

Student Handbook

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General Information

Mission Statement

We are the University of St. Thomas, the Catholic University in the heart of Houston. We are committed to the Catholic intellectual tradition and the dialogue between faith and reason. By pursuing excellence in teaching, scholarship and service, we embody and instill in our students the core values of our founders, the Basilian Fathers: goodness, discipline and knowledge.

The University of St. Thomas is a comprehensive university, grounded in the liberal arts. Committed to the unity of all knowledge, we offer programs in the traditional liberal arts, professional, and skilled-based disciplines. Graduates of the University of St. Thomas think critically, communicate effectively, succeed professionally, and lead ethically.

Core Values

GOODNESS: We serve God in faith and love by giving of ourselves to students, colleagues, and society.

DISCIPLINE: We demand personal responsibility, accountability, and integrity in ourselves and in one another.

KNOWLEDGE: We pursue truth and academic excellence in the Catholic intellectual tradition, emphasizing the dialogue between faith and reason.

COMMUNITY: We build and nurture relationships that transform our lives, our university, and our world.

Campus Directory

UST Main Line (713) 522-7911
UST Police Department (713) 525-3888

Student Services		Academic Departments	
Academic Advising	(713) 942-3494	Arts and Sciences	(713) 942-3491
Academic Affairs	(713) 525-2164	Art History	(713) 525-3577
Admissions	(713) 525-3500	Bilingual Education	(713) 525-3550
Alumni Relations	(713) 525-3115	Bioinformatics	(713) 831-7866
Athletics	(713) 831-7214	Biology	(713) 525-3166
Bookstore	(713) 525-3806	Cameron School of Business	(713) 525-2100
Business Office	(713) 525-2130	Catholic Studies	(713) 831-7863
Campus Ministry	(713) 525-3589	Chemistry and Physics	(713) 525-2136
Career Services & Testing	(713) 525-3160	Communication	(713) 525-2167
Cashier	(713) 525-6992	Cooperative Engineering	(713) 525-3818
Counseling & Disability Services	(713) 525-2169	Economics and Finance	(713) 525-2104
Dean of Students	(713) 525-3570	Education	(713) 525-3540
Dining Services	(713) 525-3873	English	(713) 525-3172
Doherty Library	(713) 525-2190	Environmental Sciences	(713) 525-3894
Freshman Symposium	(713) 525-3183	Faith and Culture	(713) 942-5066
Health Promotion & Wellness	(713) 525-3513	Fine Arts and Drama	(713) 525-3520
Human Resources	(713) 525-3142	History	(713) 525-3195
International Student Advisor	(713) 525-3503	Honors	(713) 525-3148
IT Helpdesk	(713) 525-6900	International Studies	(713) 525-3530
Jerabeck Activity & Athletic Center	(713) 525-3510	Irish Studies	(713) 525-3592
President's Office	(713) 525-2160	Mathematics	(713) 525-3818
Registrar/Transcripts	(713) 525-2150	Modern and Classical Languages	(713) 525-6915

Student Services		Academic Departments	
Residence Life	(713) 525-3836	Music	(713) 525-3560
Scholarships & Financial Aid	(713) 525-2170	Nursing	(713) 525-2163
Student Activities Office	(713) 525-3576	Philosophy	(713) 525-3591
Student Affairs Office	(713) 525-3570	Political Science	(713) 525-3859
Student Success	(713) 525-6972	Pre-Health	(713) 831-7231
Study Abroad Program	(713) 525-3530	Pre-Law	(713) 525-3816
Title IX Coordinator (for Students)	(713) 525-3570	Psychology	(713) 525-3198
Tutorial Services	(713) 525-3878	Theology	(713) 525-3582
Veterans Services	(713) 525-3505		
Webmaster	(713) 525-3155		

A Message from the Vice President for Student Affairs

August 2023

Dear UST Student:

Welcome to the 2023-2024 academic year at the University of St. Thomas! College provides an opportunity for students to grow in knowledge and to refine their beliefs and values. I encourage you to participate in campus life. By doing so, you will develop new relationships and enrich your college experience leading to new opportunities for personal growth. The Student Handbook and Planner provides the dates for a wide variety of campus events and activities, important deadlines of which you should be aware, and contact information for offices that serve students.

The Mendenhall Achievement Center, on the second floor of Crooker Center, houses offices that can help you succeed at the University of St. Thomas -- the Academic Advising Center, the Career Services and Testing Center, Counseling and Wellness Services, Tutorial Services and Student Success in the Office of the Dean of Students. The University Athletic Director is also located on the second floor of Crooker Center, as is the International Students Office. You will find workshops, events, and athletic competitions organized by these offices listed in the Handbook and Planner. The Student Activities office is on the first floor of Crooker Center, as are the offices of the campus student leaders. These offices provide events and programs that will enrich your student experience. I hope you will use your planner to schedule your class assignments, projects, and tests, but also to schedule the out-of-class activities that help to integrate you into our community.

As the Vice President for Student Affairs, one of my primary functions is to promote community standards which are grounded in our institution's Catholic mission. These standards, which provide the basis for the Code of Student Conduct and the policies included in this handbook, allow us to create an atmosphere on campus that supports and enhances your academic and co-curricular success. We strive at all times to act in accordance with our core values of Goodness, Discipline, Knowledge, and Community.

