

# Thomas University

Volume V

## Student Handbook & Policies



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## TABLE OF CONTENTS

5.1.	General Information .....	1
5.1.1.	Administrative Services .....	1
5.1.1.1.	Student Responsibilities .....	1
5.1.2.	Academic Services .....	1
5.1.2.1.	Academic Advising and Assistance .....	1
5.1.2.2.	Orientation .....	1
5.1.2.3.	Student Support Services .....	1
5.1.2.4.	Academic Resource Center .....	1
5.1.2.5.	Library .....	2
5.1.3.	Registrar's Policies .....	2
5.1.3.1.	Registration .....	2
5.1.3.2.	Changes in Schedule .....	2
5.1.3.3.	Academic Transcripts .....	3
5.1.3.4.	Disclosure of Student Records .....	3
5.1.3.5.	Academic Requirements for Financial Aid .....	3
5.1.3.6.	Veterans and International Students .....	4
5.1.3.7.	Graduation .....	4
5.2.	Student Services .....	4
5.2.1.	E-Bookstore .....	4
5.2.2.	Financial Aid .....	5
5.2.2.1.	Time Limit for Financial Aid .....	5
5.2.2.2.	Financial Aid Notification .....	5
5.2.3.	Food Services .....	5
5.2.4.	Health Services .....	6
5.2.4.1.	Immunization Policy .....	6
5.2.5.	Career Center .....	6
5.2.6.	Campus Bulletin Boards .....	6
5.2.7.	Computing and Internet Services .....	7
5.2.7.1.	Internet Usage Policy .....	7
5.2.7.2.	Acceptable Use .....	7
5.2.7.3.	Netiquette .....	7
5.2.7.4.	Security .....	7
5.2.7.5.	Internet Vandalism .....	8
5.2.7.6.	File Sharing Policy .....	8
5.2.8.	Thomas University Identification Cards .....	8
5.2.9.	Resource Center for Students with Disabilities .....	9
5.3.	University Housing and Residence Life .....	9
5.3.1.	First and Second Year Residency Policy .....	9
5.4.	Philosophy on Student Conduct and Discipline .....	10
5.4.1.	Student Bill of Rights .....	10
5.4.2.	Academic Violations .....	10

5.4.2.1.	Code of Academic Honor.....	10
5.4.3.	The Honor Code of Thomas University .....	10
5.4.4.	Honor Code Pledge .....	11
5.4.5.	The Honor Council .....	11
5.4.5.1.	Honor Council Membership .....	11
5.4.5.2.	Honor Council Membership Selection Committee .....	11
5.4.5.2.1.	Honor Council—General Operation and Hearings .....	12
5.4.5.2.2.	Violations of the Honor Code .....	13
5.4.5.2.3.	Reporting Honor Code Violations .....	14
5.4.5.2.4.	Accelerated Schedule: For violations reported during the last two weeks of any semester .....	15
5.4.5.2.5.	Honor Council Hearings—General Procedures .....	16
5.4.5.2.6.	Witnesses in Honor Council Hearings .....	16
5.4.5.2.7.	Violation Hearing Verdicts .....	17
5.4.5.2.8.	Penalties .....	18
5.4.5.2.9.	Appeals of Honor Council Verdicts .....	18
5.4.5.3.	Education Program of the Honor Council .....	19
5.4.5.4.	Revisions to the Academic Honor Council .....	20
5.4.6.	Intellectual Property .....	20
5.4.6.1.	Purpose .....	20
5.4.6.2.	Applicability .....	20
5.4.6.3.	Ownership .....	20
5.4.6.4.	Exceptions .....	21
5.4.6.5.	Assigned Tasks and Work for Hire .....	21
5.4.6.6.	Statement of Commitment .....	21
5.5.	Non-Academic Violations .....	21
5.5.1.	General Student Complaints Policy and Procedure .....	21
5.5.2.	Drug and Alcoholic Beverages Policies .....	21
5.5.3.	Thomas University Sexual Misconduct Policy .....	21
5.5.4.	Traffic Violations .....	28
5.5.5.	Student Code of Conduct .....	28
5.5.5.1.	Campus Judicial Procedure .....	29
5.5.5.2.	General Authority in Matters of Student Conduct and Discipline .....	29
5.5.5.3.	Reporting Alleged Violations .....	29
5.5.5.4.	Elements of Essential Fairness in University Judicial System .....	29
5.5.5.5.	Structures of the Judicial Review Board .....	30
5.5.5.6.	Procedures of the University Judicial System .....	30
5.5.5.6.1	Campus Judicial Review Procedure Timeline .....	32
5.5.5.6.2.	Penalties .....	32
5.5.5.6.3.	Administrative Suspensions Not Within the Judicial System .....	33
5.5.5.6.4.	Administrative Suspension not within the Judicial System Procedure .....	34
5.6.	Student Activities & Organizations .....	34
5.6.1.	The Role of Student Organizations at Thomas University .....	34

5.6.1.1.	Contracts .....	34
5.6.2.	Campus Activity Board (CAB) .....	34
5.6.3.	Student Activities .....	34
5.6.4.	Student Clubs and Organizations .....	34
5.6.4.1.	Clubs and Organizations .....	36
5.6.5.	Intercollegiate, Club and Intramural Athletics .....	38
APPENDIX A:	Housing and Residence Life- Guidelines.....	39
APPENDIX B:	Code of Discipline Level Offenses.....	51
APPENDIX C:	Student Complaints Policies & Procedures.....	53
APPENDIX D:	Student Code of Conduct Offenses by Categories .....	54

## **5.1. General Information**

### **5.1.1. Administrative Services**

**General Administration.** The Administrative Team of Thomas University consists of the President, Senior Vice President for Finance and Administration, Vice President for Institutional Advancement, Vice President for Enrollment Management, Vice President for Student Life, Associate Vice President of Academic Affairs, Athletic Director and Director of Institutional Effectiveness.

All administrative offices are open Monday through Thursday from 8 a.m. to 6 p.m. and on Friday from 8 a.m. to 5 p.m.

#### **Student Life Administration.**

The Vice President for Student Life, whose office is located on the Magnolia Campus in the Student Life Building, is responsible for administrative oversight of university housing and residential life, student clubs/organizations, student activities, career center, and other initiatives designed to enhance the experience of Thomas University students outside the classroom.

#### **5.1.1.1. Student Responsibilities**

Students must assume full responsibility for understanding the policies, procedures, rules, and regulations of the university. Students who accept an offer of admission to Thomas University are expected to be responsible citizens of the university and community, to respect the rights of others, and to observe Federal, State, and local laws.

### **5.1.2. Academic Services**

#### **5.1.2.1. Academic Advising and Assistance**

Students are assigned to an academic advisor who will assist in identifying a progression of courses and determining the appropriate classes to take each semester. Advisor will be assigned at the time of matriculation to Thomas University. Students should discuss their academic progress and any concerns they may have with their advisor on a regular basis.

If you are having academic difficulty, your professor is the best resource for resolution. In addition to specific advice or assistance, your professor can inform you of other available support.

#### **5.1.2.2. Orientation**

On-campus New Student Orientation is conducted prior to the beginning of the Fall semester for all students new to Thomas University. All students new to Thomas University (Fall semester) are required to attend New Student On Campus Orientation (except students who are only online students or take classes at another site). For more information regarding orientation, contact the Associate Vice President of Enrollment Management or the Vice President for Student Life. Online orientation is provided for all students new to Thomas University who matriculate in either Spring or Summer semester.

#### **5.1.2.3. Student Support Services**

Student Support Services provides academic services such as peer tutoring, remedial courses, and academic advising. Tutors are available in most subjects. Students must meet Federal regulations and be accepted into a program of study to participate in Student Support Services.

#### **5.1.2.4. Academic Resource Center**

The Thomas University Academic Resource Center, located on the Forbes Campus in the Magnolia Building, provides individual tutoring and group workshops to help students develop the language, research, and math skills and strategies necessary to become confident, active, and independent learners. Hours of operation are posted each semester on the [university web site](#).

### **5.1.2.5. Library**

The Library is located on the east end of the Forbes campus in the academic complex. The Library has two computer rooms with updated and networked microcomputers for student use. Copying services are available to students in the library for a nominal fee. For additional information regarding the library's main collections, media and journal/periodical collections, equipment and data bases refer to the following link <http://www.thomasu.edu/Content/Default/14/4903/206/library/about/collections.html>.

Students at Thomas University may check out library materials by displaying their Thomas University Student ID card. There is a daily fine for overdue materials. If you lose library materials, you will have to pay replacement cost, a processing fee, and any fine that might have accrued.

Information regarding Library hours, schedule, contact information, and special hours for holidays and academic breaks are located on the following link: <http://www.thomasu.edu/Content/Default/14/64/0/library/library.html>.

### **5.1.3. Registrar's Policies**

#### **5.1.3.1. Registration**

The Office of Student Success is the best source of information about Registration. Consult the Thomas University Academic Calendar for the appropriate dates each semester. All tuition and fees are due one week after drop/add. If a student does not have sufficient financial aid or a third party amount to completely pay their tuition and fee charges, they may sign up for a payment plan. Students will be withdrawn from all classes if the account is not paid in full or a payment plan established by one week after drop/add. Refer to the catalog and/or website for semester-specific deadlines. For more information on tuition and fee payments, contact the Business Office".

#### **5.1.3.2. Changes in Schedule**

##### **Drop/Add**

A Drop/Add period is held at the beginning of each term (16 week, 5 week, 8 week, & 10 week) to allow for changes in course schedules during the first week of classes. Students must contact their advisors to make changes to their schedule. A Student cannot add or drop a course after the Drop/Add period ends. Consult the Thomas University Catalog for Drop/Add dates.

Students who do not attend the first day of class or login to an online class will be dropped from the course.

##### **Withdrawing from courses**

Students may withdraw from a course following the drop/add period until the 60% mark of the semester as designated on the academic calendar, and after conferring with an advisor. It is the student's responsibility to meet with his or her advisor for review and approval. If a student wishes to withdraw from a course with a "W" as the grade, the request must go through the student's advisor for review and approval. Advisors submit a withdrawal online form to the Registrar. Students who fail to withdraw officially using the formal withdrawal process will receive a grade of "F" in courses for which they have registered.

A withdrawal before midterm is non-punitive, and a grade of "W" is assigned. Students will not be allowed to withdraw after the withdrawal date published on the academic calendar. However, in cases of extreme hardship and/or extenuating circumstances where an incomplete is not warranted, a student may petition for withdrawal by completing the appropriate forms, obtaining required signature from the Chief Academic Officer, and forwarding the form to the Registrar's office. The student must have been passing the course at the time of the withdrawal petition. If approved, the Registrar may assign a grade of "W." An instructor may administratively withdraw a student from class at any time during the semester for failure to attend. See the Thomas University Catalog for details.

### 5.1.3.3 Academic Transcripts

The Registrar's Office is responsible for maintaining the official transcript of your academic work. You may request a copy of your academic transcript by completing a request form available from the Registrar, or online.

Any delinquency in bookstore charges, residence life fees/fines, graduation fees or library fine payments will cause transcript service to be withheld until all accounts have been cleared.

Official transcript requests are \$5.00. The fee must be paid before the official transcript will be prepared.

### 5.1.3.4 Disclosure of Student Records

Thomas University complies with the Family Educational Rights and Privacy Act of 1974 ("Buckley Amendment," 20 USC, 1232 g) to better guarantee the rights of privacy and access to student records.

Generally, schools must have written permission from the student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date, and place of birth, honors, and awards, and dates of attendance. However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA.

Thomas University students and alumni have the right to inspect their educational records by submitting a written request twenty-four hours in advance. The right of inspection includes academic records and related support documents maintained in the registrar's office, student support services, the business office, and/or the financial aid office.

### 5.1.3.5 Academic Requirements for Financial Aid

The United States Department of Education and Federal law, as described in Part 668.18 (e) of the Student Assistance General Provisions, mandates institutions of higher education to establish and enforce standards of "satisfactory progress" for students receiving financial aid. Thomas University makes these standards available to all students and the Office of Financial Aid adheres to all applicable regulations. For additional information, contact the Office of Financial Aid.

**Time Limits of Degree Programs.** Be sure to determine the time allowed to complete all work for your degree program. This information is available in the Thomas University Catalog.

**Probation.** If your cumulative grade point average after the first semester is below the minimum level indicated for satisfactory academic progress, you will be placed on Academic warning.

**Removal from warning.** Students will clear warning status when their cumulative grade point average is at the level

specified in the Thomas University Catalog. Students may continue attending classes while on warning if they maintain a semester grade point average of 2.0 or higher during the probationary term.

**Financial Aid Suspension.** In the event you fail to maintain satisfactory academic progress as defined above, and you are receiving financial aid, you also will be placed on financial aid suspension. If you fail to meet the minimum standards while on financial aid warning, all financial aid will be suspended. Students whose financial aid has been suspended, and who leave the university, will not be eligible for financial aid until the qualitative and quantitative criteria for financial aid are satisfied.

Specific guidelines for maintaining financial aid eligibility and guidelines for appeal and reinstatement of aid can be found in the [Thomas University Catalog](#).

The termination of eligibility to receive financial assistance has no effect on the right of a student to enroll at Thomas University.

### **5.1.3.6. Veterans and International Students**

The Registrar is responsible for certification and eligibility services for international students. Any student requiring assistance in processing paperwork should contact the Registrar in the Campus Center Building.

The Senior Financial Aid Counselor is responsible for certification and eligibility services for Veterans. Any veteran student requiring assistance in processing paperwork should contact the Senior Financial Aid Counselor in the Enrollment Services Building.

### **5.1.3.7. Graduation**

Degrees will be conferred summer, fall, and spring, upon the recommendation of the faculty, to students who have successfully completed all program requirements. One commencement ceremony for all students graduating in summer, fall, and spring of an academic year is conducted following spring semester. All students completing graduation requirements during this period are [encouraged](#) to participate in the ceremony.

Students who expect to graduate must do the following:

1. Complete the Graduation Application located in the Registrar section of the website. Deadline for fall graduates is March 1st, spring graduates October 1st, and summer graduates December 1st. The Graduation Application begins the degree audit process to be sure all academic requirements have been met
2. Pay graduation fees by the payment deadline of the term in which a student is graduating
3. Clear all accounts in the Business Office
4. Official transcripts and diplomas will not be provided until all requirements have been met.

## **5.2. Student Services**

### **5.2.1. E-Bookstore**

Once you have secured your semester schedule, you will need to purchase your textbook. The TU online bookstore is located on <http://bookstore.mbsdirect.net/thomasu.htm>.

1. Log in to your TU Bookstore account (The link to log in is located on the upper left under the Thomas University logo). If you are a new student and/or you have never used the online bookstore, you will need to set up an account. Please be sure to use your entire student email address and a password that you will remember.
2. You can either shop by schedule using your complete student ID (A00000 \_ \_ \_ \_ \_) or shop by adding individual classes.
3. Select which books you would like to purchase, choose “no thanks” for the ones you do not wish to



purchase. Click to add items to your cart. Proceed to checkout.

4. Follow the on-screen instructions to complete your purchase.
5. Your payment options include credit, debit, PayPal, and TU Student Account.

If you are using your Student Account, you must then enter your Student ID and Password

Student ID: (A00000 \_ \_ \_ \_ \_)

Password: (Firstname.Lastname) (capitalizing first letter of each name)

\*Please Note: Student Accounts and Financial Aid in the Bookstore expire on a set date each semester (the expiration date is typically the last day of the semester's first week). You will be notified of the dates via your TU student email address.

\*You are not required to purchase your textbooks through the Blackboard Store.

## 5.2.2. Financial Aid

Thomas University is committed to providing access to higher education for those individuals who will benefit from this experience. The university realizes that the cost of attending an institution of higher learning can sometimes be financially prohibitive. Therefore, Thomas University is committed to extending financial aid assistance to qualified students through federal and state grants, athletic and institutional scholarships, corporate and community organizational scholarships, and private donors. Guidelines for applying for financial assistance are detailed in the [Thomas University Catalog](#), on the [Thomas University Financial Aid website](#), or by visiting the Office of Financial Aid in the Enrollment Services Building for further information.

### 5.2.2.1. Time Limit for Financial Aid

**Time Limit for Financial Aid.** Students will be permitted to receive financial assistance until graduation or until exceeding the maximum amount of credit hours allowed to graduate. A student may receive financial aid not to exceed 150% of the total hours required for his or her degree.

Students taking development courses (those courses with prefix number 100 or less) may receive financial aid not to exceed 30 semester hours of required developmental courses.

### 5.2.2.2. Financial Aid Notification

The Office of Financial Aid will notify, by letter, any student receiving financial assistance who does not meet minimum satisfactory progress standards or who is being placed on financial aid suspension. This notice will be addressed to the student's most current address on file with the Office of Financial Aid.

Students who lose their eligibility for financial aid have the opportunity to appeal for reinstatement with the Director of Financial Aid.

## 5.2.3. Food Services

Food Service is an ancillary program provided by Thomas University. The Director of Food Services is responsible for the operation of the Hawk's Nest dining hall. The Hawk's Nest provides breakfast, lunch, dinner, and snack options Monday through Thursday for resident and commuting students, staff, and community customers. The dining area in the Campus Center seats 60 to 100 persons. The adjoining terrace on the east side of the building greatly enlarges both the seating and serving capacity when the weather permits.

