conduct in their roles as editors and managers, and when the conduct in question pertains to publications as defined in this Code.

All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the University community.

Posting or distribution of printed materials in or on University premises shall be in accordance with the Mission of the University and the University's Posting Policy.

### **Copyright Materials Policies**

The Internet is a powerful tool. It provides many opportunities for access to entertainment and educational materials. Students need to be aware that many common practices on the internet are illegal, and thus, against school policy. These practices include, but are not limited to: uploading of copyrighted pictures and photographs without permission and the trading or downloading of copyrighted music, movies, games, and software over the internet through unlicensed file-sharing. Students found responsible for these practices will be in violation of the Saints Community Standards.

#### **If showing copyrighted materials at an event, consider the following:**

“Federal copyright law restricts the use of videocassettes and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organization choosing to publicly show a motion picture in any form (film, VHS video, DVD...etc.) must secure a license from a booking agency. [TMU preferred agent is Swank Motion Pictures] 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 States law and is not acceptable

use of the Thomas More University network or resources.

If a club/organization wants to show a film/movie for educational purposes- it must be shown as a learning tool with face-to-face instruction. This means it must be directly connected with a course being taught on campus and an instructor must be present to provide support, reflection, or supplemental information to go along with the film. It must also be approved by the Dean of Student Affairs prior to being advertised or shown.”

### **Grievance/Complaints**

Thomas More University is committed to respecting and supporting all members of our University community and providing a quality educational experience for all students. Student grievances/complaints are usually the result of behavior that the person feels is unjust, inequitable, or creates an unnecessary hardship. Whenever possible, students, faculty and staff are encouraged to seek an informal resolution of the matter directly with the individual(s) or office involved. Often a grievance can be resolved in this way.

The University encourages an environment in which constructive complaints are valued and contribute to the positive experience of all who use its services. It is the University’s goal to investigate issues thoroughly as close to the initial point of contact as possible and to find solution to the grievances promptly in the best interests of all parties, recognizing the value of using this as an opportunity to continuously improve our services, programs and policies.

Students should first try to resolve the grievance informally by talking with the individual(s) directly connected with the grievance. If talking to the individual has not resolved the problem, then review the list of existing resources to identify who best can assist with resolving the situation. Contact the office to schedule an appointment with appropriate University official to discuss your concern. This person may request that you provide some documentation, such as time, place, history of interactions, or people involved. See the list of [Campus Resources](#) available to help you get started

The University official will address the grievance with the individual in a timely manner and to the best of his/her ability. Appropriate actions and steps will be taken; if necessary, to resolve the issue for the good of the student and the department with the goal of service improvement.

If the problem remains unresolved, the Director or staff member may refer the student to the Dean of Student Affairs, Vice President of Academic Affairs or his/her designee for further assistance.

If at any time the student is unsure how to begin the process or what office to contact, please visit the Dean of Student Affairs in the Student Life wing, on the second floor of the Administration Building, for direction on where to begin.

### **Intellectual Property**

For information on Thomas More University policies related to Intellectual Property, please see the [Academic Catalog](#).

### **Obstruction of the Educational Process**

Behaviors that obstruct the educational process for one or more members of the community betray the Community Commitment to Critical Thinking.

### **Posting Policies**

All flyers, posters, handbills, handouts, and display materials posted by an individual or student group in a public area must be stamped and approved by the Department of Student Affairs before they are displayed or distributed.

The Department of Student Affairs may choose not to approve posting based on submitted materials’ content, professionalism, or size. Posting is only permitted on campus on bulletin/cork boards with thumbtacks. Flyers

may not be taped to walls, glass windows, or doors. This applies to the Residence Hall corridors, lobbies and study lounges. Residents should reference the guidelines about the posting, hanging of flyers in or around their assigned room in the addendum. 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 Student Affairs office.

The use of sidewalk chalk is permitted at Thomas More University, only when the group or individual is given written permission by the Department of Student Affairs. In such cases, only walkable, outdoor surfaces may be chalked. No chalking is permitted under cover areas or inside any buildings.