There are many opportunities for students to be involved in campus life. I hope the Student Handbook and Planner will help you organize your schedule so that you can join a club, become a student leader, enrich your spiritual life, participate in recreational sports, or attend athletic events, drama productions, concerts and lectures.

I wish you a very successful year and invite your input and feedback regarding student life at UST. You can reach the Office of Student Affairs by calling (713) 525-3570 or emailing studentaffairs@stthom.edu.

Sincerely,

Arthur Ortiz

UST Past and Present

In the Beginning

April 28, 1947

The State of Texas approved the University of St. Thomas charter and by-laws on April 28, 1947, making it the first coed, undergraduate Catholic university in Texas.

The founding was a culmination of years of planning by many people, including the Most Reverend Christopher E. Byrne, D.D., bishop of the Catholic Diocese of Galveston, the Rev. Thomas P. O'Rourke, C.S.B., and Mr. George W. Cottingham Sr., editor of the *Houston Chronicle*.

Opening shortly after World War II had ended, UST began with 13 founding faculty and staff members and 42 full-time and 28 part-time students. Classes, taught in the Link-Lee Mansion, cost approximately $300 a year.

The students organized activities such as the Student Council, the *Bluebonnet* newspaper and the Legion of Mary; several dances were held, including the Christmas formal and a barn dance at the Strake Stables, *way out* in the country on Memorial Drive. The most notable event was Mardi Gras in 1950, where 15,000 people attended.

In 1951, twenty students graduated in the first class, setting UST on a path toward success. It was truly a university "born from the heart of the Church."

Congregation of St. Basil

Basilian Fathers

"In 1947, the Basilian Fathers had a vision of a great university in Houston which would be at the service of both the Church and society."

The Most Reverend Joseph A. Fiorenza
University of St. Thomas: Celebrating Fifty Years
1947-1997

The priests of the Congregation of St. Basil first came to Texas from Toronto, Canada in 1899, to establish a school for boys in Waco. The next year, the Basilians came further south to Houston to found St. Thomas College for Boys (now St. Thomas High School).

In pursuit of bringing a Catholic college to the diocese, the Rev. Thomas P. O'Rourke and the Rev. Vincent J. Guinan were among the key Basilians who founded the University of St. Thomas in 1947.

Over the years, Basilian priests have served UST as presidents and administrators, professors, director of the physical plant, residence hall advisers, directors of Campus Ministry, recruiters, spiritual advisers and much more.

Today, Basilian priests continue to actively serve the UST community in a variety of capacities, and the Basilian vision lives on.

Educating Leaders of Faith and Character

The University of St. Thomas builds young men and women of faith and character, educates them to understand themselves and their world and motivates them to act in accordance with Catholic values.

UST President Richard Ludwick believes that as a Catholic university, UST provides a framework of values within which students can strengthen their faith, build their character and become lifelong learners.

Learning about the world requires an education from an institution that understands its own values as it endeavors to educate students about global challenges and opportunities. UST seeks to develop the entire person: spiritually, academically, socially and athletically and provides the knowledge, the discipline and the goodness of countless role models to inspire its graduates to do what is right.

The University Today

After celebrating its 75th year as an institution of higher education, the University of St. Thomas remains a juxtaposition of tradition and change. Founded in 1947, the University remains Houston's only Catholic university. With a current enrollment of approximately 3,300 students, UST strives to maintain that small campus feel, while providing a large campus experience.

Campus life stays active and engaged through large-scale events such as Celt's Day of Service, Homecoming, Deck the Mall, Wonderful Wednesdays and Neewollah, and varsity athletics brings both pride and tradition to the community. The UST Research Symposium continues to be a highly regarded academic event held annually, while spiritual events such as the Mass of St. Thomas Aquinas, living Stations of the Cross, and the Mass of the Holy Spirit follow a schedule of Church celebrations.

With Dr. Richard Ludwick beginning his third year as president and the start of two new athletic programs – baseball and tennis – there continues to be a heightened level of excitement on campus this year. Grounded in the liberal arts, students are offered majors in over 35 areas of study including those in STEM, nursing, business, international studies and education, and to date, approximately 24,000 students have graduated from the University.

The University of St. Thomas embraces the core values held by our Basilian Fathers: goodness, discipline, and knowledge and teaches these core values to the students throughout the curriculum. UST continues to work towards its pursuit of becoming one of the great Catholic universities in America.

Student Services and Resources

Student Affairs

Office of Student Affairs

(713) 525-3570

The Office of Student Affairs, located on the second floor of Crooker Center, provides services and programs designed to enhance the intellectual, spiritual, physical, social, career and leadership development of our students. The office includes the Vice President for Student Affairs, Assistant Vice President for Student Affairs, Dean of Students, Assistant Dean of Students and Director of Athletics.
University Photo Identification Cards are issued by the Office of Student Affairs.

The following offices make up the student affairs division:

- Athletics
- Campus Ministry
- Career Services and Testing
- Counseling and Disability Services
- Dean of Students
- Health Promotion and Wellness
- Recreational Sports

- Residence Life
- Student Activities
- Student Success
- UST Police Department

Athletics
713) 831-7214

The Celts' varsity athletic program is a member of the National Collegiate Athletic Association (NCAA) and the Southern Collegiate Athletic Conference (SCAC). We value your support and hope to see you at our games and matches!