The dorms located on the Magnolia Campus have a kitchen area located in the common area in each quad for those students living in these dorms. The kitchen area includes a microwave, range, and oven, refrigerator with icemaker, cabinet space, table and chairs.

Students living in the Pinetree Residence Hall have a meal plan built into the cost of their housing. This plan consist of two meals per day, breakfast and dinner, which is served five days a week. Meals offered at the Pinetree Residence Hall will also be available to other TU students.

## 5.2.4. Health Services

Students are expected to have their own family physicians and arrange for any necessary health insurance.

There is no university health clinic; if an emergency arises, Archbold Memorial Hospital is located four blocks from the university campus.

First-Aid kits are available in the Enrollment Services Building, business office, library, campus center, and science labs for emergency use. Students requiring emergency medical treatment will have their families contacted to provide transportation home or to a medical facility. In the event the student's family cannot be contacted or cannot provide transportation, an emergency medical service unit will be called. Students are responsible for all expenses incurred.

### 5.2.4.1. Immunization Policy

Students residing in University Housing are required to have a record of immunization in file in the Office of Student Life. Students in the Nursing and Medical Laboratory Science programs are also required to have a record on file with the Nursing Department. Measles, mumps, and rubella immunizations are required. Tetanus- diphtheria, varicella, hepatitis B, and meningitis vaccinations are recommended. Georgia law requires that you receive a meningitis vaccination or waive this immunization. Residential students failing to submit necessary documentation may be prohibited from entering campus until such paperwork is received. The record of immunization for university housing students is kept on file and will be valid throughout the tenure of the student's enrollment. This policy is in place to protect students against communicable diseases that are preventable and to reduce the likelihood of an epidemic or threatened epidemic on the Thomas University campus.

Students living in University Housing must submit a Certificate of Immunization to Thomas University Office of Student Life 1501 Millpond Road Thomasville, GA 31792 or Fax: 229-584-2434.

## 5.2.5. Career Center

The Career Services is a resource for both current students and alumni of Thomas University. We strive to assist students start preparing for their future career as early as possible. The staff is available to assist students through various assessments, résumé building and developing interview skills. We also assist with making connections with potential employers. This is accomplished by organizing on-campus employer visits and an annual career fair here on the TU campus. The Career Center provides the following services:

- Resume Writing and Cover Letters
- Mock Interview Training
- Career Fairs
- Career Counseling
- Networking
- Internship Opportunities
- Job Search Assistance

## 5.2.6. Campus Bulletin Boards

Any person or representative of any group, organization, institution, company or business wishing to use the bulletin boards must abide by the following rules:

- Items posted must have information about goods, services, or activities that have a direct benefit to TU students
- Individuals posting items are responsible for the removal of the item upon the termination date
- Care should be taken not to cover other posted items
- Personnel from the Office of Student Life will remove any posters that do not meet the above requirements.

## **5.2.7. Internet Services**

Our goal in providing network services to students is to promote educational excellence at Thomas University by facilitating resource sharing, innovation and communication. Students have access to e-mail communication, information and news, public domain and shareware of all types, and discussion groups on an ever-increasing range of topics.

### **5.2.7.1. Internet Usage Policy**

Thomas University provides Internet access to all enrolled students, faculty and staff. The purpose of Thomas University Internet access is to support education by providing access to unique resources and the opportunity for collaborative work.

Use of Thomas University Internet access must be for academic activities consistent with the educational objectives of Thomas University. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to, copyright materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

More information related to acceptable use of Thomas University Internet access is available in the Thomas University Catalog.

### **5.2.7.2 Acceptable Use**

The purpose of Thomas University network access to the internet is to support education by providing access to unique resources and the opportunity for collaborative work. Use of the access must be for academic activities consistent with the educational objectives of Thomas University. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

### **5.2.7.3 Netiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Limit use to one hour if others are waiting.
- Be considerate in your choice of sites and graphics. The viewing of sexually explicit materials may constitute sexual harassment under federal law.
- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Illegal activities are strictly forbidden
- Do not reveal the personal address or phone numbers of students or colleagues.

Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property of the university.

### **5.2.7.4 Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can

identify a security problem on the internet, you are required to notify an administrator. Do not demonstrate the problem to other users. Do not use another individual's access without written permission from that individual. Attempts to log onto the internet as a system administrator will result in cancellation of user privileges.

### **5.2.7.5 Internet Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, internet, or other networks that are connected to the internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

### **5.2.7.6 File Sharing Policy**

TU affirms its compliance with copyright and information security laws. The University prohibits the use of the TU's network and information technology resources for illegal activities. Examples of relevant TU policies and resources include the E-Mail Policy, CNS Acceptable Use Policy, Digital Millennium Copyright Act Policy, Peer to Peer File Sharing Policy, Copyright and Fair Use web page, and the Student Handbook.

It's a violation of U.S. Copyright Law and University policies to illegally share copyrighted material over the University network, including through the use of e-mail, web pages, and peer-to-peer file sharing software. This applies to University owned computers as well as personally owned computers if they are accessing the University network. Please be sure that you have rights for any material you are making available or sharing on the University network.

TU may terminate the network access and accounts of users who are found to have repeatedly infringed the copyrights of others. TU complies fully with the federal Digital Millennium Copyright Act of 1998 ("DMCA") and has in place the mandated process for receiving and tracking alleged incidents of copyright infringement.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities. A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

1. The infringer may be required to pay the actual dollar amount of damages in an amount equal to the profits gained from the infringement or, alternatively, pay what are termed "statutory damages". Statutory damages can range from \$750 to \$30,000 for each work infringed, unless the court finds that the infringement was willful. In such cases, the maximum penalty is increased to \$150,000.
2. The court may also award attorney fees and court costs, issue an injunction to stop the infringing acts and impound the illegal works.
3. The infringer can be sent to jail for up to 10 years.

Under the law, it is not necessary to establish that the infringer made a profit from the infringement in order to establish liability for the infringement. Therefore, liability can be imposed for common illegal peer to peer file sharing, for example the improper downloading of music and video files, even if the infringer has not gained a profit from the illegal activity. For Users who distribute any quantity of copyrighted materials, or advertise their services to Users even though they receive no financial benefit, they may also be subject to criminal investigations and incarceration.

Open the following link for the full text of Chapter 5 of the Copyright Law of the United States of America, "Copyright Infringement and Penalties" <http://copyright.gov/title17/92chap5.html>.

### **5.2.8. Thomas University Identification Cards**

The Office of Student Life is responsible for assisting Thomas University students, faculty and staff members in obtaining their official Thomas University Identification Card. This identification card is necessary in order to check out resource materials from the library or other campus offices, attend student activities on campus, meal plan purposes, receive discounts from local businesses, and for general campus identification and security purposes. The Thomas University

Identification Card (ID) is considered to be an “official” identification resource.

All students who use on-campus resources or attend one or more classes on campus are required to obtain an ID. Students should have their ID card on them at all times while on campus. In order to obtain an ID card, you must present a current course schedule, your valid TU student ID number, and one form of valid, government-issued identification (driver’s license, passport, etc.). ID pictures will be taken in person. ID cards are issued throughout the course of the academic year by appointment only. Students should have their ID cards validated at the **beginning of each academic semester (Fall 2018, Spring 2019, etc.)**. To have an ID card validated, you must present a course schedule for the current semester. The University provides the first ID card as part of the student fees; however, cards can be replaced for a \$5 fee.

Off-site and online only students may obtain an ID card upon request.

All faculty and staff members are also required to obtain an ID. Faculty and staff should have their ID card on them at all times while on campus. In order to obtain an ID card, you must present valid documentation noting University employment and one form of valid, government-issued identification (driver’s license, passport, etc.). ID pictures will be taken in person. ID cards are issued throughout the course of the academic year by appointment only. Faculty and staff should have their ID cards validated at the **beginning of each academic year (Fall 2018, Fall 2019, etc.)**. To have an ID card validated, you must present valid documentation noting University employment for the current academic year. The University provides the first ID card; however, cards can be replaced for a \$5 fee.

### **5.2.9. Resource Center for Students with Disabilities**

Thomas University is committed to the requirements of making all programs, services, and facilities accessible to and usable by individuals with disabilities in order for students to obtain maximum benefit from their educational experience. Resource Center staff members are available to assist students with disabilities and may serve as liaisons with faculty, staff, and local agencies on behalf of expressed need for accommodation.

Students with disabilities are responsible for making sure that the Thomas University Office of Disability Support Services is made aware of his/her disability requiring accommodation in his/her educational process. Any student requiring assistance beyond the regular classroom needs to speak with the instructor about the nature of the disability at the beginning of the term. Not all disabilities are obvious and may require documentation, as is the case with learning disabilities. Students with disabilities should contact the Director of Disability Support Services. Students are responsible for requesting accommodations in a timely manner so that instructors, professors, and coordinators may plan for those accommodations, for more details see Academic Accommodations for Students with Disabilities in the Thomas University Catalog.

The university campus is accessible and special parking is available. For information and assistance, students should contact the Thomas University Resource Center for Students with Disabilities at (229) 226-1621 ext. 1149.

## **5.3. University Housing and Residence Life**

Thomas University maintains University Housing facilities that are designed to promote quality living and learning experiences for our students. Students requesting Thomas University Housing accommodations should contact the Housing Manager or <http://www.thomasu.edu/Content/Default/7/4641/0/0/0/0/0/student-life/university-housing.html>.

The guidelines established for students living in University Housing are in APPENDIX A.

University Housing residents are subject to a Code of Discipline, which can be found in APPENDIX B.

### **5.3.1. First and Second Year Residency Policy**

Students classified academically as a freshman or sophomore, who are full time degree-seeking students are required to live in University housing. In general, first year undergraduates are assigned to the Pinetree Residence Hall. However,

because of limited space, assignments are made on a first come first served basis.

Students may apply for an exemptions to the residence requirement. For more information, please contact the Office of Student Life or complete the form located on [https://www.thomasu.edu/uploads/documents/housing-request-exemption-form\\_1015.pdf](https://www.thomasu.edu/uploads/documents/housing-request-exemption-form_1015.pdf) and submit to the University Housing Manager.

## 5.4 Student Conduct and Discipline

The University has the right and responsibility to develop policies and procedures that protect its educational purpose and objectives by setting standards of conduct. The principles and procedures established for student conduct and discipline have been adopted to protect students and the academic atmosphere of the University. Students are guaranteed certain rights within these policies and procedures.

### 5.4.1 Student Bill of Rights

**Right to Academic Freedom:** Students have the right to seek knowledge in an environment conducive to free inquiry

**Right to Fair Academic Evaluation:** Students shall have the right to fair academic evaluation. However, students must meet the requirements of the instructors

**Right to Confidentiality of Student's Records:** Students have the right to have their records kept confidential in accordance with the federally mandated Buckley Amendment

**Right to Due Process:** Students are to be free from punishment that is arbitrary and capricious. When charged with misconduct, students have the right to due process. Any administrative action that adversely affects a student may be appealed by the student

**Right to Inquiry and Expression:** Students have the freedom to seek knowledge, debate ideas, examine and discuss all issues of interest, and to express opinions publicly and privately as long as these expressions of opinion do not interfere with the same rights and freedom of others or violate federal, state, or local laws.

### 5.4.2 Academic Violations

#### 5.4.2.1 Code of Academic Honor

The Academic Honor System of the university is based on the premise that each student has the sole responsibility:

1. To uphold high standards of academic honesty and intellectual ownership;
2. To refuse to tolerate academic dishonesty in the university community;
3. To foster a high sense of honor and social responsibility on the part of all students.

As a member of the Thomas University student body, it is understood that you agree to the following honor code oath: "As a member of the Thomas University student body, I will not lie, cheat, or steal in any endeavor related to my academic pursuits, nor will I tolerate this behavior in others."

Each member of the university community is responsible for abiding by the Academic Honor Code at all times.

#### 5.4.3. The Honor Code of Thomas University

The Academic Honor System of the university is based on the premise that every member of the university community has the personal responsibility:

- to uphold high standards of academic honesty and intellectual ownership;
- to refuse to tolerate academic dishonesty in the University community; and

The Academic Honor System of the university is based on the premise that every member of the university community has the personal responsibility:

- to uphold high standards of academic honesty and intellectual ownership;
- to refuse to tolerate academic dishonesty in the University community; and
- to foster a high sense of honor and social responsibility on the part of all students.

#### **5.4.4. Honor Code Pledge**

“As a member of the Thomas University student body, I will not lie, cheat, or steal in any endeavor related to my academic pursuits, nor will I tolerate this behavior in others.”

Every member of the University community is responsible for abiding by the Academic Honor Code at all times.

The Thomas University Honor Code was initially adopted by the University Board of Trustees as the University Policy Governing Academic Integrity in 2004. This followed unanimous approval by the Faculty Senate, the Student Government Association, and the University Administration. The Academic Honor System of the university is based on the premise that each student has the sole responsibility:

1. To uphold high standards of academic honesty and intellectual ownership;
2. To refuse to tolerate academic dishonesty in the University community;
3. To foster a high sense of honor and social responsibility on the part of all students.

#### **5.4.5. The Honor Council**

Primary responsibility for implementation of the Honor Code is vested in the Honor Council, which is composed entirely of members of the student body. The Honor Council has two major roles: education and enforcement.

##### **5.4.5.1. Honor Council Membership**

The Honor Council shall be composed of a minimum of 11 students (not to exceed 15 students). Subject to decisions of the Honor Council Membership Selection Committee (see below), the only stipulated qualifications for Council membership are:

- actively enrolled as a student during the term of Council membership (active enrollment is not required for summer term if the member has been enrolled for the prior fall and spring semester);
- maintenance of a minimum grade point average of 2.5;
- have completed at least one semester of enrollment at Thomas University; and
- availability to attend required Honor Council meetings and hearings during daytime hours. Attendance is generally expected to be in person, but can occur online at times.

##### **5.4.5.2. Honor Council Membership Selection Committee**

The Committee is composed of four members:

- The President of the Honor Council
- Staff Representative – Enrollment Management/Student Affairs
- Speaker of the Faculty Senate
- Faculty Advisor to the Honor Council

The Speaker of the Faculty Senate shall chair the Committee. The Committee shall meet during the spring semester and as needed to solicit and evaluate nominations to the Honor Council and to select Honor Council members for the next academic year no later than May 1. All appointments to the Honor Council are for a period of one academic year, (beginning of fall semester to end of summer semester) with new members eligible to substitute for absentee members during summer semester (or earlier, as directed by the Honor Council President),

after their selection but prior to the beginning of their standard term of membership. Nominations may be from any source, including self-nominations. Nominations are normally solicited during the fall (and early spring) semester and evaluated at the spring meeting of the Selection Committee. Existing members are subject to re-appointment at the spring meeting. Appointees shall be notified via letter from the Chair of the Committee. Appointees must agree to attend special training sessions as a condition of appointment. The Chair shall also provide for public notice of the selection of Honor Council Members after receiving notice of acceptance from those selected.

The Committee shall develop and make public its methodology for accepting and evaluating nominations. In case of unforeseen vacancies on the Honor Council, the Committee shall meet as needed to fill the vacancies in a timely manner.

#### **5.4.5.2.1. Honor Council—General Operation and Hearings**

**General.** The Honor Council shall function to educate and encourage the campus community on issues of academic integrity. It shall also function as the body charged with enforcing the Honor Code. In this role it shall hear charges of academic dishonesty, review evidence, determine whether a violation of the Honor Code has occurred, and determine appropriate penalties for offending students.

**Officers.** The Honor Council shall have three officers elected by the full membership of the Council. All officers shall be elected within 30 days of the appointment of the Council for the coming year, subject to recall and replacement by a two-thirds majority vote of the membership for failing to perform the general duties of an officer. If an officer of the Honor Council is found guilty in a case of academic dishonesty or behavioral conduct unbecoming an officer, the Selection Committee shall have the authority to remove the officer from the Honor Council immediately. The Honor Council will elect a new officer from the regular membership within 14 days.

##### **President**

The President shall be elected from the regular membership of the Council. Duties of the President are:

1. to call meetings related to education and the regular business of the Honor Council;
2. to schedule, chair and facilitate hearings on violations, but to have no vote in such hearings (except in the case of appeals);
3. to ensure that persons accused of violations are advised as to their rights under the Honor Code;
4. to generally ensure that hearings are conducted in a fair and equitable manner, protecting the rights of the accused;
5. to carry out other duties prescribed under the Honor System and as may be determined by the general membership of the Council.

##### **Vice-Presidents**

The Vice-Presidents shall be similarly elected from the regular membership and will carry out the full role of the President when the President is unable to do so. When not substituting for the President, the Vice-Presidents are full voting members of the Council. Regular duties of the Vice-Presidents are:

##### **Vice-President for Education**

1. to initiate and coordinate the education activities of the Honor Council for the entire campus community, including online/distance students;
2. to take minutes of all official meetings of the Council, except violation hearings;
3. to carry out other duties as may be assigned by the President of the Honor Council.



### **Vice-President for Administration**

1. to insure the confidentiality of all violation hearings by requiring all participants to sign a confidentiality pledge before being admitted to the hearing;
2. to electronically record all violation hearings and associated penalty determinations; to compile a written summary of the recorded hearings when requested;
3. to provide for safe and confidential storage of such records; to provide such records to University administrators and/or the Appeals Committee upon request by the President of the Honor Council;
4. to timely destroy all records of hearings resulting in a verdict of “not guilty.”