**Sign Policy:**

1. All signs must be approved by the Dean of Student Affairs office. Signs posted without the approval stamp will be removed.
2. No more than 5 posters 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 Student Affairs designate. Only signs publicizing event/information sponsored by a recognized organization of the University will be approved.
3. 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 Student Affairs approval will determine neatness requirements.
4. Signs, which receive the approval of the Dean of Student Affairs, 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. University bulletin boards d. The areas at the top of the main stairwell.
5. Signs, which receive special permission, may be posted by the Dean of Student Affairs office 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 a board designated by Dean of Student Affairs office.
6. 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 may require extended publicity. Such cases will be left to the discretion of the Dean or Student Affairs office.
7. 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.
8. 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.
9. All signs must contain the name of the office or organization responsible for signs and the name and title of the event.
10. No signs may be posted in such a manner as to obstruct other signs permanent or temporary.
11. Organizations which fail to adhere to the policy, as set forth in this document will lose the privilege of posting signs on campus.
12. Signs may not advertise the availability or contain reference to the availability of alcohol.
13. 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 Dean of Student Affairs or designate. 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).

## **Community Responsibility**

*The following policies exist to further define behaviors that would betray the Community Commitment to Community Responsibility. Students may be held responsible for any violations of the below Community Standards, as well as any other behavior (on or off campus) that betrays our commitment to Community Responsibility.*

### **ASSEMBLY AND EXPRESSION POLICY**

#### **General Statement on Expression and Assembly**

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 University so long as these viewpoints do not infringe on the basic rights and freedoms held by other members of the University 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 University. 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 Affairs office no less than five working days prior to the event date. With approval of the Dean of Student Affairs or designate, 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 University. Every effort will be made to accommodate the legitimate request of the students. Denials of such requests by the Dean of Student Affairs 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 University without prior authorization of the Dean of Student Affairs. 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 University. A demonstration, protest, or statement will not be permitted that is contrary to the University 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 Student Affairs.

#### **Automobile/Parking**

Parking facilities are maintained for all students registered at the University. To park on campus, vehicles must be registered with the Campus Safety office. Upon registering a vehicle, a permit will be given to be displayed in the registered automobile. 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 and parking in correct designated lots. Parking regulations are given when permit is obtained and can also be viewed on the Campus Safety website. Parking regulations are enforced seven days a week and applies to all students, faculty, and staff at the University. 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. A vehicle may be booted after repeated offenses have occurred and a fine may be given to remove the boot.

#### **Breaking the Law**

Students are expected to comply with state, federal and local laws on or off campus.

## **Fire Safety**

As members of the Thomas More community, students are expected to be both aware and compliant with any and all fire safety protocols.

### **Fire Hazards**

Fire hazards such as candles, restricted appliances in Residence Halls (listed in Resident Hall Handbook), unauthorized possession or misuse of combustible materials including: fireworks, incendiary devices, gasoline, gunpowder, flammable chemicals, explosives...etc. are not permitted.

## **Gambling**

Gambling is not authorized on Thomas More University premises.

## **HIV/AIDS**

Thomas More University strongly encourages students to notify the Student Health Services 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.

## **Identification Cards:**

All students while on campus or at a recognized University event are required to have on their person their Thomas More University 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 University 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.

## **Key and Card Access Agreement**

Keys and programmed Student-ID cards should be used only by those individuals to whom they have been assigned. The duplication (or attempted duplication) of keys or ID cards is prohibited.

## **MEDICAL AMNESTY POLICY**

The health and safety of every Thomas More University community member is our primary concern. To this end, the Medical Amnesty Policy has been developed as part of Thomas More's comprehensive approach to reducing the harmful secondhand effects caused by alcohol abuse and/or drug abuse.

The purpose of the Medical Amnesty Policy is to increase the likelihood that community members will call for medical assistance when faced with an alcohol-related emergency. The Medical Amnesty Policy provides special exceptions to the University's code of conduct process. However, the Medical Amnesty Policy does not provide protection from legal consequences of underage or excessive drinking.