Campus Ministry
(713) 525-3589

https://stthom.edu/mission-faith/

The Office of Campus Ministry, located in Crooker Center, serves students of all faith backgrounds and supports the spiritual life of the entire UST campus community. Guided by the Basilian Fathers and grounded in the Catholic intellectual tradition, Campus Ministry provides opportunities for prayer, dialogue, reflection, and service in an effort to foster the integration of students' spiritual, personal, and academic development. Campus Ministry forms the faith community through liturgies and Sacraments, prayer and retreats, small groups, service experiences, social justice education, and ecumenical and interreligious dialogue. Staff members are available for one-time or ongoing pastoral conversations and spiritual direction.

Dean of Students
(713) 525-3570

The Dean of Students, located on the second floor of Crooker Center, in the Student Affairs Suite, serves as an advocate and resource for students and works to uphold the Code of Student Conduct. Through this office, students can file both an academic and non-academic complaint, report concerning behavior, and file a Title IX complaint.

Student Activities
(713) 525-3572

The Office of Student Activities, located on the first floor of Crooker Center, oversees all club activity on campus, in addition to advising and collaborating with both the Council of Clubs and the Student Activities Board. In addition to coordinating events and student enrichment activities throughout the year, the Office organizes leadership initiatives such as the Centralized Leadership Process and Leadership Summit, as well as hosts campus wide events including Family Weekend, Deck the Mall, Commuter Appreciation Day, Celts' Day of Service, and the end-of-semester Late Night Breakfasts.

Residence Life
(713) 525-3836

https://stthom.edu/residence-life/

The Office of Residence Life readily assists university residential students in maintaining a safe and secure living environment conducive to their academic success at UST. With a program model centered on spiritual

growth, academic success, physical health, cultural development, and community service, the staff seeks to encourage residents to live as leaders of faith and character. Residents are encourages to live autonomously and respectfully, while understanding the true essence of community living.

UST Police Department
(713) 525-3888

https://stthom.edu/police/

The UST Police Department (USTPD) is located in the 1st floor of Moran Parking Center and may be contacted by calling extension 3888 from any campus phone or 713-525-3888 from an off-campus line. Additionally, there are emergency call boxes located on campus which connect directly to USTPD, and upon request, officers will provide security escorts on campus or in the immediate area. Officers are ready to assist the community 24 hours a day with issues regarding the UST parking system, criminal investigations, emergency management, as well as all aspects of personal safety. USTPD believes in teaching our students how to keep safe while on the UST campus, when they are off campus, and when they graduate from the University.

Recreational Sports
(713) 525-3510

Jerabeck Activity and Athletic Center (JAAC) is the focal point of UST's sports, recreation and physical fitness activities. Throughout the year, group exercise classes are offered free to the campus community as well as student discounts to various local fitness classes. Various recreational outdoor trips are also carried out through the recreational sports office. The JAAC contains a large gymnasium, weight room, cardio/fitness room, outdoor swimming pool, dance room, three racquetball courts, sand volleyball court, outdoor recreational space and full access locker rooms. The JAAC also houses our Athletic Department, our Club Sports Association, academic classrooms and the Scanlan Room, used for special events.

Mendenhall Achievement Center
The Mendenhall Achievement Center (MAC) is located on the second floor of Crooker Center and is designed to be a one stop for student success. The Center offers success roundtables and workshops throughout the year, including topics on time management, study skills, note taking, test anxiety, research papers, career development, plus more. The MAC also hosts several programs and initiatives including the Mendenhall Summer Institute, the First Generation Student Group, the Majors Fair and the Insights Mentoring Program.

Office for Student Success
(713) 525-6972

The Office for Student Success offers students short- and long-term college success strategic planning, advice on campus resources available to meet your needs, and assistance to those struggling academically. Visit https://stthom.edu/success/ for additional information.

Academic Advising Center
(713) 942-3494

The Academic Advising Center provides undergraduate students with academic support and guidance as they explore their natural talents and develop academic and career goals. The Advising Center assists undergraduate students with a wide array of academic services including: degree planning, course selection and scheduling, choosing and declaring a major, understanding the core, choosing a minor, developing skills

for academic success, and general academic support. All undergraduate students have access to the Academic Advising Center, and students are encouraged to utilize the Advising Center in addition to their faculty advisors.

Career Services and Testing
(713) 525-3160

https://stthom.edu/career-services/

The Career Services Center works with students on all areas of career development, ranging from choosing a major to preparing a job search to assisting alumni with career transitions. Career Services helps students with resume and letter development, conducts mock interviews, and provides career assessments for those wanting to learn more about themselves in order to make a wise career decision. In addition, the staff conducts workshops and sponsors several job fairs and other events throughout the year. Students can register online on UST Connect to learn about internships, on campus jobs, and part-time and full-time jobs.

https://stthom.edu/testing/

The Testing Center works on an appointment basis to provide a site for students that have been granted accommodations for testing by the Office of Access and Disability Services.