**Voting.** Voting at all meetings of the Council shall be by a show of hands, and the tally shall be entered into the minutes or record. The specific votes of individuals shall not be recorded in any format during hearings. A simple majority shall constitute an affirmative vote on any issue, unless otherwise specified.

**Attendance.** Attendance at regular meetings and violation hearings (when the member is called by the President) is mandatory. In case of a conflict of interest or a personal emergency, a member of the Council may be excused from a violation hearing by the President, who will appoint another member to serve in the place of the excused member.

**Confidentiality.** All matters related to violation hearings shall be kept confidential by the participants, who will be required to sign a confidentiality pledge prior to participation. Persons accused of a violation are exempt from this requirement. All members of the Honor Council shall sign a general confidentiality pledge as a condition of their appointment. After the time period for an appeal has expired, cases may be discussed in general terms among the members of the Honor Council for the sole purposes of educating the Honor Council and ensuring consistency. Specific information that might reveal the identity of the accused shall never be disclosed. In addition, aggregate (group) summary data regarding verdicts and penalties may be provided from time to time to the Faculty Senate for the purposes of information and education. Individual cases shall never be discussed in a manner that would potentially reveal the identity of the accused. Violation of this confidentiality clause by any member or advisor may warrant immediate dismissal from the Honor Council.

**Removal of Honor Council Members.** The Honor Council, as a body, may petition the Selection Committee to remove and replace any member for cause, including excessive absence, unprofessional behavior; breach of confidentiality (mandatory removal), or violation of the Honor Code (mandatory removal). Using the authority granted to it here, the Selection Committee may remove the member and appoint a replacement by whatever means are deemed appropriate by the Committee.

**Faculty Advisor.** The Faculty Advisor to the Honor Council shall be appointed by the University President, after consultation with the Provost, Speaker of the Faculty Senate and the Honor Council, and shall serve at the President’s pleasure for no more than a two-year term. The Advisor must have served at least one semester as a Co-Advisor as a pre-condition of appointment. The Advisor shall function as a liaison between the Administration/Faculty and the Honor Council and shall attend all violation hearings and shall attend other meetings as appropriate, in an advisory role only. The Advisor shall assist the Council in all matters, but shall have no authority to vote or otherwise influence decisions in violation hearings, other than to advise the Council relative to past decisions and existing rules of procedure. The Advisor shall also function as the Budget Officer for the Council.

**Faculty Co-Advisors.** The University President shall also appoint one or more Co-Advisors who shall function to assist and substitute for the Advisor when needed, and are hereby granted the authority to be present during violation hearings and penalty deliberations.

### **5.4.5.2.2. Violations of the Honor Code**

**All students are considered bound by the Honor Code upon admittance to the University.** Violations of the Honor Code fall mainly within the categories of cheating, plagiarism, and lying related to any academic matter. Some examples of these categories of violations are presented below, but are by no means an exhaustive list.

1. **Cheating** – the unauthorized usage of notes, books or other materials on a test, quiz, or examination; copying ideas or facts from another student’s writing, whether online or in a face-to-face class; giving or receiving any pertinent information during testing, or giving or receiving, without authorization, test questions or other related information prior to the test; submitting a paper written for another class without specific permission of the instructor; giving or receiving unauthorized assistance on a paper, project or other assignment; distributing via the internet or other means (whether or not for compensation) any instructor-provided lecture notes or other class materials without the written consent of the instructor; sharing access to online course materials, quizzes, exams, or other course materials without the written consent of the instructor.
2. **Plagiarism** – the use of facts, ideas, phrases, charts, etc. from any source without giving credit for the information. In a paper, report, or similar graded submission, all un-acknowledged material is assumed to be the original work of the writer. **Ideas and information from another source, whether paraphrased or a direct quotation, must be acknowledged using a standard documentation format such as MLA or APA.** The downloading of papers from the Internet and submission of the material as work done by the student is one of the most blatant examples of plagiarism. Individual professors are responsible for explaining their referencing policies in each class.
3. **Presenting false information or lying** – includes consciously furnishing false information to other students, faculty members, or administrators with the intent to mislead. Examples include, but are not limited to misrepresenting activity outside the classroom (reports on fieldwork, internships, etc.) or improperly seeking special consideration, or privilege (e.g., for postponement of an examination or assignment deadline, etc.).
4. **Aiding and abetting a violation of the Honor Code** – includes intentionally: (a) providing information or other assistance to another person with knowledge that such aide could be used to commit any of the violations noted above; or (b) providing false information in connection with any inquiry regarding academic integrity.

#### 5.4.5.2.3. Reporting Honor Code Violations

Reporting violations of the Honor Code is a responsibility of all members of the University community, including all students, faculty and administration. Any tolerance shown for such violations is, in fact, assisting in the violation.

Violations are to be reported in writing to the President of the Honor Council, following the procedure set forth by the Honor Council. In the President’s absence, violation reports may be submitted to any active member of the Honor Council, who shall immediately transmit the report to the President. Violation reports should provide full information on the violation and must be signed. Violation reports may also be submitted online, following procedures provided at the Honor Council website.

Upon receipt of a violation report, the President of the Honor Council shall convene a meeting of the Screening Committee to determine whether or not the reported violation has merit to proceed to Honor Council hearing. The person reporting the violation shall be timely notified of the scheduled Screening Committee meeting and shall be given the opportunity to present evidence at the meeting.

Honor Council procedures are conducted on Class-days, which are defined as Monday through Friday during any semester except official University holidays and other days when the University declares that classes will not meet.

#### Screening Committee

The Screening Committee is composed of three members:

- President of the Honor Council (Chair of the committee)
- Faculty Advisor to the Honor Council
- A voting member of the Honor Council (selected by the President of the Honor Council)

Should any member of the Screening Committee not be able to serve due to a conflict of interest, or other legitimate reason, the President of the Honor Council may appoint a replacement as follows:

- President of the Honor Council – may be replaced by a Vice-President of the Honor Council.
- Faculty Advisor to the Honor Council – may be replaced by a Co-Advisor.
- A member of the Honor Council- may be replaced by another member.

The Screening Committee may, on its own initiative, excuse a committee member for cause, and may function with a quorum of two members, one of which must be an Advisor, when necessary.

The Screening Committee shall function to determine whether or not a reported violation of the Honor Code has merit for transmittal to the Honor Council for a hearing. The Committee makes no determination of guilt or innocence.

Upon receiving a report of a violation, the President of the Honor Council shall, within three class-days, notify the membership of the Screening Committee. A meeting of the Screening Committee shall occur within five class-days of notification. Other persons may be called to participate at the discretion of the Committee. All portions of the Committee meeting are to be held confidential, except:

- Upon determination that a reported violation has insufficient merit for hearing, the President of the Honor Council shall so notify the reporting person and the accused, if appropriate, and shall immediately destroy all records relating to the reported violation. There is no further action taken.
- Upon determination that a reported violation has sufficient merit to proceed to hearing, the President of the Honor Council shall immediately notify the appropriate Council members and schedule the hearing within the next (ten) class-days (but not earlier than 72 hours after notice to the accused student). The President of the Honor Council shall also immediately notify the accused student via the student's Thomas University e-mail, or by documented hand-delivery, giving notice of the alleged violation, date and time of the scheduled hearing, rights of the accused under the Honor Code, and the opportunity to meet with the President of the Honor Council, or the President's designee, for further clarification prior to the hearing (especially as regards procedures of Honor Council hearings, the possible effect of admitting the violation prior to hearing, the calling of witnesses, access to evidence, and the right of the accused to have a non-participatory advisor from within the University community present with the accused at all proceedings). A copy of the Screening Committee's report shall be made available to the accused student upon request. The accuser shall also be notified of the hearing.

#### **5.4.5.2.4. Accelerated Schedule: For violations reported during the last two weeks of any semester:**

- Screening shall occur within two class-days following receipt of the violation report.
- The student shall be immediately notified via University e-mail if merit for hearing is determined at the screening.
- Hearings will be scheduled within four class-days of the student notification but no earlier than 72 hours following notification.
- Violations reported less than 5 class-days prior to the end of any semester (last day of exam week) may be addressed by the Council at the beginning of the following semester, prior to the end of the drop/add period.

#### **IN ALL CASES:**

- Notification via Thomas University student e-mail will be adequate notification for all Honor Council/Honor Code issues.
- If an Honor Code issue is pending on the last day of a semester and the student has been duly notified of such, further notification by the Honor Council via Thomas University student e-mail shall be considered adequate

notification for a period of 14 days after the end of the current semester.

- A student unable to physically attend a scheduled hearing may attend via conference call or other electronic means, provided arrangements are made with the President prior to the hearing.

#### **5.4.5.2.5. Honor Council Hearings—General Procedures**

Protection Clause: All students are given the right of equal protection under the Thomas University Honor Code. All decisions made pursuant to the Code in screening reviews, full hearings, and appeals shall be based solely on the evidence presented in the case. At no time shall the Honor Council or Appeals Committee consider personal/academic information not directly related to the student's alleged Honor Code violation when determining verdicts/penalties.

Upon notification of the accusation, if the student admits the violation in a written statement to the Honor Council, only a penalty hearing shall be conducted. If the accused student, being duly notified, does not respond or otherwise refuses to participate in the Honor Council hearing process, the hearing shall be held without him/her and shall be based upon all evidence properly submitted for consideration. The evidence may include a written statement submitted by the accused student in lieu of attending the hearing.

All Honor Council Violation Hearings shall be convened by the President, the President Elect, or a Vice President acting in behalf of the President. A minimum of five Council members (in addition to the President) and one Advisor is necessary to conduct any hearing. Attendance by Council Members is mandatory. No public notice of the hearing shall be promulgated. The hearing shall be closed and shall be conducted in private insofar as possible. New Honor Council member "observers" may attend under the authority of the Honor Council President and for the expressed purpose of orientation to the Honor Council. Observers are not permitted to engage in discussion, vote, or otherwise participate in the hearing proceedings. No one shall be present during a hearing other than the Honor Council members, the Faculty Advisor(s), the accuser, the accused, the advisor for the accused, if any, and witnesses. Witnesses may be present only while giving testimony. No person other than the accused shall be present in the hearing room without a signed confidentiality pledge.

The President shall chair the hearing and shall be responsible for ensuring fairness in the proceedings. The President shall call all witnesses, including (in order): the accuser, witnesses for the accuser, the accused, witnesses for the accused, followed by a final statement which may be made by the accused. All witnesses, the accuser and the accused may be questioned by the members of the Honor Council and by the accused. The accused, the accused's advisor, if any, and the accuser may be present for the entire hearing, except during the verdict and penalty deliberation by the Council. The President shall be responsible for having these procedures followed in the hearing and shall conduct the hearing generally following Robert's Rules of Order.

The Vice President of Administration shall electronically record the hearing and, on request by the President, shall provide a written summary to accompany the recorded version, including the names of all witnesses and Council members present. All documents pertaining to the Honor Council hearings shall be kept in a secure (locked) file cabinet or password-protected electronic file accessible only to the President and Vice President-Administration of the Honor Council. If the case does not merit a full hearing or if the accused is found not guilty, all documents shall be immediately and permanently destroyed by the President of the Honor Council.

#### **5.4.5.2.6. Witnesses in Honor Council Hearings**

Both the accused and the accuser may call witnesses to testify in the hearing.

##### **Witnesses called by the accused:**

It is the responsibility of the accused to provide the President of the Honor Council with a list of witnesses that the accused intends to call to testify in the hearing. The list of witnesses and the name of the non-participatory advisor (if any) must be provided to the President of the Honor Council before the beginning of the hearing and must specify whether each witness is a material witness or a character witness. The accused may call no more

than one character witness to appear, however any number of character witness statements (written) may be presented. The character witness must be a member of the University community. The non-participatory advisor must be a member of the University community and may not be a character witness or a material witness and may not make statements during the hearing.

- Material witnesses must have specific knowledge of facts related to the accusation.

#### **Witnesses called by the accuser:**

- It is the responsibility of the accuser to provide the President of the Honor Council with a list of any witnesses that the accuser intends to call to testify in the hearing. The list of witnesses (if any) must be provided prior to the hearing.
- At the request of the President, witnesses for the accuser shall sign a statement of intent, acknowledging that attendance at the hearing is mandatory and that not testifying is a violation of the Honor Code. Such statements shall be submitted with the list of accuser's witnesses.
- Only material witnesses with specific knowledge of the facts related to the accusation may be called.

#### **General provisions related to witnesses:**

- It is the sole responsibility of the person calling witnesses to insure their presence at the hearing.
- All witnesses to be called for either side shall be required to sign a pledge guaranteeing confidentiality of all aspects of the hearing. The accuser shall be required to sign the pledge as well. Violation of the Confidentiality Pledge is in fact a violation of the Honor Code and subject to penalty. The accused is exempt from this requirement, but is urged to consider the value of maintaining the confidentiality of the proceedings.
- Witnesses shall be present in the hearing only while testifying, unless otherwise ordered by the President.
- All witnesses may make statements and may be questioned by the Honor Council and by the accused.
- If two students are accused of related violations (for example: a student writes a paper and provides it to another student who copies all or part of it and submits it as his/her own work), it is mandatory (at the discretion of the Council President) that each student be present to give testimony at the hearing of the other student. Failure to do so will constitute a separate Honor Code violation, resulting in having "REFUSED TO PARTICIPATE IN HONOR CODE VIOLATION PROCESS" noted on the student's academic record (transcript) for a period of three years.

#### **5.4.5.2.7. Violation Hearing Verdicts**

Following completion of all testimony, the Honor Council will address the verdict. No one other than the Honor Council members and the Faculty Advisor(s) may be present during the verdict deliberation. The President shall continue to chair the hearing, but shall not participate in the deliberations and shall not vote. A simple majority vote of the participating Honor Council members present shall determine guilt or innocence.

**Verdict of Not Guilty.** Upon determination that the accused is not guilty of the violation, the President shall instruct the Vice President of Administration to immediately destroy all records of the hearing and shall inform the accused via University e-mail. In this circumstance, the fact of the accusation shall not be held against the accused in any manner by any member of the University community.

**Verdict of Guilty.** Immediately upon reaching a guilty verdict, the Council shall determine the penalty for the violation. The President shall continue to chair the hearing, but shall not participate in the deliberation or the vote. A simple majority vote shall determine the penalty. Within five class-days following the hearing, the President shall notify the accused via the student's Thomas University e-mail address. The e-mail shall state the verdict, the penalty for the violation, and the appeal option available. The President will also notify, via copy of the e-mail, the Chair of the Division in which the offender is registered, the Vice-President of Academic Affairs of the University, the Registrar, the Faculty

Advisor to the Honor Council, the Athletic Director (if the student is an athlete), the Office of Enrollment and Student Affairs (which shall re-evaluate the student's eligibility to receive University scholarships in light of the Honor Code violation), the student's advisor and any other pertinent professor if action related to the penalty is required of the professor. If the accuser is a student, he/she may be notified of the finding of guilty or not guilty (only) upon request to the President of the Honor Council.

#### **5.4.5.2.8. Penalties**

Penalties that may be assessed by the Honor Council include:

1. Immediate expulsion with "HONOR CODE EXPULSION" noted permanently on the student's academic record (transcript). See specific rules concerning the penalty of expulsion below.
2. Suspension for one semester with "HONOR CODE VIOLATION" noted on the student's academic record for a stated time, pending certain conditions, and "F" in the course in which the violation occurred.
3. "F" in the course in which the violation occurred with "HONOR CODE VIOLATION" noted on the student's academic record for a stated time, pending certain conditions.
4. "F", "0", or "no credit" on the test or assignment on which the violation occurred. This score will be included in the computation of the final course grade and no additional course work will be assigned or submitted to compensate for the "F", "0", or "no credit."
5. Resubmission of the assignment to the professor with a limited (reduced) number of earned points possible for the assignment.

The Honor Council may combine, modify, or attach such conditions to the penalties as it deems justified, within the general context of the Honor Code. Conditions may include completion of a course in ethics, a specified number of meetings with a designated mentor and other, similar provisions.

In no case shall any penalty assessed by the Honor Council for a violation of the Honor Code justify any refund of tuition or fees paid to the University by the offender, nor shall it relieve an offender of any debt legally owed to the University.

Expulsion is a penalty normally reserved for especially egregious offenses (such as stealing and selling copies of exams, and for some repeated offenses). The University has placed great trust in the judgment of the members of the Council. If the unanimous vote of the Honor Council members present for a hearing supports expulsion from the University, the accused will be notified in writing and an automatic appeal /review process will be initiated. If the vote for expulsion in a particular case is not unanimous by the Honor Council members present in the hearing, the Honor Council must continue to deliberate until an alternative appropriate penalty is determined.

The Honor Council shall maintain the record of the violation hearing in its secure files. In its consideration of penalty assessment, the Honor Council may consider factors such as the student reporting him/herself, and the student admitting the accusation upon being accused. The Honor Council should also give consideration to the grading policies unique to graduate and undergraduate programs insofar as these policies may affect the severity of the penalty.

No grades, including class withdrawals, are considered final until any and all pertinent Honor Code issues have been completely resolved in accordance with procedures described herein. Any student who withdraws from a course in an attempt to avoid an Honor Code penalty shall receive a final grade of F in that course.