Should an alcohol-related emergency arise, we expect students to call for medical assistance. Recognizing that students may be reluctant to seek help in such alcohol-related emergencies because of potential University judicial consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation occurs Thomas More sought a way to reduce barriers to seeking assistance, which resulted in the creation of the Medical Amnesty Policy. Policy Note: This Policy only provides amnesty from violations of the Thomas More University Saints Community Standards. It does not grant amnesty for criminal, civil, or legal consequences for violations of Federal, State, or Local law.

a. Students who seek emergency medical attention for themselves related to consumption of drugs or alcohol will not be charged with violations of the Thomas More University Code of Conduct related to that consumption, provided that the student subsequently completes an evaluation and any recommended treatment with the University Counselor or designate referral service within a reasonable time frame to be determined by the Chief Conduct Officer. Failure to complete this evaluation may result in charges being filed with the Office of the Dean of Student Affairs.



b. Students who seek emergency medical attention for someone else will not be charged with violations of the University Saints Community Standards related to consumption of alcohol or drugs, or intoxication, provided that the student subsequently completes an evaluation and any recommendations given by the Counselor or designated referral services within a reasonable time frame if determined necessary by the Chief Conduct Officer.

c. Student Organizations are required to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. A Student Organization that seeks immediate assistance from appropriate sources will not be charged with violations of the Saints Community Standards related to providing alcohol, providing that the organization completes any educational programming required by the Dean of Student Affairs. However, the organization can and will be held accountable for any other violations of the Saints Community Standards related to the incident (e.g. endangering the health or safety of others, covered smoke detectors, etc.). Student Organizations that fail to seek immediate medical assistance for members or guests in need of attention will likely be charged with violations of the Saints Community Standards and face dissolution or termination as the outcome of such charges. It is imperative that student organizations seek medical assistance for their members or guests in such an emergency situation.

d. This Policy applies only to those students or organizations who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by University employees. (i.e. Campus Safety, Faculty, administrative staff, residence hall staff)

e. The University's Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Conduct. In cases where repeated violations of the University Saints Community Standards occur, the University reserves the right to take judicial action on a case by case basis regardless of the manner in which the incident was reported. Additionally the University reserves the right to adjudicate any case in which the violations are egregious.

f. The Dean of Student Affairs or designate reserves the right to contact any student and the parent(s) to discuss an incident whether or not the University Medical Amnesty Policy is in effect.

### **Mental and Physical Health**

The growth and development of students at Thomas More University 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 University community.

When these situations interfere with teaching, research, administration, or other University related activities or disrupts the University environment either during an event or incident and may also be a violation of the Saints Community Standards, the student may be removed from the campus community. To return to campus, a student may be asked to provide documentation from a mental health or physical health provider indicating the student is able and ready to return to the education environment.

In some cases students may 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. Thomas More University reserves the right to

notify the parents of the student and appropriate University officials, including academic deans and faculty, due to the potentially serious nature of the situation.

### **Pets**

For reasons of health and sanitation, animals are not permitted in any University 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 Student Affairs or designate. Additional policies related to the residence halls appear in the residence hall policies and procedures document.

### **Representing Thomas More University**

Membership in this community extends beyond the physical boundaries of the campus; therefore, any kind of behavior (on or off campus) that damages the reputation of the University will be adjudicated through the Saints Community Standards.

### **Residence Life Policies**

Students who live on campus are expected to follow all guidelines outlined in the Saints Community Standards and residence life policies outline in the addendum.

### **Sales and Solicitation**

Sales and solicitations are not permitted on the Thomas More University campus. Exceptions are subject to the discretion of the Dean of Student Affairs and Vice President for Finance and Operations. Sales within the Residence Halls are subject to the discretion of the Dean of Student Affairs or designate.

### **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.

### **Tampering with Safety Equipment**

Tampering with (or covering) smoke detectors, sprinkler systems, alarms, discharging fire extinguishers, propping or preventing access to a fire door (fire escape), disabling or tampering with security cameras, swipe card access devices, or other security/safety equipment.

### **Theft**

Thomas More students are expected to respect the property of others. Students may be held responsible when found in possession of the property of another no matter the circumstances in which it came into their possession. The University will escalate its response when a student who has another individual's property took or kept it without the express permission of the individual.

### **Trespassing**

Students are responsible for trespassing if they are responsible for the following behaviors:

1. Present in an area restricted for employees or approved personnel only
2. Present in a Residence Hall room they do not occupy after or outside approved visitation hours ([See Residence Hall Handbook](#))
3. Present in an area of the campus during hours not authorized (such as the library, theater, or on an athletic field/space)
4. Climbing on a roof
5. Swimming in the front or back pond. This includes walking on the front or back pond when they are frozen.