Counseling & Wellness Services
(713) 525-2169

Counseling and Disability Services offers confidential counseling services to students at no additional cost. Services include personal counseling and consultation, group counseling, crisis intervention, community resources and referrals, educational workshops, and mental health and wellness programs. The department also provides disability services for students who may need academic accommodations for learning disabilities, health impairments, physical limitations and psychiatric conditions. Services are typically by appointment; same day appointments may be available for urgent concerns.

Tutorial Services Center
(713) 525-3878

In this office, students receive personalized instruction in academic subjects and writing skills from trained student tutors and staff professionals. Please visit the UST website for a list of subjects and tutor schedules.

Additional Student Services

Office of Undergraduate Admissions
(713) 525-3500

The Office of Undergraduate Admissions recruits new students, both freshmen and transfers, for UST. If you would like to serve as an ambassador for UST and help recruit new students to our campus, consider becoming a Presidential Ambassador. Contact the Office of Undergraduate Admissions for more information on the responsibilities of and how to apply to become a Presidential Ambassador on campus.

Registrar
(713) 525-2150

Visit the Registrar's Office (located in the Herzstein Enrollment Services Center) if you need to add or drop a class, file for graduation, request a transcript, change your major and/or add a minor.

Office of Scholarships & Financial Aid
(713) 525-2170

Visit the Office of Scholarships and Financial Aid (located in the Herzstein Enrollment Services Center) for more information about scholarships, grants, student loans and work-study. Staff are also available to answer your questions about how to complete the FAFSA. Visit https://stthom.edu/tuition-aid/ for more information.

Business Office
(713) 525-6992

Visit the Business Office (located in the Herzstein Enrollment Services Center) to pay your tuition, set up a payment plan, pick up a refund check or book voucher, and pay for parking.

Bookstore
(713) 525-3806

Visit the UST Bookstore (located in the Moran Parking Center) to purchase textbooks for class, school supplies, snacks, UST backpacks, T-shirts, diploma frames and more.

Dining Services
(713) 525-3573

Aramark Dining Services offers restaurant-style dining in the Crooker Center Cafeteria, as well as *Subway*. Aramark provides traditional American cuisine, international fare, Starbucks® and healthy eating, including low-fat, low-carb, and vegetarian meal options.

Doherty Library
(713) 525-2180

https://stthom.edu/library/

The Doherty Library is the main University library. It contains over 260,000 physical books with access to over 220,000 electronic books, 274 databases, and access to approximately 75,000 periodical titles. Call 713-525-2188 for research assistance.

UST students also have access to the Cardinal Beran Library at St. Mary's Seminary - http://www.smseminary.com/library. This library is an integral part of the University's School of Theology, and it subscribes to nearly 200 periodicals and houses over 60,000 volumes. Call 713-686-6844, ext 265 for assistance.

Title IX Coordinator
(713) 525-3570

The University's Title IX Coordinator is a designated agent of the University with primary oversight for coordinating the University's Title IX compliance responsibilities. The Title IX Coordinator's responsibilities are important to the overall development, implementation, and monitoring of the University's efforts to comply with Title IX legislation and regulations. The Title IX Coordinator works to ensure a fair and neutral process for all parties. Students are encouraged to contact the Title IX Coordinator with questions or to discuss Title IX related matters – titleixcoord@stthom.edu.

Student Organizations and Publications

Executive Student Organizations

(The ESO Leadership Office is located in the Student Activities Suite, on the First Floor of Crooker Center)

Student Body President

studentbodypresident@stthom.edu

The Student Body President services as the chief executive officer of the Executive Student Organizations, which is made up of Senate, Campus Activities Board, Diversity and Inclusion Organization, Campus Initiatives, and Treasury. The Student Body President is charged with hosting public forums, cultivating awareness of student needs and concerns to administration, and promoting and supporting student events and activities.

Student Government Association

sga@stthom.edu

The Student Government Association represents the opinions of the undergraduate student body and provides a channel for communication between the student body and the greater University community. It also provides a forum for the expression of student views and interests. Meetings are held in the Basilian room on the first floor of Welder Hall. All students are invited and welcome to attend SGA meetings.

Campus Activities Board

cab@stthom.edu

The Campus Activities Board (CAB) is responsible for planning events and entertainment activities on campus. The goal of CAB is to enhance the student experience by building community and student engagement. CAB organizes events such as Neewollah (UST's annual Halloween bash), Welcome Back BINGO, Celts Got Talent, Geaux Celts Crawfish Boil, Spring Formal and more. CAB provides opportunities for involvement on campus. Apply to be a CAB intern today!

Campus Community

community@stthom.edu

Campus Community coordinates activities for under-represented student populations on campus through both large-scale events and small programs. Their events enhance the cultural experience for all students with activities celebrating Hispanic Heritage Month, Women's History Month, Black History Month, Lunar New Year, First Generation Students, among many others.

Campus Initiatives

ci@stthom.edu

Campus Initiatives coordinates sustainability efforts on campus, leads student activities to increase school spirit, and creates and executes various other University wide initiatives. Events hosted by this group include tailgates, recycling Fridays, and volunteer opportunities that are open to all students.

Treasury

treasury@stthom.edu

Treasury is responsible for the allocations of student activity fee funds to the various ESOs, student organizations, and student groups.