#### **5.4.5.2.9. Appeals of Honor Council Verdicts**

**Appeals Committee** – The Appeals Committee shall be composed of the following members:

- President of the Honor Council (who shall chair the Committee)
- One member of the Honor Council who did not participate in the hearing, appointed by the Chair of the Committee.

- Vice-President of Academic Affairs of the University, or his/her appointed representative.
- Another appointee by the Vice-President of Academic Affairs, who shall be a member of the Faculty Senate.

All issues before the Committee shall be determined by simple majority vote and all members of the Committee are required to vote. A “tie” vote is considered a vote to deny the appeal.

Any student found guilty of an Honor Code violation may appeal the verdict and/or the assessed penalty. The student must file the appeal in writing or via email with the Chair of the Appeals Committee (the Honor Council President), stating what is being appealed and the justification for the appeal, within 10 class-days of being notified of the Honor Council verdict. Upon receipt of the appeal letter the Chair shall convene the Committee within 10 class-days to address the issue. If requested by the Appeals Committee, the Vice-President of Administration of the Honor Council shall be directed by the Honor Council President to provide a summary record of the pertinent hearing to the Committee. The Committee shall hear the reason for the appeal from the student, shall review the summary record of the hearing, may review the entire record of the hearing, and shall make a judgment based on this information. The Committee may decide to hear and consider testimony not presented at the hearing, but it has no requirement to do so. The Committee shall deliberate its decision in private.

No person may be present during the appeal hearing other than the Committee and the student, except that any person called by the Committee to give testimony may be present for that purpose only. The Committee may deny by refusal to hear an appeal, if material justification for it is found lacking, and the Committee may also refuse to hear any testimony that it deems not relevant. Confidentiality of the appeal process shall be identical to that of violation hearings.

Upon compelling new evidence, determination of lack of due process, or disparate impact, the Appeals Committee may change an Honor Council verdict and/or may alter an assessed penalty. Upon reaching a decision, the Chair shall, within five class-days, send notice of the decision to the student via University e-mail and shall formally notify the Honor Council. Since an environment of trust is vital for success of the Honor Code process, if the Appeals Committee alters any decision of the Honor Council, it shall appear before the Council members who heard the original case to explain the reasons for its action.

The Chair of the Appeals Committee shall immediately notify the appropriate Division Chair, the Vice-President of Academic Affairs, the Registrar, the Faculty Advisor to the Honor Council, the Office of Enrollment and Student Affairs, the Athletic Director (if appropriate), the student’s advisor and any pertinent professor, in writing or e-mail, of any change in the verdict or penalty determined by the Honor Council.

Appeal to the President of the University – Upon unsuccessful appeal to the Appeals Committee, a student may appeal directly to the University President, as the final authority. The University President will only consider appeals based on lack of due process (procedural errors) that have been previously denied by the Appeals Committee. The decision to consider or reject a presidential appeal is at the sole discretion of the University President.

If the appeal is accepted for consideration and the President chooses to alter a decision of the Appeals Committee, the Honor Council, the Appeals Committee and all other appropriate parties shall be notified, in writing or via e-mail, and the President shall meet with the Honor Council to explain his/her reasons. If the President denies the appeal, he/she shall also notify the parties accordingly. Appeals to the President must be submitted through the Honor Council President in writing or via e-mail, and within ten class-days of denial of the appeal by the Appeals Committee. The appeal letter must state the basis for the appeal.

After a period of a minimum of five years following the imposition of a penalty for an Honor Code violation, a student may petition the President of the University to have all reference to the violation removed from the student’s academic record. The President will review the student’s justification for requesting this action, but the President is under no obligation to act upon it.

### **5.4.5.3. Education Program of the Honor Council**

An important role of the Honor Council is to educate existing and in-coming students and faculty concerning academic integrity, the Honor Code, and the University's general Honor System. The Honor Council shall design and carry out programs throughout the academic year to instruct and motivate the student body in matters of academic integrity. The Honor Council shall also carry out instructional programs for students (both online and on-campus) during the orientation period and in various courses required of all new students, and on an ongoing basis throughout the academic year.

The Vice Presidents of the Honor Council, with the assistance of the Faculty Advisor shall carry out programs to advise the Faculty, Administration and Staff of the University in matters relating to academic integrity and the Honor Code in general.

The Council's Vice-President for Education shall head the Education Program with the assistance of the Faculty Advisor and all other Council members. The Council shall meet annually with the Faculty Senate to discuss the status of academic integrity on the University campus and future needs relating to the issue.

#### **5.4.5.4. Revisions to the Academic Honor Council**

All revisions to the Thomas University Academic Honor Code require the approval of the Provost. Substantial changes to the Honor Code or Honor Council that alter the Honor Code Pledge, the mission of the Honor Council, or the original intent of the Honor Code and Honor Council require approval by the President and Board of Trustees.

### **5.4.6. Intellectual Property**

#### **5.4.6.1. Purpose**

The faculty, administration, and Board of Trustees of Thomas University (TU) want to encourage the creation of original works by faculty, staff, and students at TU. The purpose of this Intellectual Property Policy is to protect the rights of the creators and the university, and to delineate the ownership rights of these works. The policy regarding ownership of copyrightable works must be consistent with the United States Copyright Law, and the policy regarding ownership of patentable works must be consistent with the United States Patent Law.

#### **5.4.6.2. Applicability**

This Intellectual Property Policy applies to any faculty member, staff member, or student who creates a copyrightable or patentable work using the university's resources. Copyrightable and patentable materials include books, journal articles, texts, bibliographies, study guides, laboratory manuals, syllabi, tests, proposals, lectures, musical or dramatic compositions and performances, art works, unpublished scripts, films, film strips, charts, transparencies, and other visual aids, video and audio recordings, live video or audio broadcasts, architectural designs, programmed instruction materials, websites, computer programs, inventions, discoveries, and trade secrets. Other types of materials may also be subject to copyright and patent laws.

#### **5.4.6.3. Ownership**

The foundation of TU's Intellectual Property Policy is based on the longstanding academic tradition of granting faculty, staff and students the ownership of all copy-rights and patents which result from their research, teaching, and writing activities. Therefore, any copyrightable material or patentable invention or process that is developed or created by a faculty member, staff member, or student at TU will generally remain wholly the property of the creator. This remains true whether the materials are created during the course of the creator's university-related duties or on his/her personal time, for campus-based courses or distance learning. TU's facilities, supplies, clerical support, travel expenses to professional meetings, book purchases, campus library and interlibrary loans, computers, computer software, and data are all used by university employees to fulfill their university-related duties. TU will not claim ownership of created works based on such normal use of TU resources.



#### **5.4.6.4. Exceptions**

Under certain conditions, TU may be entitled to own or share in the profits generated from copyrights or patents if a specific agreement has been made in writing between TU and the creator of the materials clearly defining the terms of ownership. All such agreements will be made between the faculty member, staff member or student and the President of Thomas University. At any time, the owner of a copyright or patent can voluntarily share with TU the profits from their creation. Any such agreement should also be made between the creator and the President.

#### **5.4.6.5. Assigned Tasks and Work for Hire**

The ownership of internal documents developed outside of teaching assignments because of assigned University duty or as a work-for-hire (e.g., committee reports, policy initiatives, brochures, website design) resides with Thomas University unless other arrangements are made in advance.

#### **5.4.6.6. Statement of Commitment**

Thomas University is committed to creating an environment where faculty, staff, and students feel supported in their teaching and research activities. This Intellectual Property Policy is intended to encourage excellence and promote creativity in scholarly research and teaching pursuits at TU by protecting the rights of the university, its faculty, staff, and students.

### **5.5. Non-Academic Violations**

#### **5.5.1. General Student Complaints Policy and Procedure**

Students have the right to seek a resolution to a dispute or disagreement concerning a university policy or action through a designated procedure.

This procedure does not apply to academic appeals, which are conducted according to the steps outlined in the Thomas University Catalog. Violations of academic integrity are addressed and appealed according to the Honor Code. Non-academic violations are addressed and appealed according to the policies outlined in the Thomas University Student Policies Handbook. Please refer to Section 5.5.5.

#### **5.5.2. Drug and Alcoholic Beverages Policies**

Thomas University is committed to establishing and maintaining a drug-free campus. The unlawful manufacture, distribution, dispensation, possession or use of any illegal drug is prohibited in all areas of Thomas University, including buildings, vehicles, and grounds. Thomas University is a tobacco and smoke-free campus.

The sale, distribution, and /or consumption of alcoholic beverages is not permitted on campus or any campus sanctioned university housing or university activity. Violations of these policies shall be considered sufficient grounds for disciplinary dismissal.

#### **5.5.3. Thomas University Sexual Misconduct Policy**

It is the policy of Thomas University to maintain an environment for students, faculty, administrator, staff and visitors that is free of all forms of discrimination and harassment including sexual misconduct. The University has enacted this Sexual Misconduct Policy (the "Policy") to reflect and maintain its institutional values and community expectations to provide for fair and equitable procedures for determining when this Policy has been violated and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy prohibits all forms of sexual or gender-based discrimination, harassment, and misconduct including sexual assault, non-consensual sexual contact, domestic violence, dating violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports complaints about or who otherwise

participates in good faith in any matter related to this Policy. All of the foregoing conduct shall be referred to as "Prohibited Conduct."

Thomas University does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

This Policy prohibits sexual harassment against Thomas community members of any sex, sexual orientation, gender identity, or gender expression in the context of education or employment. This Policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Upon receipt of a report of or once the University has obtained notice of the occurrence of Prohibited Conduct, the University will take prompt and equitable action to eliminate the Prohibited Conduct (if any), prevent its recurrence, and remedy its effects. In addition, the University will fulfill its obligations under the Violence Against Women Reauthorization Act ("VAWA" amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") in response to reported Prohibited Conduct. The University's process for investigating and responding to allegations of Prohibited Conduct are explained in detail below. Students or employees who are found to have violated this Policy may face disciplinary action up to and including expulsion (students) or termination of employment (faculty and staff).

Thomas University also prohibits other forms of discrimination and harassment including discrimination and harassment on the basis of race, color, national origin, ancestry, age, religious belief, marital status, physical or mental disability, medical condition, veteran status, or any other characteristic protected by federal, state, or local law. Such prohibited conduct is addressed in other University policies prohibiting discrimination, harassment and retaliation based on protected status (other than sex or gender).

## **Scope of Policy**

### **A. Person Covered**

When used in this Policy, "Complainant" refers to the individual who is identified as the subject of Prohibited Conduct. "Respondent" refers to the individual alleged to have engaged in Prohibited Conduct. A "Third-Party" refers to any other participant in the process, including a witness or an individual who makes a report on behalf of a Complainant. This Policy applies to all Thomas University community members including students, faculty, administrators, staff, volunteers, vendors, contractors, visitors, and individuals regularly or temporarily employed, conducting business, studying, living, visiting, or having any official capacity with the University and the broader campus community. It is the responsibility of all employees and students to comply with this Policy and to report violations or suspected violations.

### **B. Locations Covered**

This Policy applies to all on-campus conduct and some off-campus conduct as described below. The College strongly encourages reports of Prohibited Conduct regardless of location. Even if it is determined that the Policy does not apply to the conduct, the University will take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

**On-Campus Conduct.** This Policy applies to conduct that occurs on-campus including conduct which occurs on property owned or controlled by the College.

**College Programs.** This Policy applies to conduct that occurs in the context of College employment or education programs or activities including but not limited to Thomas University study abroad or internship programs.

**Off-Campus Conduct.** This Policy also applies to conduct that occurs off campus and has continuing adverse effects on or

creates a hostile environment for any member of the Thomas University community on-campus or in any University employment or education program or activity.

### **Definition of Key Terms:**

#### **Consent**

Consent is a clear, informed, unambiguous, mutual and voluntary agreement that must be given by participants in order to engage in sexual activity. Consent must be actively, not passively, given throughout the activity and may be revoked at any time. Neither a prior relationship nor silence is a sufficient indication of consent. A person who is asleep, drugged, intoxicated, or unconscious may not give consent. A minor or a person whose capacity or ability to provide informed consent is impaired may not give consent. Being under the influence of alcohol or drugs does not diminish one's responsibility to obtain consent. If a person is under the influence of alcohol or drugs—even if they were consumed prior to the sexual encounter and the other person has no knowledge of the consumption—may not be able to give consent as it is defined by law. Likewise, an individual accused of sexual assault or misconduct.

#### **Intimidation**

Intimidation is the use of threats to overcome an individual's freedom of will to choose whether to participate in sexual activity or provide consent. Consent cannot be obtained by intimidation.

#### **Incapacitation**

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if the individual is asleep, unconscious or otherwise unaware that sexual activity is occurring. An individual will also be considered incapacitated if the person cannot understand the nature of the activity or communicate due to a mental or physical condition.

#### **Retaliation**

Retaliation includes adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this Policy. Adverse action may include conduct that threatens, intimidates, harasses, discourages, or coerces. Retaliation can be committed by or against any individual or group of individuals, not just a Respondent or Complainant.

#### **Force**

Force is the use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual activity or provide consent. Consent cannot be obtained by force.

#### **Coercion**

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Consent cannot be obtained through coercion. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity. When someone indicates, verbally or physically, that they do not want to engage in a particular sexual activity, that they want to stop a particular activity, or that they do not want to go past a certain point of sexual interaction, continued activity or pressure to continue beyond that point can be coercive.

### **Sexual Violence**

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual intimidation and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

### **Sexual Assault**

Sexual Assault is having or attempting to have sexual intercourse with another individual by force or threat of force; without effective affirmative consent; or where that individual is incapacitated. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

### **Sexual Harassment**

Sexual Harassment is conduct that creates an intimidating, offensive, or hostile working or learning environment or that unreasonably interferes with work or academic performance based on a person's protected status, including sex, sexual orientation, gender identity, or gender expression. All such conduct is unlawful. "Sexual Harassment" is any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature, whether verbal, physical, graphic, or otherwise.

### **Gender-Based Harassment**

Gender-Based Harassment is harassment based on sex, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal, physical, graphic, or otherwise. To qualify as Gender-Based Harassment, the conduct need not involve conduct of a sexual nature.

### **Stalking**

Stalking occurs when a person engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct consists of two or more acts including but not limited to acts in which a person directly, indirectly, or through third parties by any action, method, device, or means, follows, monitors, observe, surveils, threaten or communicates to or about another person or interferes with another person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant, substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

### **Dating Violence**

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person subjected to such violence. Whether there was such a relationship will be determined based on among other factors the complainant's and respondent's statements and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the parties involved in the relationship.

### **Domestic Violence**

Domestic Violence is a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner; (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence has occurred.

### **Sexual Exploitation**

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for one's own advantage or benefit or to benefit or advantage anyone other than the one being exploited. Examples

of Sexual Exploitation include but are not limited to surreptitiously observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved : non-consensual sharing or streaming of images, photography , video, or audio recording of sexual activity or nudity of the person being exploited or distribution of such without the knowledge and consent of all parties involved: exposing one's genitals or inducing another to expose their own genitals in non-consensual circumstances: knowingly exposing another individual to a sexually transmitted disease or virus without their knowledge and inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity .

### **Confidentiality and Privacy**

The University is committed to protecting the privacy of all individuals involved in the investigation and resolution of reports under this Policy. The University also is committed to assisting students, employees and third Parties in making informed choices. With respect to any report under this Policy, the University will make reasonable efforts to protect the privacy of participants while balancing the need to gather information to take steps to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation but its ability to do so may be limited based on the nature of the request by the Complainant. Where the University is unable to take action consistent with the request of the Complainant the Title IX Coordinator will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

### **At Thomas University, the persons who may preserve confidentiality are:**

Rev. John Rainey- Chaplain (229) 221-3227: jrainey@thomasu.edu. Can assist the student or employee to seek resources and maintain a confidential relationship with the student/employee following the incident.

Archbold Student & Employee Assistance Program (229) 228-2210, Toll-Free (877) 327-2724 or 24-hour Helpline (800) 1-238-8661, www.archbold.org. Can assist the student or employee to seek resources and maintain a confidential relationship with the student/employee following the incident.

### **Responsible Employee:**

A Responsible Employee includes any employee who :

- Has the authority to take action to redress discrimination and harassment:
- Has the duty to report sexual harassment or any other misconduct by students or employees to appropriate school officials: or
- An employee whom a student could reasonably believe has the authority or responsibility to take action.

Responsible Employees have the duty to share a report of misconduct with the Title IX Coordinator. The purpose of this requirement is to permit the University to take immediate and corrective action to respond to the allegations of Prohibited Conduct. **All University employees except for Rev. Rainey are considered Responsible Employees.**

A student may desire to report Prohibited Conduct to the University but to maintain confidentiality: if so, the Title IX Coordinator will evaluate such requests. Where a Complainant requests that the Complainant's name or other identifiable information not be shared with the Respondent or that no formal action be taken. The Title IX Coordinator will balance the Complainant's request with its dual obligation to provide a safe and non-discriminatory environment for all University community members. In making this determination, the Title IX Coordinator may consider the seriousness of the conduct, whether there have been other complaints or reports of harassment or misconduct against the Respondent and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation but its ability to do so may be limited based on the nature of the request by the Complainant. Where the University is unable to take action consistent with the request of the Complainant, the Title IX Coordinator will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant.