### **Weapon-Free Campus Policy**

Students may not be in the possession of firearms (guns of any kind), Tasers, archery bows, live ammunition, or knives (or swords) at an unlawful length.

Furthermore, items meant to look like guns or weapons are also restricted from campus – this may include, but is not limited to: airsoft guns, Nerf guns, cap guns lighters made to look like guns...etc. This includes any instrument of a projectile nature, such as potato guns or slingshots.

\*An exception is made when approval is given by the Department of Student Affairs for specific time-frames and only when supervised by a University administrator. (Example: the use of dulled swords or a cap gun in a theater production)

## **Student Judicial Process for Violations of Community Commitments**

### **INTRODUCTION:**

The purpose of the Thomas More University Student Judicial Process is to determine the level to which a student (or students) is responsible for actions that violate the University's Community Commitments.

\*The following applies to violations of the Community Standards. However, processes and policies related to incidents of Sexual Misconduct ([see Sexual Misconduct Policy](#)) may differ from statements in this section. Those differences supersede information provided here.

### **TERMS:**

1. *Chief Conduct Officer* – This refers to the staff member in the Department of Student Affairs who oversees the Saints Community Standards and Judicial Process directly.
2. *Chief Appellate Officer* – The Chief Appellate Officer in the Judicial Process is the Dean of Student Affairs.
3. *Hearing Officer* – The Hearing Officer is a trained member of the Faculty or Staff at Thomas More University who is appointed by the Dean of Student Affairs to determine a student (or students) responsibility for an alleged violation of the Community Standards. The Chief Conduct Officer may serve as a Hearing Officer.
4. *Respondent* - The individual who as allegedly committed behaviors that betray a Community Commitment.
5. *Active Complainant* – another student or community member who has brought forth a complaint against another student. Many cases will not have an Active Complainant, as a many complaints come in the form of an Incident Report through residence life or the Campus Safety Office (for example). In those cases, the report (itself) exists as the complainant, though individuals named in the report may be asked to provide more information during the investigation or to be present for a hearing.
6. *Judicial Board* – A Judicial Board may be appointed by the Chief Conduct Officer to hear a case. Judicial Board consists of one student and two members of the faculty or staff.
7. *Preponderance of Evidence* – The evidentiary standard used when determining a student (or students) responsibility. “Preponderance of Evidence” means that the information as a whole, shows that the

fact(s) supports the conclusion that is “more likely than not” that the student engaged in the alleged behavior.

8. *Responsible and Not Responsible* – A student is asked to make a declaration of “Responsible” or “Not Responsible” during their Preliminary Conference. When a student declares that he or she is “Not Responsible” for an alleged violation – a Hearing Officer(s) is appointed to decide whether or not the student is responsible by the preponderance of evidence in a hearing.
9. *Hearing* – A hearing is the opportunity for the University to determine the level to which a student is responsible/not-responsible for an alleged violation of the Community Commitments.

### *Types of Hearings*

#### *A. Administrative Hearing –*

An Administrative hearing will be conducted by the Chief Conduct Officer or an appointed Hearing Officer.

#### *B. Judicial Board Hearing -*

The Judicial Board consists of two faculty or staff members and one student. If a Judicial Board cannot be established (i.e. summer); violations of University policy will be resolved through an Administrative Hearing.

#### *C. Informal Hearing-*

During an Informal Hearing, the student responsible for the behavior will be provided a document describing the charges against them and a list of sanctions, determined by the Chief Conduct Officer. The student will have the opportunity to sign the document, accepting responsibility for the charges, or to choose to schedule a formal hearing.

The Department of Student Affairs will consider severity and frequency of the charge(s) and will determine the appropriate hearing format. During the Preliminary Conference, the student(s) in question will have the opportunity to submit a written request for their preferred hearing format. The Chief Student Affairs Officer, or his/her designee will make the ultimate decision who will hear the case. This determination is made on a case-by-case basis.

The format for cases that fall under the University’s Sexual Misconduct Policy will follow the processes listed in those documents. Those policies and procedures supersede those listed here.