Student Organizations

Registered Student Organizations

rso@stthom.edu

The Registered Student Organization (RSO) is an independent student organization created for the purpose of fostering intra- and inter- club interests. It is comprised of designated representatives from each student club and organization. The RSO encourages and supports the creation of new student clubs on campus and promotes club interaction, club development and student participation in academics and social activities. It provides student clubs the support necessary for the coordination and fulfillment of their constitutional objectives. The RSO office is located on the first floor of Crooker Center, in the Student Activities Suite.

Club Sports Association

ustcsa@stthom.edu

The Club Sports Association (CSA) oversees the various recreational sport clubs, intramurals and recreational trips on campus. The CSA Leadership Team assists in the planning, scheduling, and promotion of practices and competitions within the CSA. The CSA Leadership can be found on the first floor of the Jerabeck Activity and Athletic Complex (JAAC).

Student Publications

CELT Independent

The Celt Independent is student-funded and student-run. Serving a readership of more than 2,000, the newspaper accepts stories, columns and letters to the editor from all members of the UST community.

The staff consists of an editor, assistant editor, business manager, photographer, section editors (as needed) and staff writers. Experience is not required, but enthusiasm and determination are a must. Students seriously interested in working for the newspaper are recommended to take the UST News Writing and Reporting class.

Laurels

Laurels is the literary magazine of the UST English Department. Student-funded and student-run, Laurels provides opportunities for student writers, illustrators, and photographers to publish their works. Each semester, Laurels publishes poems, plays, short fiction, and imaginative essays. For more information, email laurels.mag@gmail.com.

Thoroughfare

Thoroughfare is a magazine produced by the UST English Department. The magazine focuses on feature articles, written about issues or places in and around the University of St. Thomas campus. Thoroughfare provides an opportunity for students to learn magazine layout, publishing, advertising and article acquisition. Contact Dr. Janet Lowery, lowery@stthom.edu, for information.

Policies and Procedures

The policies and procedures are included in this handbook to assist you by establishing a set of community standards designed to promote student safety and success. You are encouraged to become familiar with this information.

The University of St. Thomas makes every effort to include accurate and current information on policies, services, programs and procedures of the University in the *Student Handbook.* However, the University reserves the right to make changes considered expedient for its general well-being or that of any of its constituencies. Furthermore, the provisions of the *Student Handbook* do not constitute an irrevocable contract between any

student and the University, and all provisions of the *Student Handbook* remain subject to revision at any time for any reason and without prior notice. To ensure you are reading the most current policy, check the UST policy portal via MyStThom or the *Student Handbook* at www.stthom.edu/dos.

Section 1: Code of Student Conduct

Purpose

As a private, liberal arts university, the University of St. Thomas has established standards of conduct to foster a safe environment conducive to learning and development. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the university community. The standards of conduct outlined in the Code of Student Conduct were developed in consultation with students, faculty, administrators and staff with specific consideration for the well-being, honor and dignity of all who live, learn and work in our educational community.

Definitions

a. **Code of Student Conduct ("the Code") –** standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
b. **Complainant –** an individual who files a complaint with the Dean of Students alleging a violation of the Code of Student Conduct.
c. **Conduct History –** documentation of a student's conduct and sanctions.
d. **Conduct Process –** the procedures provided in the Code from the initial complaint through the final resolution to consider whether a student has engaged in misconduct, and whether conduct sanctions should be imposed.
e. **Consent –** words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objective of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render and individual incapable of giving consent.
f. **Dean of Students –** references the Dean of Students or designee.
g. **Distribution –** any form of exchange, gift, transfer or sale.
h. **Good Conduct Standing –** status in which a student is fully eligible to participate in university activities and privileges.
i. **Greater Weight of the Evidence (Preponderance of Evidence) –** standard of review in the student conduct process which evaluates whether allegations are more likely than not to have happened.
j. **Group –** a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.
k. **Incident Report (Notice of Complaint) –** the initial document in the conduct process that identifies alleged misconduct in violation of the Code.
l. **Institution and University –** the University of St. Thomas and all of its undergraduate, graduate and professional schools, divisions, and programs.
m. **Organization –** a number of persons who have complied with University requirements for official recognition and registration as a student club.
n. **Permanent Student Conduct Record –** documentation of a student's conduct violation(s) and sanction(s) that are permanently maintained by the Dean of Students and subject to the record retention schedule. This record is separate from an academic record.

o. **Reckless –** conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University sponsored activities.
p. **Respondent –** an individual whose conduct is the subject of an investigation, hearing, or other proceeding due to an alleged or actual violation of the Code of Student Conduct.
q. **Responsible Student –** a student who is found or alleged to have engaged in an act or acts in violation of the Code of Student Conduct.
r. **Student -** any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).
s. **The Vice President –** references the Vice President for Student Affairs or designee.
t. **Title IX Coordinator –** designated agent of the University whose primary responsibility is making sure the University is maintaining compliance with Title IX.
u. **University Community –** the collective group of students, faculty, staff, university official and any other person employed by or contributing to the University.
v. **University Premises –** buildings or grounds owned, leased, operated, controlled or supervised by the University.
w. **University Privilege –** a special benefit that is granted by the University or enjoyed by students, including but not limited to, access to a University building(s), residing in university housing, participating in social events or university sponsored events, election to student leadership positions, memberships in student clubs/organizations, and registration as a student club/organization.
x. **University Sponsored Activity –** any activity on or off University premises that is directly initiated, supported, or supervised by the University.
y. **Weapon** - defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury.