### **Reporting- Title IX Coordinator**

The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The College also strongly encourages all individuals to make a report to the College and to local law enforcement although neither is required. These reporting options are not mutually exclusive both internal and criminal reports may be made simultaneously.

The University has designated Chris Lyons to serve as the University's Title IX Coordinator. The University encourages individuals to immediately consult with or report incidents of Prohibited Conduct to the Title IX Coordinator. The Title IX Coordinator can be contacted by telephone, email or in person during regular office hours:

Chris Lyons  
229 221-9154  
[clyons@thomsu.edu](mailto:clyons@thomsu.edu)

Incidents may also be reported to the Thomasville Police Department: the University's Title IX Coordinator can assist individuals with contacting the Police Department.

Inquiries or complaints concerning the College's compliance with Title IX may be referred to the U.S. Department of Education's Office for Civil Rights.

### **Amnesty**

The University reserved the right to grant amnesty from drug, alcohol or other violations of the social code for parties reporting allegations under this Policy (i.e. if alcohol was involved in the incident, the reporting party would not then be charged with an alcohol infraction. Decisions regarding amnesty under this Policy will be made by the Vice President for Student Life in conjunction with the Title IX Coordinator.

### **Complaint Process and Procedure**

Upon obtaining notice of or upon receipt of a complaint of Prohibited Conduct the University's Title IX Coordinator or designee shall begin the Complaint Process and Procedure. Through a cursory investigation, the Title IX Coordinator shall make a determination as to whether the allegations implicate the University's formal investigation and adjudication process. If it is determined that the allegations do not implicate the University's formal process or if the involved parties request an informal resolution of the complaint. The complaint may be resolved informally. However, mediation of sexual assault or sexual violence is never appropriate.

The University may take any interim measures deemed appropriate which may remain in effect until a decision as to responsibility is reached: these measures may include the alteration of class schedules, extracurricular activities, or residential location, removal from classes, additional academic support, withdrawal from class(es) without penalty or restrictions from communicating with involved parties.

The investigation shall be conducted by a trained Title IX Investigator(s) assigned by the Title IX Coordinator. The investigation shall include interviews with the Complainant, Respondent and any person deemed by either of the principle parties as witnesses to the incident(s) in question. Throughout the entire process, the University prohibits retaliation against any person involved in the investigation as a separate violation of University policy: serious sanctions including separation from the institution may result from any act that could be reasonably deemed

retaliation for participation in the process.

The investigation shall be completed within 30 days of the receipt of the complaint unless extraordinary circumstances arise that delay the investigation. At the conclusion of the investigation, the Investigator(s) shall produce a report of factual findings. Both the Complainant and the Respondent will be given the opportunity to review the report and to respond to its contents. Neither party may photocopy or record the contents of the report but may view a hardcopy of it in the administrative offices of the Title IX Coordinator.

Once the report is deemed complete, the Title IX Coordinator shall appoint three (3) trained hearing Panel Members to adjudicate the matter. One of these Hearing Panel members shall function as the administrative Chair ("Chair") responsible to maintain order throughout the adjudication. The Chair is not a voting member of the Panel. The Report shall be presented to the Panel three (3) business days prior to the Hearing. Panel members are responsible to review the report and to call any essential parties to the Hearing for testimony. The Hearing Panel will review the facts of the report and interview both parties and any witnesses presented.

The Panel will make their determination as to responsibility by a majority vote and applying the Preponderance of the Evidence Standard, that is, it is "more likely than not" that the alleged Prohibited Conduct occurred.

The final decision of the Hearing Panel and the application of sanctions if any shall be communicated simultaneously to both parties in writing. An appeal of the final decision of the Hearing Panel must be in writing and submitted to the Title IX Coordinator within 10 business days. An appeal may be raised on one of the following grounds:

1. **Significant Procedural Error:** A procedural error occurred that significantly impacted the outcome of the investigation as it applies to the Appellant (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case must be included in the written appeal.
2. **New Information:** New information has arisen that was not available or known to the Appellant during this investigation and that could significantly impact the findings. Information that was known to the Appellant during the investigation but which s/he chose not to present is not new information. A summary of this new evidence and its potential impact on the investigation findings must be included in the written appeal.
3. **Disproportionate Sanctions:** The sanctions are not appropriate for the violation for which the respondent has been found responsible.

The Title IX Coordinator will determine the appropriate Appeals Officer for evaluating the appeal and notifying both parties in writing of the appeal request.

The Appeals Officer may determine an outcome based on the information provided in the appeal without further action of the parties involved. Should the Appeals Officer determine the need for a meeting the meeting is not intended to be a full re-hearing of the allegation and evidence. The Appeals Officer may also refer the matter back to the investigator(s) to collect additional information. Appeal decisions will affirm the original decision(s) or modify the original decision and/or sanctions.

The Appeals Officer's decision is the final determination of University violations. If the Appeals Officer upholds the original findings the effective date of any sanctions imposed will be the date of the original decision letter. The Appeals Officer will provide both the complainant and the respondent with written notice of the outcome of the appeal within ten (10) business days.

#### **Education:**

Thomas University is committed to preventing discrimination. To that end, this policy and these procedures will be printed in appropriate Thomas University publications. In addition, educational programs will be conducted annually by the University to:

1. inform students, faculty, staff, and administration about identifying discrimination and the problems it causes
2. advise members of the University community about their rights and responsibilities under this policy
3. Train personnel in the administration of this policy.

**Resources:****Off-Campus Resources**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the University unless the student/employee requests the disclosure and signs a consent or waiver form.

Halcyon Home Inc. Domestic/Sexual Violence Shelter 600 E. Clay Street. Thomasville. GA 31792 (229-226-5096)  
Services are available to respond to allegations of a domestic violence upon male victims. Support for adult male victims does not include residential. Residential is for women only.

The Treehouse Advocacy Center  
229-977-1639

Website: [treehousecac.com](http://treehousecac.com) or email: the [treehousecac@gmail.com](mailto:treehousecac@gmail.com)

Provides adult sexual assault services in Thomas County

Domestic Violence Hotline: 1-800-799-7233 (SAFE)

Rape Crisis Center in Thomas County: (866) 577-3600

Georgia Network to End Sexual Assault (GNESA)

<http://gnesa.org>

DHR Protective Services (child/disabled adult)

866-552-4464

Provides individual investigation of all allegations and present if necessary to the court for action as recommended by investigators.

#### **5.5.4. Traffic Violations**

Traffic and parking regulations at Thomas University have been implemented to provide safety and convenience to all members of the university community. Students who operate motor vehicles on campus or on any university-sanctioned property are expected to adhere to the applicable laws of the State of Georgia and to obey all posted signs related to traffic regulations and parking. These rules shall be applicable to all individuals who operate or park on the Thomas University campus at any time. Vehicles that violate these regulations may be towed or impounded at the owner's expense. Additionally, fines, penalties, and other sanctions may be imposed against any person in violation of any provision of these rules. Thomas University assumes no responsibility for the care and/or protection of any motor vehicle or its contents when the vehicle is operated or parked on university property.

#### **5.5.5. Student Code of Conduct**

Students must assume full responsibility for understanding the policies, procedures, rules, and regulations of the university. Students who accept an offer of admission to Thomas University are expected to be responsible citizens of the university and community, to respect the rights of others, and to observe the laws of the state of Georgia. Student offenses at Thomas University are categorized accordingly: Offenses related to persons; related to property; related to the operations of the University; and related to Welfare, Health, or Safety. Detail of each category of offense by category may be found in APPENDIX D.



### 5.5.5.1. Campus Judicial Procedure

The Judicial Review Board provides an avenue for due process for students accused of Level IV Violations of the Student Code of Conduct or students who wish to appeal a decision rendered against them. Violations are classified according to levels and penalties are levied accordingly. See APPENDIX B.

Students accused of a Level I or Level II violation will be referred to the Residence Hall Director for a decision and appropriate disciplinary action. If the accused student is not satisfied with the decision being rendered, the student may appeal to the Housing Manager within five (5) days of the initial decision. The decision of the Housing Manager in Level I and Level II cases is final. Students accused of a Level III violation will be referred to the Housing Manager for a decision and appropriate disciplinary action. If the student is not satisfied with the decision, the student may appeal to the Vice President for Student Life within five (5) days of the initial decision. All Level IV violations will be referred to the Judicial Board of Review. Please refer to Section 5.5.5.6 for Procedural Timetable.

The Judicial Review Board has full authority to dispense disciplinary action based on the facts of the case. Disciplinary actions are defined in the Student Code of Conduct and are based upon the severity of the offense APPENDIX B.

The Judicial Review Board meets only when a case is classified as a Level IV case or a student request an appeal by the Judicial Review Board. The Chair of the Judicial Review Board will convene the board and summon all parties to the hearing as needed. Failure to abide by a summons from the Chair of the Judicial Review Board is a disciplinary offense, which may result in further disciplinary action.

Thomas University falls under the jurisdiction of local law enforcement. Students violating criminal or civil codes will be prosecuted by local authorities and will be provided the judicial processes thereof.

### 5.5.5.2. General Authority in Matters of Student Conduct and Discipline

**Violations of Law:** Students charged with violation of a Federal, State, or local law, may be brought before the appropriate civil authorities as a result of direct investigation by such authorities or upon the filing of information by the complaining party. Students, as citizens, are entitled to the protection of law as administered by the courts of this jurisdiction.

**President's Authority.** The University President is the ultimate authority in matters of student conduct, discipline, and the promulgation of rules, regulations, and policies for student governance. Students are expected to conduct themselves as a responsible member of the university community.

### 5.5.5.3. Reporting Alleged Violations

It is the responsibility of the Vice President for Student Life to file Level IV cases with the Chair of the Judicial Review Board within 10 days of the initial report of the violation unless there are extraordinary reasons why the case was not filed in a timely manner.

### 5.5.5.4. Elements of Essential Fairness in University Judicial System

Students are entitled to the following rights where the student may be impacted by the disciplinary action. Students are entitled to:

1. be informed in writing of the alleged violation of the Student Code of Conduct or the corresponding legal charge. An alleged violation of law will be handled through the processes of local law enforcement
2. be informed in writing of the procedures of the Judicial Review Board, which will hear Level IV cases or student appeals
3. have 72 hours in which to answer charges
4. a fair and impartial hearing, including the right to cross-examine witnesses and to present evidence on their behalf

5. be informed in writing of the decision
6. be assisted by an advisor of the student's choice. The name and address of the advisor shall be submitted no later than 72 hours prior to a hearing
7. a public hearing, if so desired by the student
8. appeal the decision of the Judicial Review Board through the established process.

#### 5.5.5.5. Structures of the Judicial Review Board

The University President, or his/her designee, shall appoint members of the Judicial Review Board, which should include two faculty members, two students, a staff member, and the Chair of the Judicial Review Board. Individuals subject to disciplinary actions shall have their cases heard by the appropriate person or body.

All appointments to the Judicial Review Board are for a period of one academic year, (beginning of fall semester to end of summer semester) with new members eligible to substitute for absentee members during summer semester (or earlier, as directed by the Chair of the Judicial Review Board), after their selection but prior to the beginning of their standard term of membership. Nominations may be from any source, including self-nominations. Nominations are normally solicited during the fall (and early spring) semester and evaluated at the spring meeting of the Selection Committee. Existing members are subject to re-appointment at the spring meeting.

#### 5.5.5.6. Procedures of the University Judicial System

1. **Reporting.** Anyone who alleges a violation of the Student Code of Conduct should report to an administrator in the Office of Student Life. Violations may be alleged by students, faculty, and staff of the or by any aggrieved party. Level IV alleged violations are referred to the Chair of the Judicial Review Board.
2. **Screening.** Students charged with violations of Level IV of the Student Conduct Code shall have their cases adjudicated by the Chair of the Judicial Review Board. The Chair may examine prior records of discipline from the Judicial Review Board, and the record(s) may be introduced in subsequent disciplinary proceedings.
3. **Information Session.** The student will be notified to schedule an appointment for an information session. At this session, the Chairperson will explain the student's rights, alleged charges of violation of the Student Code of Conduct, the elements of essential fairness afforded to the student within the university judicial system, and the student's options within that system. The student will then select one of the following hearing options for a disposition of the case within 72 hours of the filing of formal charges.
4. **Formal Hearing.** The Chair of the Judicial Review Board shall have jurisdiction over Level IV violations and student request for appeal of alleged violations of the Student Code of Conduct when a formal hearing is mandated or requested.
  - a) **Process:** The Chair of the Judicial Review Board notifies all involved parties that they must participate in the hearing. This process must be completed no later than three class days before the actual hearing date. In the interest of justice the Chair of the Judicial Review Board may waive this requirement upon motion of the parties
  - b) **Written Responses:** The Chair of the Judicial Review Board may require the parties to submit a written response prior to holding a hearing
  - c) **Presence at Hearing:** All parties, including witnesses, shall be present for a hearing at the time and location designated by the Chair of the Judicial Review Board. Failure to appear may result in an unfavorable judgment. In the case of a student sexual violence situation, both parties will have the same access to information to be presented in the hearing and the complainant in the case may elect to participate in the hearing by phone rather than in person. Issues involving sexual violence will also have the Title IX Coordinator present at the hearing.

- d) **Public Hearings.** All records and hearings are closed
  - e) **Intimidation.** No person shall threaten, coerce, intimidate, or otherwise attempt to improperly influence any member of the proceeding, litigant, witness, or other person involved or potentially involved in cases over which the university has jurisdiction
  - f) **Order of Hearing.** The hearing shall proceed in the following manner:
    - i. review of charges(s) and evidence submitted by the Chairperson;
    - ii. opening statement by the party bearing the burden of proof of a violation of the SCC or legal charge;
    - iii. opening statement by the student alleged to have committed a violation of the SCC or law;
    - iv. questioning of witness(es) and both parties by the Judicial Review Board at the discretion of the Chair, parties may be questioned individually or together;
    - v. closing argument by the student alleged to have committed a violation not bearing the burden of proof;
    - vi. closing argument by the party bearing the burden of proof;
    - vii. all parties and witnesses dismissed; and
    - viii. Judicial Review Board will discuss and decide, record the majority vote, verdict, and penalty
  - g) **Time Limit on Hearings:** The Chair of the Judicial Review Board will determine the total time allotted for the hearing and may limit the time for any aspect of the hearing
  - h) **Evidence:** All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible. The Chair of the Judicial Review Board may exclude irrelevant, immaterial, or unduly repetitious evidence
  - i) **Decisions:** The decision of the Judicial Review Board committee shall be communicated by letter from the Chair to the parties, the Vice President for Student Life, and the President in writing through email, within 24 hours.
5. **Summary Adjudication:** A student may waive the right to a formal hearing and request a summary adjudication by the Judicial Review Board. A request for a summary adjudication must be presented in writing by the student to the Chair of the Judicial Review Board, and is acceptable only after the student has been advised of his/her rights under this code during the information session.
  6. **Appeals:** Any student found guilty of a violation of the Student Code of Conduct may appeal the decision. The student must file the appeal in writing or via email with the Chair of the Judicial Review Board and the Vice President for Student Life, stating what is being appealed and the justification for the appeal, within 10 class-days of the hearing decision. Upon receipt of the appeal letter, the Chair of the Judicial Review Board and the Vice President for Student Life shall convene within 10 class-days to address the issue. The Chair of the Judicial Review Board and the Vice President for Student Life shall hear the reason for the appeal from the student, shall review the summary record of the hearing, may review the entire record of the hearing, and shall make a judgment based on this information. The Chair of the Judicial Review Board and the Vice President for Student Life may decide to hear and consider testimony not presented at the hearing, but it has no requirement to do so. The Chair of the Judicial Review Board and the Vice President for Student Life shall deliberate its decision in private.
  7. **Commencement of Penalty:** The penalty shall not commence until all appeals within the university have been exhausted.

### 5.5.5.6.1. Campus Judicial Review Procedure Timeline

Action	When
The Vice President for Student Life will file all Level IV cases with the Chair of Judicial Review Board	within 10 days of initial report of violation
Chair of Judicial Review Board will notify the accused student to schedule info session	
The accused student will select a hearing option (if applicable)	72 hours after formal charges filed
The accused student will answer charges	72 hours after notification
The accused student may waive right to hearing and request summary adjudication to Chair of Judicial Review Board	after information session
The accused student will select an advisor and give the name to the Chair of the Judicial Review Board	72 hours before hearing
The Chair of Judicial Review Board will notify all involved parties they must participate	3 class days before hearing
The Chair of Judicial Review Board may require parties to submit written response	prior to hearing
The Chair of Judicial Review Board shares the decision from hearing with involved parties, Vice President for Student Life and President	within 24 hours after hearing/decision made
The accused student may file an appeal to Chair of Judicial Review Board	within 10 class days of hearing decision
The Chair of Judicial Review Board will convene with the Vice President for Student Life to address appeal	Within 10 class days of receiving the appeal

### 5.5.5.6.2. Penalties

The following are possible penalties for violation of the Student Code of Conduct and may be imposed singly or in combination:

- a. **Apology.** A written apology, from the student to the appropriate person(s) or department.
- b. **University Service.** Student performs assigned tasks for the university, not to exceed one hundred hours, as a form of restitution.
- c. **Restitution.** Written direction to replace, repair, or make specific compensation for property of the university or another, which was damaged, destroyed, or misused, or to reimburse an individual for expenses or losses incurred as a result of the actions during the commission of an offense.
- d. **Fine.** A fine is money to be paid as punishment for certain offences. The amount of a fine can be determined case by case. There may be occasions with certain policy violations that a fine is levied against a student. For example, leaving an exterior door propped open is a security violation, which places students at risk and will result in a fine.
- e. **Reprimand.** Written statement expressing disapproval of conduct. A record of reprimand shall be maintained in the Office of Student Life for the period that the reprimand is in effect.
- f. **Probation.** Conditional retention of student status for a specified period of time, during which the student cannot have any other infractions of the Student Code of Conduct, Honor Council, or be suspended. A student's university privileges including University housing may be restricted or revoked during the time of probation.
- g. **Suspension.** Separation from the university for a specific period of time, not to exceed two years. During the period of suspension, a student is excluded from classes and all other university privileges or activities. At the

conclusion of the period of suspension, the student will be permitted to return to the university on a one-year probationary basis if the student also has met applicable readmission criteria.

