

**ADDENDUM TO THE 2018-2019 THOMAS UNIVERSITY CATALOG
FOR FLORIDA STUDENTS IN THE RN – BSN PROGRAM
AT CAPITAL REGIONAL MEDICAL CENTER, TALLAHASSEE, FL and
AT TALLAHASSEE MEMORIAL HOSPITAL, TALLAHASSEE, FL**

Licensure Information

Thomas University is licensed by the Florida Commission for Independent Education to offer this program in the state of Florida (#3447). Further information regarding licensure is available: Commission for Independent Education; 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; Toll Free Number: 888-224-6684.

Drop/Add and Tuition Refund Policy

The Drop/Add period for BSW at TCC students for Spring semester 2019 extends from **Monday, January 14, 2019 through January 18, 2019 at 5:00 pm**. Tuition is refunded in full for students who withdraw within the add/drop period. Withdrawals after the drop period will result in no refund. Refer to the academic calendars for specific add/drop dates. (Catalog, pages 12-14).

The Tuition Refund and Withdrawal policy is stated on page 46 of the Catalog. Add/Drop and Student Account policies is listed on pages 60 of the Catalog

Transferability Disclosure Statement

Policies regarding transfer of credits to Thomas University are described on page 20 Catalog. Transferability of credits earned at Thomas University is subject to the discretion of the receiving institution.

Description of Physical Facilities and Equipment

Capital Regional Medical Center is located at 2626 Capital Medical Boulevard, Tallahassee, FL 32308, on the northeast side of the city. The hospital is approximately two miles south of Interstate 10, and accessed by Capital Circle Northeast, a major thoroughfare which nearly encircles the city. The area surrounding the hospital is mixed commercial and residential.

CRMC provides a 1400 square foot classroom space located inside the main entrance to the hospital on the first floor, right of the entrance rotunda. The classroom contains conference-style tables and chairs seating for up to 50 people, an LCD projector, computer, projection screen, a sink, and storage cabinets. Free parking and free valet service is available immediately next to the entrance. Students, who are also CRMC employees, may park in the designated employee parking lot next to the hospital.

In addition, CRMC provides an 1800 square foot classroom located in an adjacent building (Care Conference Center) located immediately next to the main hospital. This classroom contains conference-style tables and chairs seating for up to 100 people, an LCD projector, computer, projection screen, a sink, and storage cabinets. Adjoining the classroom space is an 800 square foot computer lab space with 20 computer terminals with Internet access available to students in the RN – BSN program. Free parking is available immediately next to the building.

CRMC will also make available exam room space in the facility for students to practice health assessments in the Health Assessment course (NSG 311). Equipment for physical examinations, such as otoscopes, ophthalmoscopes, blood pressure cuffs, tongue depressors, examination gloves, and tables are available to students.

Immediately available to both classrooms are restrooms, a cafeteria, and telephones.

The hospital is compliant with zoning, fire, safety, and sanitation standards as evidenced by the Life Safety Code State Licensure Revisit Survey.

Tallahassee Memorial Hospital is located at 1300 Miccosukee Road, Tallahassee, FL 32308, on the northeast side of the city. The hospital is approximately 1 mile east of the intersection of US 90 and Magnolia Avenue, and 1 mile west of Capital Circle Northeast, a major thoroughfare which nearly encircles the city, and accessed by Miccosukee Road. The area surrounding the hospital is mixed commercial and residential.

Tallahassee Memorial Hospital provides a classroom for classes at the satellite campus. The room has a capacity for 25 individuals with conference style tables and chairs. The room has a computer with internet access, overhead LCD projector. Classroom/laboratory space is available at the satellite campus for teaching health assessment class (NSG 311 Health Assessment). Blood pressure cuffs and monitors, otoscopes, ophthalmoscopes, stethoscopes, and other assessment equipment are available for student and faculty use.

Other on-site resources available to satellite campus students include a hospital medical library, computer stations, and internet access within the hospital. Students are not expected to own a personal computer, but they will be advised that owning a personal computer with high speed internet access will allow them to complete the online portion of coursework on their own time schedule, from home. There is a copy machine located in the hospital for student use.

Adjacent to the classroom are restrooms, a cafeteria, and telephones. Students, who are also TMH employees, may park in the designated employee parking garage attached to the hospital.

The hospital is compliant with zoning, fire, safety, and sanitation standards as evidenced by the Life Safety Code State Licensure Revisit Survey (available upon request).

Policy Regarding Cancellation of Courses or Programs

When individual course sections are cancelled due to low enrollment, students are notified by the Registrar's Office by the first day of classes; academic advisors assist students in registering for another appropriate course. In the event that the RN – BSN program at CRMC or TMH would have to be cancelled, Thomas University would observe the policy requirements for Program Closing proscribed by the National League of Nursing Accrediting Commission Accreditation Manual and Interpretive Guidelines, Policy #16: Program Closing, which includes provision of a teach-out agreement that ensures students are provided, without additional charge, all of the instruction promised by the institution prior to closure but not provided to the student because of the closure, through a program compatible to Thomas University's program in its structure and scheduling at the closed program site.

Faculty Information

See the TU Catalog online for a listing of full-time Nursing faculty.

Placement Assistance

Thomas University offers career services (resume-writing, interview skills, etc.) and placement assistance; however, the University makes no claims of guaranteed placement.

Additional Tallahassee Campus

Thomas University also offers a Bachelor of Social Work program at Tallahassee Community College in Tallahassee.

Code of Discipline-Student Offenses by Level

See Appendix A attached.

General Student Complaints Policy and Procedure

See Appendix B attached.

Unresolved Grievances

After exhausting all Thomas University complaint procedures, a student may contact the Commission for Independent Education for any unresolved grievances at the following address and phone number:

Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Phone: (850) 245-3200

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

Level 4
Offenses

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

Appendix B
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.

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.

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 ~~Prohibi~~

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 cohabited 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: nonconsensual 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) 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
229-221-9154
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 reserves 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 or email: the 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.

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.

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 A.

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.

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.

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.

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.

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.

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.

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 charges(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.

| 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 |