Policy/Procedure

1. **Authority for Student Discipline**
   Ultimate authority for non-academic student discipline is vested in the Vice President for Student Affairs of the University of St. Thomas. Disciplinary authority may be delegated to University administrators, faculty members, committees, and organizations, as set forth in this *Code of Student Conduct*, or in other appropriate policies, rules, or regulations adopted by the Board.
2. **Student Participation**
   Students are asked to assume positions of responsibility in the University conduct process so that they may contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Vice President for Student Affairs, and in the University administration.
3. **Interpretation of Regulations**
   The purpose of publishing disciplinary regulations is to give students general notice of prohibited behavior and their rights and responsibilities during the conduct process. This *Code of Student Conduct* is not written with the intention of replacing or superseding criminal statutes.
4. **Inherent Authority**
   The Vice President for Student Affairs reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The University reserves the right to pursue disciplinary action for any violation of University policy and/or state or federal law -- on or off-campus -- that affects the University's educational interests.
5. **Violations of Law and the Code of Student Conduct**
   Students may be accountable both to civil/criminal authorities and to the University for acts that constitute violations of law and of this *Code of Student Conduct*. Disciplinary action at the University will

normally proceed while awaiting the outcome of civil/criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

6. **Academic Integrity**
   Matters of academic integrity are reviewed and enforced under the direction of the Provost and Academic Affairs. Students engaged in acts which may constitute both academic dishonesty and misconduct as defined by the Code may be subject to sanction under both authorities.
7. **Student Group and Organization Responsibility**
   University student groups and organizations are expected to conduct themselves in a manner consistent with the University's function as an educational institution. Student groups and organizations must observe all international, federal, state and local laws and University policies, including the Code, both on and off campus. A student group/organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student groups/organizations found in violation of the Code will be subject to conduct procedures and sanctions in the same manner as individual students, except that student groups/organization cannot be permanently removed from the University.
   A complaint filed against a student group/organization does not preclude the possibility of complaints being filed individually against any or all individual students involved in the alleged misconduct.
8. **Interim Suspension**
   Pending a disciplinary conference, the President of the University, the Vice President for Student Affairs and/or the Dean of Students may take immediate interim disciplinary action against any student who violates a rule or regulation of the University and/or a law of the Federal or State Government, when such action would be considered necessary to serve the best interests of the student defendant and/or the University of St. Thomas. Such "best interests" include but are not limited to the student defendant's physical or emotional safety and well-being, or the safety of students, faculty, community members, staff, administrators, or University property. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Dean of Students in order to discuss the following issues only:
   a. the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
   b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal University functions.
9. **Records**
   Documents that are created and maintained as part of the conduct process are subject to the protections of the Family Education Rights and Privacy Act. Conduct records are maintained by the Vice President for Student Affairs in accordance with the University records retention policy.
10. **Categories of Misconduct**
    Students at the University are expected to obey the norms of conduct of the University community, as well as the range of sanctions that can be applied for violating these norms. **Students are expected to act in accordance to the University's core values – goodness, discipline, knowledge and community.**

    General Conduct and Principles. Students are expected to …
    a. Treat others with dignity, civility and respect.
    b. Respect the property of individuals, groups and the University.
    c. Act with honesty, integrity and responsibility, refraining from activities which interfere with the regular operation of the University.
    d. Abstain from lewd, indecent, obscene, mischievous, or malicious behavior.
    e. Refrain from acts that are obnoxious and/or offensive to others.
    f. Respond to the directives of a University official.

g. Behave in a manner consistent with University policies, mission and core values. This includes the expectation of respect for the teachings of the Catholic Church and the University's Catholic culture. The following conduct is prohibited on University premises or on- or off-campus at University sanctioned events.
   A. **Acts of Dishonesty**, including but not limited to -
      1. Intentionally furnishing false or misleading information to the University or University official.
      2. Forging, altering or misusing any University document (including payroll materials) or instrument of identification.
      3. Intentionally interfering with any election process.
      4. Misrepresenting oneself as a University official.
   B. **Acts Affecting the University Community,** including but not limited to –
      1. Interfering with University or University-sponsored activities including, but not limited to, studying, teaching, research, and international travel. This may include off campus behavior deemed to be detrimental to University business or University sponsored activities.
      2. Interfering with any University emergency or public safety function, such as fire, police or emergency services.
      3. Engaging in disorderly or obscene conduct, including recording another's image in violation of their reasonable expectation of privacy and without effective consent.
      4. Breaching the peace, or aiding, abetting or inciting another to breach the peace.
      5. Failing to comply with reasonable directive of a University official, including university police officers, acting in performance of their official duties.
      6. Engaging in disruptive activity on campus, including in a classroom setting.
      7. Failing to abide by signed agreements with the University, including, but not limited to, the Acceptable Use Policy for Technology Resources and Student ID Card Terms and Conditions.
   C. **Acts Affecting Property or Services**, including but not limited to –
      1. Theft or attempted theft of property, time, or services and/or knowingly possessing stolen property.
      2. Intentional or reckless destruction or damage to university property or the property of others.
      3. Unauthorized possession, duplication, or use of access devices to University property.
      4. Unauthorized entry onto or use of University premises.
      5. The use or distribution of a trademark, including the University trademark, without the expressed written consent of the owner.
   D. **Acts Affecting Health, Safety, and Welfare**, including but not limited to –
      1. Engaging in physical and/or verbal abuse, fighting, threats, intimidation, harassment, coercion, hazing, physical or electronic stalking or any other conduct which threatens or endangers the mental, emotional and/or physical health, safety or welfare of any person. (This behavior could include activity on social media outlets.) Speech protected under the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech.
      2. Engaging in acts of sexual misconduct, viewing of pornography, sexual abuse, sexual harassment, sexual exploitation, sexual violence, or sexual coercion as defined by state, international or federal law or university policy. Engaging in acts of domestic violence, dating violence, or stalking as defined by state, international or federal law or university policy.