- h. **Dismissal.** Indefinite suspension from the university. In order to be readmitted, a student dismissed for disciplinary reasons must file a petition for judicial clearance with the Vice President for Student Life, who will present the petition to the President for review and decision. All dismissed students who receive a judicial clearance are subject to all readmission criteria of the university. A petition for readmission may not be submitted until after one full academic year from dismissal.
- i. **Expulsion.** Permanent separation from the university without the opportunity for readmission.

Violation for hazing will result in disciplinary action for the individual and/or group. Penalties may range from a reprimand to expulsion. Hazing is defined as any action, activity, or situation that recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the university. Any activity as described above upon which the initiation, admission into, or affiliation with a university organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

A student will not be permitted to register or enroll for classes, receive grades, receive transcripts, have transcripts forwarded to others, be awarded a degree, or otherwise receive the benefits of student status until the terms of the restitution or judicial hold are complied with. The President or a designated representative may clear judicial holds. Failure to comply by a set date may cause a judicial hold to be placed on the student's file.

### 5.5.5.6.3. Administrative Suspensions Not within the Judicial System

1. **Immediate Suspension for Disruptive Activity.** Students shall be subject to administrative suspension by the President or a designated representative pending a hearing on the charge(s) where:
  - a. The student is ordered by an official or faculty member to cease and desist any activity which disrupts the orderly operation of the university; and
  - b. The student persists in the activity, which is disruptive after receiving the warning and order to cease and desist, and the disruptive activity still disrupts the orderly operation of the university; and
  - c. The President or a designated representative shall decide on the evidence that the activity disrupts the orderly operation of the university.
2. **Suspension for the Protection of the University Community.** Students charged with or convicted of, a violation of law, Board of Trustees policies, or university regulations injurious to the health and welfare of the university community shall be subject to administrative suspension, by the President or a designated representative.
3. **Conditions of Administrative Suspension Not Within the Judicial System.** Where a student is suspended as a result of a charge(s), they shall be entitled to an administrative hearing within 72 hours (during regular University operations) after a written request is delivered to the Chair of the Judicial Review Board, provided that the time period prescribed above shall not include weekends or holidays. Written notice of the time and place of such hearing, along with the name of the hearing officer, shall be transmitted in writing to the student charged. If the hearing is not held within 48 hours as herein provided, the suspension shall be automatically lifted, provided that a delay caused by the student or by circumstances beyond the control of the university shall stop the running of the 48 hour period, and the suspension shall be continued.

### 5.5.5.6.4 Administrative Suspension not within the Judicial System Procedure

Action	When
President or designee will notify the accused student of administrative suspension	immediately
The accused student will submit a written request to Chair of Judicial Review Board requesting an administrative hearing	72 hours after suspension
Written notice of hearing and hearing officer will be given to the accused student	
Automatic lift of administrative suspension	If hearing not held within 48 hours, barring extenuating circumstances

## 5.6 Student Activities & Organization

### 5.6.1 The Role of Student Organizations at Thomas University

Student organizations play a vital role on the Thomas University campus. Student organizations bring students with common interests together and in turn provide leadership and team building skills that will be essential after college. Being a member of a student organization can be an important factor in the success and enjoyment of the college experience. While academic learning is the primary goal of college, co-curricular activities help students learn and grow beyond the classroom and provide students with hands-on training in leadership skills. Participation in student organizations offers the student opportunities for fellowship, leadership, recreation, and meaningful interaction with faculty, staff and students. Students are also encouraged to start their own student organizations to meet the needs of the student community.

#### 5.6.1.1. Contracts

Only duly authorized officers of Thomas University may act as legal representatives of the institution. No student or student organization, including the Campus Activity Board, may legally or financially bind the university in any way.

#### 5.6.2. Campus Activity Board (CAB)

The purpose of the Campus Activity Board (CAB) is to provide a means for responsible and effective student participation in the organization and operation of student activities. Thomas University believes that part of a student's education is the development of his or her talents outside the classroom.

Students are selected by the Selection Committee each spring to serve a one-year term. Under the guidance of the Coordinator of Student Activities, the Campus Activities Board (CAB) is responsible for the planning and implementation of all student activities and events.

#### 5.6.3. Student Activities

Campus Activity Board (CAB) sponsors a full range of activities for the students each semester. These events may include welcoming activities, commemorative events, Homecoming, Fall Harvest Festival, seasonal activities, and a variety of lectures based on student leadership and success. Other events are added based on student interests and requests. All activities are funded through student activity fees.

#### 5.6.4. Student Clubs and Organizations

Students are encouraged to form clubs and organizations that assist in creating networks of individuals with similar interests. Clubs and organizations may be nationally affiliated; based on academic majors or other career needs; assist

in meeting physical/spiritual needs; social in nature; or organized to promote shared values and experiences of members of the Thomas University student body. Contact the Office of Student Life for a current listing of all active clubs and organizations on campus.

Students are invited to participate in Community Chorus, Jazz Ensemble, Theater, and other clubs and organizations. The procedures to establish a club or organization include the following:

1. **Application.** An application for a proposed club or organization must be submitted to the Coordinator of Student Activities and updated annually. The application must contain the names, addresses and signatures of ten charter members, a provision for membership requirements, a faculty advisor, a meeting schedule, and a purpose that is consistent with the philosophy of Thomas University
2. **Approval.** A club shall become an official organization if approved by the Vice President for Student Life. Official recognition of an organization is granted on a year-to-year basis. A renewal application must be submitted during the fall of each year
3. **Show of Good Standing.** Each official club may be required to submit an annual report with its renewal application. This report must show that it is currently actively working towards the purpose of the organization by either: 1) development of service projects for the university or community; or 2) actively working towards the objectives of the club's specialized areas of interest
4. **Funding.** Thomas University will provide no direct financial aid to any student club or organization. However, a space for a club meeting may be scheduled through the Office of Student Life on a space available basis. Limited funding resources may be available through surplus Campus Activity Board funds. An approved club may present a written request to the Campus Activity Board (CAB) for financial assistance on projects which are determined by CAB to have value to the student body of the university
5. **Membership.** With the exception of national honor societies, membership in clubs and organizations shall not be denied to any currently enrolled Thomas University student if the criteria for membership are met
6. **Club Officers.** All official clubs and organizations must have constitutions or bylaws which specify minimum requirements for membership, however all club officers must maintain a minimum 2.0 cumulative grade average or higher, and be free of academic probation. Club officers must also meet general club membership requirements as set forth by the club and approved by the Campus Activity Board
7. **Advisor.** A faculty advisor is required for all clubs. The advisor shall be responsible for ensuring club/organization compliance with University policies and procedures, serving as the University's official representative to the organization, checking student eligibility, and functioning as a resource person to the organization
8. **Amendments and Resolutions.** Any amendment or resolution to a club's application shall be submitted to the Vice President for Student Life for approval by the Campus Activity Board
9. **Authority.** All clubs and organizations shall be subject to all rules and regulations deemed to be in the best interest of the university
10. **Probation.** Any club that does not meet the university requirements, rules, and regulations shall be placed on probation for a period of one semester. A club placed on probation must meet all requirements within the one semester probationary period or request an extension in writing. If the club does not meet all requirements within the one semester probationary period or request an extension in writing, it shall be suspended. A club must obtain the approval of the Campus Activity Board upon recommendation of the Vice President for Student Life, in order to be removed from probation
11. **Reactivation.** In the event a club is disbanded for any reason, it may only be reactivated by beginning with paragraph one of the above procedure.

An application for clubs and organizations may be obtained from the Coordinator of Student Activities. Any registered student organization, after scheduling time and space with the Coordinator of Student Activities, may hold group meetings or other peaceful assemblies both inside buildings and outdoors. A group may utilize public address systems and other electrical amplification equipment. Student gatherings must not disrupt nor interfere with the operation of the institution, nor interfere with or impede vehicular or foot traffic.

#### **5.6.4.1. Clubs and Organizations**

**Alumni Association:** Membership in the Alumni Association is open to all graduates of Birdwood College, Thomas County Community College, Thomas College, and Thomas University, as well as all former students who were regularly matriculated in degree credit courses.

Note: The purpose of the association is to support Thomas University with the emphasis on improving the university's programs, creating institutional pride, developing and enhancing the university's image, and meeting the needs of the university through fund-raising.

**ALPHA CHI:** Alpha Chi, a national honorary, is open to students with junior and senior standing. Students must be in the top 10% of their class, have a minimum GPA of 3.5, participate in student activities, show evidence of community participation, and be of good character and reputation.

**ALPHA PHI SIGMA:** Alpha Phi Sigma, a national honorary for criminal justice students, recognizes scholastic excellence by undergraduate and graduate students in the criminal justice sciences. Students must maintain a 3.0 cumulative GPA and a 3.2 in the criminal justice field.

**ALPHA SIGMA LAMBDA:** Alpha Sigma Lambda is an honor society for adult students who accomplish academic excellence while facing competing interests of home and work. Every spring, an honor ceremony is held to induct new members into the society. The requirements for membership are detailed in the Thomas University catalog.

**Art/Nighthawk Review:** The Nighthawk Review is Thomas University's creative arts journal. The journal highlights the creative work of students, staff, faculty, and friends of Thomas University. The Creative Writing Club meets on Thursdays

#### **Arts for the Community at Thomas University (ACTU):**

**CHI SIGMA IOTA:** Chi Sigma Iota, the international honor society for counseling, in which TUs chapter is Rho Chi Sigma. CSI is dedicated to promoting excellence in counseling. Students are nominated by faculty evaluation, must have a minimum 3.5 GPA over a period of at least 2 semesters in a graduate counseling program and in good standing with the university.

**Creative Writing Club:** This club meets is sponsored by the English department and meets weekly during the fall and spring semesters to showcase art, photography, poetry, fiction and essays from the Thomas University community and beyond. It is open to all students. So, if you like to write poetry, fiction, or non-fiction and/or like to draw, please feel free to come by and be a part of our club!

**Fridays at Noon:** "Fridays at Noon" offers bi-monthly lunch concerts that feature regional and national performing artists. A complimentary lunch is provided.

**Goalline Ministries:** Goalline Ministries uses the powerful medium of athletics to bring the good news of Jesus Christ into the lives of athletes and students on the college level. The dynamic that characterizes Goalline is its commitment to service the local community by equipping, empowering and encouraging students to make a difference for Christ.

**History Club:** The history club is organized to encourage students to have fun with history and understand that history does not occur just in the classroom. Thomasville offers many opportunities for students to interact with the community and enjoy events, and the club promotes that visibility. The club also provides field trips to not only places close to Thomasville but also to venues like Atlanta, Washington, and Williamsburg, VA.

**HONOR Council:** Primary responsibility for implementation of the Honor Code is vested in the Honor Council, which is



composed entirely of members of the student body. The Honor Council has two major roles: education and enforcement.

**KAPPA DELTA PI:** Kappa Delta Pi is an international honor society in education. It is open to students with a declared major in education. These students may be second semester sophomores, juniors or seniors with a minimum of 3.5 on a 4.0 scale and a passing score on the GACE1 exam.

**PHI ALPHA:** Phi Alpha is the international Honor Society for social work. To be eligible for membership, undergraduate students must meet the following requirements: declare social work as their major; achieve at least sophomore status; complete a minimum of 9 hours of required social work courses; have an overall grade point average of at least 3.0 on a 4.0 system; achieve a minimum grade point average of 3.25 in required social work courses.

**PSI CHI:** PSI Chi is a national honor society in psychology. Membership is an earned life honor. Undergraduates must have an overall cumulative GPA of 3.0, rank in the upper thirty-five percent of their class, must demonstrate superior scholarship in psychology, and demonstrate high standards of personal behavior.

**Psychology Club.** The Psychology Club is an organization open to psychology majors and those with a special interest in psychology. Activities include trips to psychology conferences and movie nights.

**SALUTE National Honor Society:** The SALUTE National Honor Society (Service – Academics – Leadership – Unity – Tribute – Excellence) is an honor society, made possible by a generous grant from the American Council on Education/Wal-Mart Foundation, dedicated to recognizing military and veteran students who have displayed outstanding performance in the classroom. This extraordinary honor society is now one of the honor societies now recognized at Thomas University, and the only honor society for veterans only. The SALUTE National Honor Society defines a veteran as any active duty service member, National Guard, or reserve, who has been honorably discharged, regardless of time served or participation in armed conflict.

**SIGMA BETA DELTA:** Sigma Beta Delta is a national honor society in business. Its purpose is to encourage and recognize scholarship and accomplishment among students of business, management, and administration, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. It is open to students in the business administration program who rank in the upper 20% of their class.

**STTI PHI TAU Chapter:** The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge and professional development of nurses committed to making a difference in health worldwide.

**Sundays at Four:** Sundays at Four offers monthly concerts that feature local, regional and nationally-known artists who perform a wide-range of musical styles. Concerts are held at the Thomasville Center for the Arts (TCA), Trinity Anglican Church (Trinity), Thomasville Music and Drama Troupe (TMDT).

**The Thomasville Signers/Thomas University Community Chorus:** This is a community chorus with weekly rehearsals on Monday nights. Participation requires the ability to sing on pitch and a desire to improve singing skills. The Chamber Singers are a smaller choir performing more challenging.

**Thomas University Jazz Ensemble:** Weekly rehearsals are open to all as a way to explore both traditional and modern jazz standards with an emphasis on improvisation and performances throughout the region.

#### **TU Book Club:**

**TU Film Club:** The film club is part of the ACTU, whose mission it is to combine the gifts and energies of Thomas University personnel and students (Act I) with those of community members (Act II) to provide excellent art events for the community.

**TU Theater:** TU Theatre features annual productions with free admission for all. Productions include staged readings, scene work, and short classroom presentations in the fall and a one-act play in the spring.

### **5.6.5. Intercollegiate, Club and Intramural Athletics**

Thomas University offers a full range of athletic opportunities at all levels. University athletes compete in soccer, basketball, swimming, softball, baseball, and golf under the auspices of the National Association of Intercollegiate Athletics (NAIA Sun Conference). Intramural leagues are held dependent upon student interest and request.

## APPENDIX A

### Housing and Residence Life Guidelines

#### Scope and Purpose

##### Thomas University Residence Life

1. Thomas University maintains a Residence Life staff that promotes quality living and an environment conducive to the learning experience for our students. Due to restricted space limitations, Thomas University does not provide housing for married students. University is assigned on a first come first served basis, with freshman being assigned to the Pinetree Residence Hall depending upon availability.
2. Students residing within the Thomas University Housing, or any additional sanctioned “overflow” facility, shall have the following characteristics:
  - a. student shall be a full time student in pursuit of a degree
  - b. student shall maintain a full time academic load while living in University housing (fall/spring)
3. The residential student who drops below the required full time academic load during the course of an academic term (fall/spring) shall have their housing eligibility status reviewed
4. During summer semester, the residential student must carry a minimum of ½ the full time academic load at the initiation of the summer term.

#### Mission and Goals

The mission and goals of the Office of Residence Life.

1. Thomas University supports interaction that promotes awareness and understanding of the diversity that exists within and outside the University community. We encourage acceptance and appreciation of individuals regardless of race, gender, age, ethnicity, ablebodiedness, sexual orientation, socio-economic status, or religious affiliation. We believe each person has value and should be treated with dignity and respect.
2. Thomas University strives to:
  - a. Provide students with a "living and learning" environment that supports the academic mission of Thomas University while enabling the independence and personal growth;
  - b. Provide affordable, safe, well-maintained and furnished housing for our students;
  - c. Foster a community that adopts a high standard of understanding and mutual respect towards its members;
  - d. Assist students with the transition from co-dependent, familial living to the University and throughout the entire University experience through counseling, peer education/outreach, social interaction and educational programming.

#### Residence Life's Six Principles of Community

In the Office of Residence Life, we believe that a college education extends well beyond the classroom. The college experience includes growing and learning through programs, events and activities as well as the experience of living cooperatively with others. We strive to create a learning and living environment that is consistent with the **Six Principles of Community**:

1. Educationally Purposeful: The Residence Life staff will strive to create a place where faculty and students share academic goals and work together to strengthen teaching and learning on campus
2. Open: The Residence Life staff will strive to create a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed
3. Just. The Residence Life staff will strive to create a place where the sacredness of the person is honored and

where the acceptance of diversity is aggressively pursued

4. Disciplined. The Residence Life staff will strive to create a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good
5. Caring. The Residence Life staff will strive to create a place where the well-being of each member is sensitively supported and where service to others is encouraged
6. Celebrative. The Residence Life staff will strive to create a place in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

*In order to accomplish these Six Principles of Community principles, Thomas University works to provide a living environment where scholarship, learning and positive community ideals can flourish. We encourage a respectful environment with appropriate community standards. The responsibility for reaching these goals rest equally with students and staff members alike:*

***Expect Thomas University to...***

***We Expect You to...***

Provide a safe and secure residential community;

Keep your room and exterior doors locked to prevent access by strangers and to report unusual activity or suspicious individuals to Student Life/Residence Life immediately.