## **INVESTIGATIONS:**

Any member of the University community may file a complaint against a student for violating a Community Commitment.

Upon receiving an alleged complaint that an individual or group of students has violated one or more Community Commitments, the complaint shall be investigated by the Department of Student Affairs under the direction of the Chief Conduct Officer.

- a. If it is determined that the allegation is without merit, the investigation will cease.
- b. If it determined that a violation may have occurred, the student(s) will be notified to schedule a preliminary conference with the Chief Conduct Officer.

## PRELIMINARY CONFERENCE

The purpose of the preliminary conference is to provide guidance to the accused in the disposition of the charges, to answer questions regarding the procedures and format of the campus judicial system, and to make arrangements for the hearing. The accused student will be given 3 business days to schedule a preliminary conference once notification of an alleged violation has been received.

During the Preliminary Conference, the accused will be given the opportunity to accept responsibility for all charges against them. If an individual accepts responsibility for all charges, the Chief Conduct Officer will conduct an *Informal Hearing*.

If a student is not present for their Preliminary Conference, their case will automatically be scheduled for a hearing. Hearings may be scheduled at the convenience of the appointed Hearing Officer (s) with consideration of the students' class schedule(s). The student(s) in question will be given notice of the date, time, and location for their hearing via their Thomas More email account. Hearings will be scheduled a minimum of 24 hours after the preliminary conference.

## HEARING PROCEDURES

1. Hearing Procedures will be conducted in private. Judicial Board and Administrative Hearings may be recorded for University records. Students will receive notice of the date, time, and location of their hearing via their Thomas More email account. Hearings will take place with or without the presence of the accused.
2. Admission of any person to the hearing shall be at the discretion of the Chief Conduct Officer. As conduct hearings are designed to ensure accountability for the Thomas More Community, individuals who are not a part of this community are not normally permitted to be in attendance during University proceedings (parents, legal counsel...etc.). Students may petition to allow advocates or advisors to be present for the hearing to the Chief Conduct Office. These petitions must be submitted in writing 48 hours prior to the scheduled hearing. Permission for outside individuals does not equate participation. Outside guests are not permitted to speak or participate in judicial proceedings but will be asked to state their name and relationship to the student for the record. The Hearing Officer reserves the right to dismiss any individual from conduct proceedings based on an individual's failure to comply with direction.
3. In cases involving more than one accused student, the Hearing Officer may choose to conduct hearing proceedings together or individually.
4. During a hearing, the student will have the opportunity to present information, to challenge or clarify information, and to submit questions for anyone involved in the proceedings who appears in person to provide information.

### HEARING ORDER OF EVENTS:

1. Introduction
2. Statement of Charges
3. Respondent will be asked to accept or deny responsibility all charges
  - a. Respondent may accept responsibility for some but not all

4. Complainants information to support charges/Investigation Report
  - a. If there is not an active complainant in a case, the investigation report may be read aloud.
5. Respondent Opening Statement
6. Respondent is questioned by Hearing Officer(s)
7. (If there is an active complainant, 5 and 6 will be repeated for complainant. Respondent will also have an opportunity to submit questions to the complainant)
8. Witness Statements
9. Hearing Officer(s) question witnesses.
10. Hearing Officer clarifying questions (may be asked of complainant, respondent, or witnesses)
11. Closing Statements
  - a. Active Complainant
  - b. Respondent
12. Dismissal for Deliberations
13. Written notification of hearing results within 5 business days

## APPEALS PROCESS

Decisions or sanctions made as a part of an Informal Hearing, Administrative Hearing or Judicial Board Hearing can be appealed. The Chief Student Affairs Officer hears all appeals. In the event that the Chief Student Affairs Office is not able to hear an appeal, they will designate a Hearing Officer (who played no role in the case) to hear the appeal. All appellate responses are final.