3. Note: violations listed in Section D.2. of the Code of Student Conduct will be handled in accordance with the Sexual Misconduct and Interpersonal Violence Policy and Resolution Procedures Governing Students and Employees.
4. Arson or unauthorized use of explosives or other flammable objects, including fireworks, that could cause injury or damage by fire or explosion to persons or property.
5. Unauthorized use or possession of ammunition, firearms, or other weapons (such as bows and arrows, crossbows, swords, hunting or survival knives, billy clubs, etc.) that are dangerous and could cause injury or damage to persons or property.
6. Illegal use, possession, sale, manufacture, or distribution of controlled substances or dangerous or illegal drugs; misuse or possession of a legal drug or other substance which could cause harm to the user; possession of drug paraphernalia; or encouraging, being a party to any of the above or facilitation any of the above.
7. Public intoxication; driving under the influence; driving while intoxicated; use, possession or distribution of alcoholic beverages, except as expressly permitted by law and university policy and regulation.
8. Tampering with or misuse of security or safety equipment.
9. Reporting a false emergency or threat.

E. **Violations of International, Federal, State or Local laws** (whether convicted or not) or other University Policies.

F. **Interfering with the Conduct Process**, including but not limited to –
1. Failing to comply with a request to attend a conference with the Vice President, Dean of Students or a Student Affairs representative.
2. Failing to comply with sanction(s) imposed under the Code or sanction(s) otherwise imposed by the University.
3. Falsifying or misrepresenting information at any stage of the conduct process; or knowingly initiating a false complaint to a University official.
4. Attempting to discourage a person's participation in, or use of, the conduct process.
5. Retaliating or engaging in any threatening behavior against anyone involved in the conduct process, including a complainant and/or witness.
6. Harassing or intimidating a University official or any individual involved in the disciplinary process.

G. **Committing any other offense** that violates UST's General Conduct and Principles, Core Values and/or University Policy.

H. **Facilitating Acts of Misconduct,** including but not limited to –
1. Planning or facilitating an act of misconduct.
2. Being present during the commission of an act of misconduct and supporting and encouraging the act.

11. **Sanctions for Misconduct**

Any student found to have engaged in a conduct violation of the Code may be subject to one or more of the following sanctions. Repeated misconduct may result in assignment of more serious sanctions, including but not limited to suspension or expulsion. Sanctions that may be imposed in accordance with this *Code of Student Conduct* include --

a. Admonition - a written or verbal reprimand.
b. Disciplinary Warning - indicates that further violations may result in more severe disciplinary action. The warning shall not exceed a period of one calendar year and shall be removed automatically when the imposed period expires.
c. Disciplinary Probation - indicates further violations may result in additional disciplinary sanctions, up to and including expulsion. Such probation may last longer than one calendar year.
d. Restitution - reimbursement for damages, monies owed, or misappropriation of property. Reimbursement may take the form of service in kind.

e. Fine – a monetary fine applied to the student's account. Fines are used sparingly, and only if the violation warrants a fine. Fines may also be used if there is a time restraint.
f. Educational - an assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence. May include referral to a campus department, educational workshops or an assignment (i.e. reflection papers, flyer, journal).
g. Loss of Privileges - a temporary or permanent loss of university privileges, including but not limited to loss of privileges to access a building(s), to hold a leadership position in a student group, to participate in study abroad programs, to hold a part-time job on campus, to register as a student group, or to participate in social or extracurricular events/activities; may also result in withholding of an official transcript or blocking enrollment for a specified period of time. This is a flexible penalty which may impose limitations to fit the particular case.
h. Residence Hall Suspension – a temporary or permanent removal of a student from a specific residence hall or from all University housing.
i. Student Group Suspension – removal of privileges and recognitions accorded to student groups for a specified period of time.
j. Suspension from the University - prohibits the student during the period of suspension from entering the University campus, attending University-sponsored functions, and from registering for or attending classes.
k. Expulsion from the University - permanent severance from the University.
l. University Withdrawal – a student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering University premises and barred from re-enrollment until specific conditions are met. Reasons for University withdrawal include, but are not limited to, (1) to prevent the disruption of the education process; (2) the student failed to respond to an official summons from a University official; (3) the student has been suspended or expelled from the University.
m. Immediate Suspension – immediate removal from all or part of the University premises while the conduct process is pending when a violation reasonable indicates that the student's continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the University community or to the University premises.
n. No-Contact Order – the Dean of Students may impose a limited or campus-wide No-Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media or telephone. Friends and relatives are also prohibited from contact on behalf of either party.
o. Removal of Good Conduct Standing – a temporary or permanent removal of good conduct standing, which may prevent the student from accepting / maintaining leadership roles on campus.
Repeated or aggravated violations of any section of this *Code of Student Conduct* may also result in expulsion or suspension or in the imposition of such lesser penalties, as may be appropriate.
Attempts to commit acts prohibited by this *Code of Student Conduct* may be punished to the same extent as completed violations.
(For violations meeting the definitions noted in the Sexual Misconduct and Interpersonal Violence Policy, please see the specific policy for sanctions.)