Provide a reasonably peaceful and quiet space to study and sleep;

Observe all courtesy and quiet hours by keeping your stereo and voice at reasonable volumes in and around the facility and to remind others that you expect the same.

Respect your privacy and the proportionate use of your room in terms of space and time;

Communicate with your roommate about your preferences for hours of sleep, study, guests in the room; and to work through differences in a calm and adult-like manner.

**THOMAS UNIVERSITY RESIDENCE HALL STAFF**

**Residence Life Staff**

The Vice President for Student Life is the full-time administrator at Thomas University who has responsibility for the overall operation and management of the Residence Hall facilities, creating a vision that promotes student development living in TU facilities, policies and student success programming.

The Housing Manager has oversight responsibility for all housing staff and all aspects of on/off campus University housing. The Housing Manager is responsible for maintaining a safe, secure, and healthy living environment. The Housing Manager supervises the Resident Director.

The Resident Director is the full-time live-in manager for University Housing. The Resident Director monitors the conduct of residential students while enforcing University and housing policies; maintains accurate records; conducts necessary facility inspections; and supervises the Resident Assistants.

The Resident Assistants are community builders who live in assigned Thomas University Housing. They serve as the primary resource to the residents for information and assistance. RAs are full-time students trained to help with most situations that may arise. They are responsible for providing information and referrals to residents; providing educational programs; providing crisis and emergency support; providing general help with residence matters; enforcing University and Residence Life policies; and overall support to all residential students.

## **Residence Life Staff Interventions**

Resident Assistants are present within university housing to assist students in their transition to the University and to participate in the educational process. They provide peer counseling and are often the first point of contact for residents needing referral to other campus resources. The Residence Assistants and the Resident Director attempt to resolve conflicts, which arise within the living community and ensure that residents are acting responsibly.

It is expected that members of the Residence Life staff will uphold University policies. This entails not only being positive role modeling but also the accurate and prompt documentation of reported University policy. Staff members are expected to address student issues as quickly as possible. After the situation has been addressed, an Incident Report will be submitted to the Resident Director and the Vice President for Student Life. Students who have violated University policy should expect some form of disciplinary action.

If an Incident Report results in university disciplinary sanctions levied against a student, that student has the right to appeal the decision. The appeal of any disciplinary sanctions must be made within two business days of the incident and subsequent sanctions. University officials will only hear appeals based on the improper application of University policy.

## **THE UNIVERSITY HOUSING CONTRACT**

### **Housing Contract**

The Thomas University housing contract is a legal and binding document when it has been signed and returned to the Office of Residence Life with a \$300 Room Reservation Fee. The housing contract is in effect for the full academic year if it is executed before the start of the school year; or for the remainder of the academic year if entered into at any time during the course of the year. The University Housing contract does not include vacation housing during the following times: Fall Break; Thanksgiving; Semester Break and Spring Break.

### **Agreement Term**

This Student Residence Agreement pertains to all residential students in housing managed by the Office of Residence Life. The Office of Residence Life reserves the right to make changes to this agreement ongoing and will post the most current edition online. Students are also responsible for reading the Student Policies Handbook as part of gaining greater understanding of the conditions of their stay in university housing.

Our primary means of communication is through a student's official TU email. Any reminders, official statements, and announcements will be communicated through email. Residents are expected to check their TU email account regularly and keep up with the emails from the Office of Residence Life. Thomas University is not responsible for missed deadlines or missed response to requests as a result of a student's negligence to read their emails.

### **Eligibility**

In order to be eligible for occupancy in University Housing, the student must be a full-time degree-seeking student. A student may drop below full time status if they are in their last semester in fulfilling graduation requirements.

### **Rates**

The student agrees to pay all room rates as published for the term of agreement. Semester charges for the room and board are billed to student accounts and processed according to the Billing and Financial Procedures of the University. The University reserves the rights to adjust room and board rates during the term of this agreement. Rate increases will require a 30-day calendar notice to residential students.

### **Contract Period**

The University Housing Contract is for one full academic year, or any remaining portion of the academic year. Upon entering into this contract, the Student and their Guarantor (if applicable) agree to pay all Housing fees during the period of the contract.

## **Annual Renewal/Not-Returning Notice**

All students living in Thomas University Housing are required to complete and submit a new application accompanied with a room reservation fee each academic year to secure housing and/or notify housing they are not returning.

### **Room Reservation Fee**

A room reservation fee of \$300 is to be submitted by all incoming students. This fee requests a space in student housing. It is credited to the students' room and board charges (if applicable) for the semester when the student is assigned and moves on campus. Refer to the Cancellation Policy for information on refund and forfeiture of the Room Reservation Fee.

### **Cancellation Policy**

For students requesting a release for fall and spring semester:

If the Office of Residence Life receives written notification of cancellation from an incoming new or returning student (including juniors or seniors) for **Fall Semester**, cancellations:

- postmarked on or before July 1: room reservation fee refunded
- received after July 1 and prior to the July 15 - room reservation fee forfeited
- received on or after July 15 - student is responsible for full amount of semester housing.

If the Office of Residence Life receives written notification of cancellation from an incoming new student for **Spring Semester**, cancellations:

- postmarked on or before November 27 - room reservation fee refunded
- received after November 27 - room reservation fee forfeited

No cancellation fee will be charged if canceling for the following reasons: 1) graduation; 2) transfer from the university; 3) marriage

If you are transferring from the university, you must provide proof that you have enrolled in another institution. The student must provide an official transcript dated after the official census date of the institution to which you are transferring. Mail the transcript to the Office of Residence Life at 1501 Millpond Road Thomasville, GA 31792.

### **Payment in Full**

The full Housing Fee for one semester, in addition to the Room Reservation fee, must be paid in full by the first day of class. A payment plan is available. Please contact the Business Office for more information at 229.226.1621 ext. 1037.

### **Room Entry**

Authorized University personnel may enter a student's room at any time. Room searches will occur when University official believe a search is necessary to resolve a life, safety or health threatening situations, or when it is suspected that State law or University policy is being violated; to perform requested or preventative maintenance; or, if there is a cry for help, the smell of smoke, or to silence a disruptive noise.

Property can be seized and removed from a resident's room if it constitutes an imminent danger or disruption to the resident or others, when the property is University owned, when state law or University policy is being violated, or when the property is unauthorized.

### **Regular Room Inspection**

Thomas University conducts regularly scheduled Health and Safety Inspections at all student housing facilities. The purpose of these inspections is to monitor the general maintenance, cleanliness and fire safety devices.

When possible, one resident of the room or apartment should be present at the time of the Health and Safety Inspection. At the time of the inspection, a completed inspection sheet indicating results will be left in the room. If a room fails

inspection, it will be re-inspected in twenty-four (24) hours to ensure all inadequacies have been addressed and corrected. Failure to correct inadequacies may result in an assessment of fines and/or possible university disciplinary sanctions.

### **Rules and Regulations**

The University at its sole discretion may amend the rules and regulations. The University agrees to provide one-week notice to the student prior to such amendments taking effect. The University reserves the right to amend the rules and regulations without one week notice in cases where it deems, in its sole discretion, that such amendment is critical to maintaining the safety of its housing facilities. The student will be notified of changes via Thomas University student email.

### **Liability**

The University will not be liable for damage to or loss of property or any personal injury within or in the vicinity of any University Housing facility. As a part of the consideration for this contract, student and guarantor (if any) hereby waive any claim against and covenant not to sue Thomas University or the employees thereof for damage to or loss of property or any injury that might occur within or in the vicinity of University housing, from whatever cause.

Student acknowledges and agrees that the University does not provide insurance to cover the loss of property. The student is advised to obtain insurance covering personal property.

The University will not be responsible for items the student may leave behind when he/she vacates housing; including items left by a student who leaves because he/she is no longer eligible for housing services.

### **Student Code of Conduct**

Students must assume full responsibility for understanding the policies, procedures, rules, and regulations of the university. Students who accept an offer of admission to Thomas University are expected to be responsible citizens of the college and community, to respect the rights of others, and to observe the laws of the State of Georgia. Offenses related to persons; property; operations of the University; and welfare, health, or safety are listed and detailed in APPENDIX D.

### **Residence Life and Housing Policies**

Residence Life Policies and the University Housing Agreement govern all residential students. The following policies are specific to all student housing facilities and are additions to existing policies in the above document and in the contract. The Office of Residence Life reserves the right to hold residents accountable for not adhering to these policies, which may include moving a resident out of the room or terminating residency.

### **Alcohol**

It is unlawful for any person under the age of 21 years to have in his/her possession any alcoholic beverages in either public or private spaces. Thomas University policy further prohibits the possession, distribution, consumption, or sale of alcoholic beverages on campus or at University functions. For these reasons, alcoholic beverages are strictly prohibited in and around the Thomas University Residence Halls or other facilities leased by the University that serves in a residential capacity. Thomas University has a "zero tolerance" alcohol policy and the first violation of this policy shall be immediate grounds for University disciplinary sanctions.

### **Bicycle Storage**

Bicycles are permitted on campus and a bicycle rack is provided. The Residence Life staff may remove bikes that appear abandoned. Please remember that for fire safety, space and maintenance issues, students are discouraged from keeping their bicycles in their rooms or in hallways.

### **Cable Television Access**

Each room in the Magnolia Residence Halls is equipped with a television and basic cable television service. This service

will enable students with a cable-ready TV or a converter box to access the regular service channels that are offered. Premium channels are not available to student housing facilities. Cable television access is provided to residence living in the Pinetree Residence Hall but residents must provide their own television.

### **Common Areas and Lounges**

Thomas University also provides lounge furniture and recreational games within the Common Areas of the Pinetree Residence Hall facility. These furnishings are provided so that students may enjoy group settings and be comfortable in the common areas. Furnishings are not to be removed from the common areas. If common area furnishings are found in individual rooms, disciplinary action may be taken with the possibility of fines being assessed.

### **Computing Resources**

Computers are intended for instruction, study, academic research, and the official work of campus organizations. As with any campus resource, access to academic computing resources is provided to allow members of the community to learn, explore, and grow. Computers are located in the study room inside the Pinetree Residence Hall.

### **Confidentiality**

Residence Life staff will respect private information that residents may share. Staff, however, will not and cannot promise absolute confidentiality. For resident safety and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, emotional distress, suicide concerns, sexual assaults, eating disorders and other serious issues.

### **Damage Responsibility**

Students are held financially responsible for damage to the room, its furniture and fixtures, any missing furniture, and the condition of the areas in and around the University Housing facility. The Resident Director and Resident Assistant will inspect the room following student departure to determine if any damage has occurred and the amount of the charge for repair.

Students are responsible for the condition of the common areas. If you rearrange furniture to accommodate group meetings, please respect the residence life staff by returning the furniture to its original place. Dispose of all garbage within the common area and take care to avoid damaging the furniture or facilities. The cost of repairing damage and/or replacing missing/stolen items in the common areas will be shared equally among all residents unless it is known who is specifically responsible. If you know who is responsible, please inform your Resident Assistant or Manager of Housing so that the appropriate people will be charged.

### **Dealing with Conflict**

Students may experience difficulties with their roommate sometime throughout the course of the year. We encourage all residents to attempt to resolve these issues directly with your roommate. If you are not successful in resolving issues, reach out to your Resident Assistant for help to work through the conflict. If you live in off campus university housing, contact the Resident Director for assistance. In the rare instance that an acceptable solution cannot be found, it may be possible to change rooms or switch roommates. In this event, you must work directly with the Housing Manager in an attempt to determine if a change is necessary and if the change can be made. If changes can be made, you will need to complete all appropriate room change forms and complete the proper check-out procedures for your current room assignment as well as check-in procedures for the room you will be moving into.

### **Decorating/Displaying of Items**

Residents interested in decorating their rooms must adhere to the following guidelines: 1. Fire safety equipment must remain intact and uncovered. Tapestries, posters, and other large wall coverings may not be hung across the ceiling. Decorations must not obstruct exits or access to fire safety equipment. No bookshelves, lamps, or other furnishings may be affixed to walls or ceilings. Decorative/holiday lights must be UL approved and may not be left on unattended. They may not be strung through doorways, windows, hung from the ceiling or placed on bed frames. Live garland, wreaths,



or trees are prohibited in University Housing facilities. Screws and nails may not be used to hang items. Residents are to use 3M Strips that remove without leaving a mark or damaging the wall. Residents may be billed for holes, tape residue, or damage their decorating leaves behind. Obscene or patently offensive material may not be displayed in windows or on the outside of room or apartment doors.

### **Electrical Appliances and/or Cooking Equipment**

Due to electrical requirements and safety precautions, some electrical appliances or equipment are strictly prohibited. These include, but are not limited to appliances with open heating elements (oil popcorn maker, toaster, toaster oven, hot plate-burner type, counter top grill, pizza baker/carousel, counter top sandwich maker, broiler, hotplate, etc.)

*Note: If assigned to an apartment, you may bring these items.*

All electrical appliances and equipment brought into university housing must be tested and listed by an approved agency. These include Factory Mutual (FM), American National Standards Institute (ANSI), and Underwriter's Laboratory (UL). Approved devices are designated with the agency's label.

With an increase in new cooking appliances and devices, this list is not all-inclusive. Please use the above as guidelines. If you have questions regarding an appliance, please ask the Resident Director. All approved cooking appliances and electrical devices must have self-contained, thermostatically controlled heating units and be equipped with automatic shut off. Appliances must not have frayed cords, bent prongs, or be plugged into multiple (octopus) outlets. It is required that students use a UL approved power strip with its own fuse or circuit breaker. It will protect sensitive electronic equipment from damage due to power outages or surges.

### **Emergencies**

In the case of a life-threatening emergency, immediately contact 911. In all other emergencies, your first point of contact is the Resident Assistant (RA).

### **Entrance Door Security**

Outside entrance doors or any other doors providing locked security to a common area must never be propped open. Designated emergency exit doors are restricted to use only during emergencies.

### **Entry and Search**

Authorized University Staff have the right to enter and search rooms at any time. The authorized staff should knock, announce themselves, receive permission to enter, and then enter. In cases where the staff member suspects that a rule violation is taking place, the health and safety of a student is involved, or there is a need to conduct university business, that staff member may enter after knocking and announcing himself or herself. If possible, a reasonable effort will be made to have a resident of the room present.

### **False Information**

Students supplying false information or identification to university staff will be subject to disciplinary sanctions.

### **Fire Safety**

When the fire alarm sounds at any Residence Hall, all residents must evacuate the building. If you are assigned to the apartments, wake your roommates, alert your neighbors and evacuate the building towards the street, not towards the parking lot. Call 911.

Periodically check your battery operated smoke detector. When Health and Safety Inspections are made, Residence Life staff will check the smoke detector and will request that maintenance change the batteries when necessary. You will be held personally responsible to all alterations or removal of this equipment. Contact your Resident Assistant if your smoke detector needs batteries or is not functioning correctly. Removal or tampering with the smoke detection system within the residence halls will result in a fines or disciplinary

## **Furniture**

Residents are encouraged to arrange the furniture in their personal space to create a comfortable environment. Residents are prohibited from removing University furnishings. All other building furniture must remain in its assigned location. This requirement prohibits residents from placing common area furniture or any furnishings from another TU facility in their housing assignment and from “swapping” University furnishings with other residents. Removal of extra or unwanted furniture must be approved by the Housing Manager. During check out, room furniture should be returned to its original positions. The resident assumes responsibility for all property damage that exceeds normal use, wear and tear. Damage or missing property will be billed to the student’s business account during checkout time from the facilities.

All furniture within the room is designed for use “AS IS”. While we encourage students to arrange their furnishings in comfortable and inviting manners, the beds and other furnishings are not to be raised, elevated or lofted in any manner.

## **Game Play**

Residential students are prohibited from bicycle riding, skating/rollerblading, skateboard riding or participating in physical games that may result in injury to the individual or damage to the facility within the University Housing facilities. Such games include, but are not limited to softball/baseball catch, tag games, hackysack, football, soccer, kickball, golf, tennis, volleyball, etc. Students participating in these activities within the residence halls or housing facilities will be asked to refrain from these activities and may be subject to disciplinary sanctions.

## **Guest/Visitation**

Having guests in the Pinetree Residence Hall and University Housing facilities is a privilege, not a right. Residents are responsible for the behavior and actions of their guest(s) at all times. Guests must be properly signed in and must always be escorted by a host resident. Not more than two guests may stay up to three consecutive nights, or a total of 10 days per semester. A resident’s right to privacy and sense of security in his/her room supersedes a roommate’s privilege to have guests. Therefore, regardless of gender or time of day, residents must have the consent of their roommate(s) and the apartment mates in order to have guests anywhere in the room or apartment. It is the roommates’ responsibility to discuss guest visitation and to hold each other accountable. Residents uncomfortable with or incapable of discussing guest’s expectations with their roommates should ask a Residence Life staff member for assistance immediately.