### Appeal Procedures:

1. Appeals must be submitted in writing in the form of an Appeal Letter to the Appellate Officer through the Department of Student Affairs within 48 hours of delivery of the Outcome Letter.
2. Appeal letters must be authored and signed by the student submitting the appeal.
3. The Appeal letter should state the reason(s) for the appeal and the supporting facts. In order for an appeal to be considered valid, the request and supporting facts must be directly connected with one or more of the *Scope of Appeal Criteria*.
  - a. The Scope of Appeal Criteria lists the parameters within which a student may file an appeal. To be considered valid, any appeal must reference one of the following criteria:
    - i. **Procedural error**, which had a bearing on the original decision.
    - ii. **New information** that was not available at the time of the inquiry which had a bearing on the original decision.
    - iii. **Bias**. Information demonstrating that there is no way a reasonable person could have arrived at decisions similar to the original decision absent of bias.
    - iv. **Disproportionate Sanction** – Whether the sanction imposed was in due proportion to the gravity and nature of the conduct.

## SANCTIONS

In all cases, sanctions for violation(s) of the Saints Community Standards can include, but are not limited to, the following:

1. Verbal Reprimand.
2. Written Reprimand.

3. Removal from Residence Halls. A person removed from Thomas More University housing for accountability reasons will be responsible for all housing charges assessed for the semester in which he/she is removed. Students will forfeit any housing deposits. Additionally, students will be responsible for the complete payments of his/her current meal plan.
4. Restitution and/or fines.
5. Reflection Essays.
6. Letters of Apology
7. Required attendance to an educational or intervention program, seminar, etc.
8. Required participation in assessments and screenings to assist in determining additional actions to be taken by the student.
9. Drug Testing
10. Loss of privileges, such as the privilege to move off-campus, to live on campus, membership in Thomas More University co-curricular organizations or activities, athletics, attendance at special events, etc.
11. Permanent No-Contact Orders between involved individuals.
12. Permanent No-Trespass Order on Thomas More University campus(s) or properties for an individual.
13. Disciplinary Probation – a conditional retention of a student’s status for a specific period of time. Students found responsible for violations of the Saints Community Standards during their probationary period will likely be separated from the Thomas More Community by either Expulsion or Suspension.
14. Interim Suspension – an immediate exclusion from class and other University privileges or activities until further notice. Interim suspension may be imposed to ensure the safety and wellbeing of members of the Thomas More University community. Interim Suspensions include restriction of individuals’ ability to be on University property.
15. Disciplinary Suspension – Separation from the University for a specified period of time, which includes loss of all tuition, fees, coursework and other privileges of an enrolled student.
16. Expulsion from Thomas More University – Separation from the University without the possibility of readmission. A Student will lose all tuition, fees, coursework and other privileges of an enrolled student.

***\*Possible Fines***

The following is a list of possible fines for some violations of the Saints Community Standards. Along with the below fines, additional restitution and/or costs may be incurred depending on the incident and damages.

Fines may increase based on the level of offense and the repetition of misbehavior. A student may be fined for any violation of the Saints Community Standards. The following are the most commonly assigned fines.

1. Alcohol - \$100 - \$300
2. Drugs - \$150 - \$400
3. Destruction of grounds/lawns - \$50 - \$100
4. Altering or misusing fire safety equipment – up to \$1000
5. Lost/Replacement ID Card - \$5
6. Lost/Replacement Res Hall Mailbox Key - \$50
7. Lost/Replacement Res Hall Room Key - \$100
8. Quiet Hour Violation - \$25-\$100
9. Prohibited Items in buildings - \$25
10. Tobacco Free Campus Policy Violation - \$25 - \$100
11. Pet Policy Violation – up to \$100
12. Visitation Violations - \$25 - \$100
13. Vandalism - \$25 - \$100
14. Propping Secure Access Doors - \$100



## **Important Contact Information**

### **Student Life Team**

#### **Antwone Cameron**

Dean of Student Affairs

Chief Appellate Officer

#### **Morgan Okello**

Assistant Dean of Student Affairs

Chief Conduct Officer

Title IX Investigator

### **Title IX Team**

Human Resources Director/Title IX Coordinator – Laura Custer

Director of Campus Safety – Bill Wilson

Director of Athletics – Terry Connor

General Counsel – Noah Welte

Head Volleyball Coach – John Spinney

SWA/Assistant AD/Head Softball Coach – Lindsay Eagan

Assistant Professor, Athletic Training – Justin Farr

Education Placement Coordinator – Allison Kennedy

Coordinator of Student Engagement – Summer Spille

Department of Sport Sciences Chair – Christine Griffiths