Conduct that infringes upon the rights of others including (1) failure to respect a roommate’s right not to have unwanted guests present in the room/apartment, or (2) failure to respond to requests for guests to leave at any time, may result in judicial action. Even with roommate consent, residents may not host overnight guests for more than two nights in a seven-day period without approval from the Resident Director.

Only residents assigned to a particular room or apartment may live there. Anyone else, including family members is considered a guest and subject to guest visitation policies. No guests under the age of 12 are allowed in university housing facilities between 8 p.m. and 10 a.m. Opposite gender guests are not permitted to stay overnight in the residence halls or in other University Housing facilities. The hours of visitation for guests of the opposite sex in student rooms are from 10 a.m. until 12 a.m. Sunday through Thursday, and from 10 a.m. until 1 a.m. Friday and Saturday.

## **Harassment**

Thomas University is committed to providing a living and learning environment that is free of all forms of abuse, assault, harassment, and coercive conduct, to include all forms of sexual misconduct. Please refer to the Thomas University Policy Manual; Volume VII of the Student Policies, Section 7.5.4 for detailed information about the Student Code of Conduct at Thomas University. If you are a victim of harassment, please call the Resident Director at (229)977-3671.

## **Housekeeping**

Members of the Thomas University maintenance staff will maintain the public areas of the student housing facilities on a regular basis. Residential students are responsible for cleaning up after themselves in their private space, as well as assisting in keeping the common areas clean. Residents are responsible for taking their own garbage to the large garbage receptacle located on every housing facility property. Garbage from individual rooms is not to be placed in the garbage cans within the common areas of the building. Students who persist in leaving garbage around the common areas are in violation of university policy.

### **Hall Access and Room Keys**

The Residence Life staff will provide you with a room access card/fob and a room key when you check in at the facility. The access card will open the front entry door, as well as the door to the back patio. Your key will allow you access to your room. Please be sure to carry your student ID card, access card and room key with you at all times. Only residents of the University on campus housing will be given an access key.

### **Hate Crimes and Bias-Motivated Incidents**

Thomas University values and encourages diversity and is committed to providing a safe environment that protects the rights of all persons connected with the university. The University has no tolerance for acts of intimidation, assault, battery, vandalism, destruction or defacement of property, stalking and other actions that violate criminal and/or civil laws, University policies or student behavior codes.

When such actions appear to be directed at individuals because of their race, gender/gender expression, sexual orientation, age, national origin, marital status, creed, religion, socioeconomic status, physical or mental disability, they are considered to be (1) hate crimes or (2) bias-motivated incidents. Those who commit such actions may be seen to pose a risk to the safety and welfare of a class of individuals. All reported incidents will be investigated. Report all incidents to the Resident Director.

### **Health and Safety Inspections**

The purpose of Health and Safety Inspections is to ensure student rooms and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community. Inspections are conducted a minimum of three times per semester. Students will be notified twenty-four (24) hours in advance of the first inspection. Other inspections will not be announced. During room inspections, Residence Life staff members will inspect the general condition of the living space including bathroom, closets, kitchen (if applicable), all appliances, outlets, and fire safety equipment. Residents will be notified when health or safety violations are found and will be given a twenty-four (24) hour opportunity to correct violation. If the violation is not corrected within this timeframe, the student will be written-up and appropriate disciplinary action will be taken.

Any illegal or prohibited items will be confiscated and referred to the Housing Manager for judicial action. Failure to correct a violation or repeated violation of health and safety standards may result in judicial action or removal from the dorm.

### **ID Cards**

The Office of Student Life provides Thomas University ID cards. Students, faculty, and staff may obtain an ID card during scheduled days, times, and locations at the beginning of each semester. Understanding that we cannot accommodate every schedule, you may schedule an individual appointment with the Coordinator of Student Activities.

### **Illegal Drugs**

Thomas University is committed to establishing and maintaining a drug-free campus. The unlawful manufacture, distribution, dispensation, possession and/or use of any illegal drug or paraphernalia is strictly prohibited in all areas of Thomas University. This policy extends to all facilities that are leased by the University for residential purposes. Thomas University has a "zero tolerance" policy toward illegal drugs and the first violation of this policy shall be immediate grounds for University disciplinary sanctions as well as possible referral to local, state, and/or federal law enforcement.

agencies. If illegal drugs of any variety are found on student housing property all residents of the apartment or room will be removed from housing immediately.

### **Laundry**

The Pinetree Residence Hall has a laundry room for student use. The laundry facility is free for their use. While using the laundry room, please abide by the rules. The Magnolia dorms have wash machines and dryers located in the common area in each quad.

### **Lifesaving Devices**

Tampering with lifesaving devices (which include but are not limited to, fire extinguishers, fire alarm boxes, sprinklers, exit signs, and smoke or heat detectors) constitute a violation of safety standards and is prohibited. Behavior that results in the activation of a fire alarm system is prohibited and will result in disciplinary action, which could result in criminal proceedings.

### **Locked Out and lost or stolen keys/access cards or fobs**

If you lock yourself out of your room between 7 a.m. and 12:00 midnight contact an RA or the Resident Director. If you lock yourself out between midnight and 7 a.m., contact the security officer on duty or a friend.

If your access card/fob or room key is lost or stolen, it is important to the safety and security of all residents to immediately report this loss to an RA or the Resident Director. If your access card is missing, the card will be cancelled immediately and a new access card will be issued. The resident will pay a \$100 fee at the time of access card replacement. If your room key is misplaced, maintenance will be contacted to have the door re-keyed with new keys being issued to yourself and your roommate. The resident will pay a \$100 fee at the time of key replacement.

### **Pets**

Pets are strictly prohibited from living in and/or visiting the residence hall. No animals are allowed within University Housing common areas or individual rooms or apartments. In the event that a service animal is required, contact the Resident Director for approval.

### **Postal Service**

The Pinetree Residence Hall has mailboxes located inside the residence hall. The mailboxes at the Magnolia Residence Halls are located outside between the two buildings. The United States Postal Service maintains regular delivery of the mail. If you are receiving a package that is too large for the mailbox, have it delivered to the Thomas University Magnolia Student Life Building to avoid delivery issues. Packages will be held here for student pick-up. If you have a package delivered to the Pinetree Residence Hall, inform the Resident Director to coordinate a pick-up time.

### **Room Assignments and Roommates**

The Residence Life staff make every effort to select a roommate that matches your interests in critical areas, in order to place students in situations that will be the most comfortable for them.

### **Room Care and Maintenance**

If your room or another area in student housing is in need of maintenance or repair, contact your Resident Assistant or the Resident Director. A service request will be submitted to Thomas University maintenance to address the issue. If the requested service is not provided in a timely fashion, you should contact the RA or Resident Director immediately.

### **Solicitation**

Door-to-door solicitation in University Housing is strictly prohibited. If you are approached in your residence hall by a salesperson, immediately report the incident to the Resident Assistant, Resident Director, or Housing Manager.

### **Storage**

The University does not provide storage space for trunks, suitcases or any other student items. Closets, dressers and the area under the beds provide storage space. If possible, you should coordinate what you will bring with your roommate and plan to bring only items that will fit in your room and/or car. Storing personal property and furniture in University Housing over the summer is not permitted.

### **Theft**

Theft is most likely to occur during the first few weeks of classes since students tend to be preoccupied with moving in, getting settled and becoming acclimated to campus. Remember to lock bikes and room doors and to keep backpacks and book bags with you.

Inventory your belongings. Write down serial numbers for all of your valuables. We also strongly recommend the purchase of insurance if you are not covered by a homeowner's insurance policy.

### **Tobacco and Smoke-Free Campus**

Thomas University is a tobacco and smoke-free campus. The use of tobacco is prohibited within university buildings and walkways, in university vehicles, and on university owned property, not otherwise leased to another organization. This policy applies to all faculty, staff, students, contractors, vendors, and visitors at all university locations. In support, Thomas University provides tobacco cessation and cessation and prevention services.

Parking lots owned or operated by the university are included in the ban. This includes university owned vehicles and use of tobacco in privately owned vehicles parked on university property. This policy applies to all students, faculty, staff, contractors, vendors, and other visitors to all university property. Prohibited tobacco products include, but are not limited to, cigarettes, e- cigarettes, cigars, cigarillos, pipes, hookahs, all smokeless tobacco, and vaporizers. The use of these items is prohibited.

### **Open Flame**

Due to safety concerns, the use of open flames (candles, incense, sage, etc.) is strictly prohibited in all student housing facilities. If these items are found, they will be immediately confiscated.

### **Quiet Hours, Courtesy Hours and Quiet Zones**

Students living in University Housing are expected to respect the rights of others by refraining from excessive noise (stereos playing out the windows, excessive noise from within the room, etc.) Courtesy hours are in effect at all times. During Quiet Hours, audible noise must not be heard outside the room with the door closed.

#### **Quiet Hours**

Sunday - Thursday	10:00 p.m. until 10:00 a.m.
Friday - Saturday	1:00 a.m. until 12:00 p.m. (noon)

*Quiet Hours are in effect 24 hours a day during the last week of class and during Final Exams week.*

### **Visitation**

Residence Hall visitation is permitted during the times designated below:

Sunday - Thursday	10:00 a.m. until 12:00 a.m. (midnight)
Friday - Saturday	10:00 p.m. (noon) until 1:00 a.m.

All visitors must sign the visitor's register located in entrance to the main lobby. Visitors are to remain in the presence of their host while they are in the residence halls. Host residents are responsible for all actions of their visitors.

### **Weapons**

The following items are **strictly prohibited** in University Housing or within any Thomas University facilities: firearms,

ammunition, explosive devices, switchblades, any knives with blades longer than 3.5", metal knuckles, straight razors, martial arts weapons, air guns, paintball guns, spud guns, fireworks, sling shots, camping stoves, or any other item that the residence life staff determines to be a possible threat to the health or safety of other residents. Residents found to have any of these materials in their possession will have the items confiscated and risk possible University disciplinary sanctions.

**APPENDIX B  
CODE OF DISCIPLINE  
Student Offenses by Level**

All offenses are documented and retained in the office of the Vice President for Student Life.

**Level 1 Offenses**

Level I Offense	Examples	Possible Penalties
Disruption to a resident's right to reasonable use of the facility  Compromising basic health/hygiene standards  Significant nuisance issues	Quiet hour violations  Visitation violations  Excessive disruption within the hall or the surrounding community  Improper cleaning or garbage removal  General uncleanliness  Disorderly conduct  Other minor breaches of policy	Apology  University Service  Restitution  Reprimand  Possible escalation to Level II offense

**Level 2 Offenses**

Level II Offense	Examples	Possible Penalties
Significant disturbance to another individual(s) or surrounding community  Repeated disregard for policy/procedure.	Possession/consumption of alcohol within the facility  Failing to recognize authority of staff  Failing to leave a room after being requested to do so  Removing/transferring furniture  Accidentally damaging Residence Hall property  Possessing stolen goods  Smoking within the Residence Hall  Tampering with room fire detection/suppression	Apology  University Service  Restitution  Reprimand  Probation  Fine  Possible escalation to Level III offense

### Level 3 Offenses

Level III Offense	Examples	Possible Penalties
Any action that significantly endangers the safety and security of self, others, property and/or the surrounding community.	Occupying the University Housing rooftops. Engaging in activities involving drinking games Changing or tampering with security equipment Failing to follow fire or other emergency procedures Creating fire hazards Pets within the room Physical alterations Verbal/non-verbal abuse	University Service Restitution Reprimand Probation Fine Escalation to Level IV offense

### Level 4 Offenses

Level IV Offense	Examples	Possible Penalties
Any action that contravenes municipal, provincial or federal law	Possession/use of firearms in University Housing Possession or use of illegal drugs/paraphernalia Engaging in sexual, physical or mental abuse.	University Service Restitution Reprimand Probation Suspension Dismissal Expulsion Filing of formal charges.



## APPENDIX C

### Student Complaints Policy and Procedure

1. **Informal Review and Resolution.** Before filing a formal complaint, the student should discuss the concern or decision with the person with whom he/she differs and attempt to resolve the matter satisfactorily.
2. **Primary Review and Resolution.** If the complaint cannot be resolved informally, the student may file a written complaint to the chairperson or head of the department responsible for the matter in question. The reason for the complaint must have occurred no longer than one semester prior to submitting the written complaint. A meeting or communication between the student and the chairperson or head of the department must occur within ten working days of receipt of the complaint. Following review, the administrator's final decision must be conveyed to the student in writing (email or letter).
3. **Secondary Review and Resolution.** If dissatisfied with the decision of the administrator in the primary review, the student may appeal in writing to the Associate Vice President or Vice President overseeing the academic or administrative unit responsible for the matter in question. This appeal must be submitted within ten days of receipt of the written decision of the primary review. Following review, the administrator's final decision must be conveyed to the student in writing (email or letter).
4. **Documentation.** Documented formal complaints, written communication between parties, and the written decision are stored in the office where the complaint originated. If the complaint escalates to a secondary review, the record of the complaint is stored in the office of the Associate Vice President or Vice President of the academic or administrative unit responsible for the matter in question.
5. **Retaliation.** No retaliation of any kind shall be taken against a student for participation in a complaint. This policy is to ensure that students' complaints will be received, heard, and addressed with consideration of fairness and in accordance with university policies by the appropriate administrator(s).

## APPENDIX D

### Student Code of Conduct (Offenses by Category)

1. **Offenses Related to Persons.** An offense related to a person is committed when a student:
  - a. Intentionally or knowingly, and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner; Threatens (by any means), intimidates, or uses physical force in a manner that endangers the health or safety of another person or which reasonably causes another person to be fearful or to suffer physical or emotional harm. Attempts to coerce or influence any person in an effort to discourage or prevent their use of or participation in any disciplinary proceedings or
  - b. Intentionally harasses another person. Harassment of any kind is unacceptable at and is in conflict with the policies and interests of the university. Moreover, many forms of harassment have been recognized as violations of the civil rights laws by the United States Equal Employment Opportunity Commission and by the courts. Harassment is defined as verbal or physical conduct, which has the intent or effect of unreasonably interfering with an individual's or group's educational performance, or of creating an intimidating, hostile or offensive educational environment on or off campus. Harassment on the basis of race, color, gender, religion, national origin, or sexual orientation includes harassment of an individual in terms of a stereotyped group characteristic or because of that person's identification with a particular group. With reference to sexual harassment, the definition also includes unwelcome sexual advances and requests for sexual favors that might be perceived as explicitly or implicitly affecting educational decisions concerning an individual. Further information on Thomas University's policies and procedures relating to harassment can be found in Volume II of the Thomas University Policy Manual, section 2.2.
2. **Offenses Related to Property.** An offense related to property is committed when a student:
  - a. Knowingly and without consent or authorization, possesses, removes, uses, misappropriates, or sells the property or services of another person or of the university
  - b. Intentionally or negligently damages or destroys property owned or in the possession of another person or of the university
  - c. Obtains the property of another person by misrepresentation or deceptive means
  - d. Enters or uses the facilities or property of another person or the university without consent or authorization
  - e. Intentionally or negligently damages, erases, or otherwise destroys computer software, programming, or data, including the unauthorized duplication of same.
3. **Offenses Related to the Operation of the University.** An offense related to the operation of the university is committed when a student:
  - a. Engages in obscene or indecent conduct on university property or at university-sponsored events
  - b. Forges, alters, possesses, duplicates, or uses documents, records, keys, or identification without the consent or authorization of appropriate university officials
  - c. Falsifies information or records submitted to university offices, administrators, faculty, student organizations, university-wide committees, or hearing officers
  - d. Fails, without just cause, to comply with the lawful order of a university official acting in the lawful performance of their duties and authority
  - e. Permits another person to use his/her Thomas University identification card for the purpose of obtaining an improper benefit or opportunity from the university
  - f. Impersonates another person or misrepresents his/her authority to act on behalf of another or of the

university

- g. Engages in solicitation in or on university property unless such solicitation is approved by appropriate university officials
  - h. Obstructs or interferes with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under this code or of Georgia statute or
  - i. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, or functions of the university.
4. **Offenses related to Welfare, Health, or Safety.** An offense related to welfare, health or safety is committed when a student:
- a. Hazing  

Hazing is defined as any action, activity, or situation that recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the university. Any activity as described above upon which the initiation, admission into, or affiliation with a university organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.
  - a. Firearms and Weapons  

Uses, possesses, or manufactures any firearm, weapon, deadly weapon or other dangerous or flammable material which is strictly forbidden on the property owned or operated by Thomas University

“Deadly Weapon” is defined to be any firearm, knife or substance or object which, in the manner it is used, is intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury.
  - b. Arson
    - i. Intentionally and with willful disregard to persons or property, sets fire to University property
    - ii. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on university property
    - iii. Abuses, removes, or damages fire or safety equipment
    - iv. Fails to vacate a building or facility when a fire alarm is activated
    - v. Fails to leave a building, street, walkway, driveway, or other facility of the university when directed to do so by an official of the university
  - c. Other Offenses
    - i. Uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs or controlled substances, except as permitted by law
    - ii. Disrupts or interferes with a student disciplinary hearing
    - iii. Aids, abets, hires, or otherwise procures any offense to be committed by another
    - iv. Collaborates with another person to plan or endeavor to accomplish an act made unlawful by this code or
    - v. Commits an offense in violation of Georgia statutes, if the judicial system acquires jurisdiction.