12. **Case Referrals**
Any person may refer a student or a student group or organization suspected of violating this *Code of Student Conduct* to the Dean of Students.
Those referring cases are normally expected to serve as the complainant and to present relevant evidence in hearings or conferences. The complainant may request the assistance of an advisor, as set forth in part 16 of this *Code of Student Conduct.*
13. **Conduct Procedures**
Upon receipt of an incident report, the Dean of Students will investigate all suspected and reported violations of the Code. If the Dean of Students decides to dismiss the allegation(s) as unfounded, the case

will be closed. If the Dean of Students finds the allegation(s) have merit, a Notice of Complaint letter will be sent to the alleged student(s). This letter will include the alleged Code violation(s) and a meeting request to discuss the alleged violations.
At the time of the initial meeting…

a. The Dean of Students will give the respondent an opportunity to respond to the allegations verbally and in writing.
b. Upon receiving the verbal and written statements, the Dean of Students will decide to dismiss the allegation(s), to further investigate the allegations or to proceed with the disciplinary process.
c. If he proceeds, an administrative hearing will be initiated.
The Dean of Students may defer proceedings for alleged violations of this *Code of Student Conduct* for a period not to exceed sixty (60) days. Pending charges may be withdrawn thereafter, at the discretion of the Dean of Students.
(For violations meeting the definitions noted in the Sexual Misconduct and Interpersonal Violence Policy, please see the specific policy for hearing procedures.)

14. **Administrative Hearing**
During an administrative hearing, and based on the preponderance of the evidence, the Dean of Students may impose any of the penalties listed in part 11 of this *Code of Student Conduct*.
    a. The Dean of Students presents the administrative disposition to the student in person (when appropriate), followed by a written statement, which includes:
        - The violation(s) charged
        - Whether the student is responsible or not responsible for violation(s) charged
        - The sanction(s) imposed
        - The right to appeal
        - The recording of the penalty on his/her permanent record if it is from part 11 j or k.
        (For violations meeting the definitions noted in the Sexual Misconduct and Interpersonal Violence Policy, please see the specific policy for hearing procedures.)
    b. A student defendant has seven (7) calendar days from receipt of the outcome letter to appeal the disposition. Appeals must be made in writing and submitted to the Dean of Students using the Student Conduct Resolution Appeal Form. Only appeals requested on the basis of one of the following reasons will be heard. (Compelling examples and reasons for the basis must be given at the time of appeal.)
        - Procedures outlined in this Code of Student Conduct were not followed during the conduct process.
        - Evidence presented during the conduct process was not given reasonable consideration by the Vice President.
        - New evidence has become available in the case.
        - The sanctions received were excessive.
        If the student requests an appeal, and it is received in the allotted timeframe and meets the basis for appeal, the Dean of Student will prepare and file a written summary of the case and forward it, along with the appeal documentation presented by the student to the Vice President for Student Affairs within ten (10) calendar days of the receipt of appeal. The Dean of Students shall make available to the Vice President the full record of the administrative hearing. The Vice Presidents shall determine within fifteen (15) calendar days from the receipt of the appeal to sustain or suspend the decision. The imposition of sanctions will be deferred during the pendency of the Vice President's review, unless, in the discretion of the Vice President the continued presence of the student on the campus poses a substantial threat to him/herself or to others, or to the stability and continuance of normal University functions.
    c. If the student does not elect to appeal the case, the Dean of Students notifies the appropriate University personnel of the disposition, if appropriate. This having been done, the case is closed.

15. **Advisors**
A student may be accompanied by an advisor, but the student must represent him/herself at the hearing.

The Dean of Students will determine the role of the advisor at the time of the hearing.
In consideration of the limited role of an advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing will not be delayed due to the unavailability of an advisor.
Should an accused student elect to have an advisor present at the hearing, the name and credentials of the advisor must be presented to the Dean of Students at least 48 hours in advance of the hearing. If the accused student elects to have an attorney present as the advisor, the University maintains the right to also have an attorney present and may postpone a hearing to a later date until such an individual can be in attendance.

16. **Student Record Encumbrances**
In pending cases involving alleged violations of the *Code of Student Conduct*, a temporary encumbrance may be placed on a student's records by the Dean of Students. This encumbrance will remain in effect until the case has been adjudicated and any sanction(s) imposed.

Section 2: Residence Life Policy and Procedure

The Office of Residence Life supports the mission of the University of St. Thomas through the creation of living-learning communities that meet the developmental needs of students and embrace the religious and intellectual traditions of Catholicism. Our goal is to create residence halls where every individual feels secure, independent, respected and at home. We therefore hold all residents and their guests to the highest intellectual and moral standards.

Residence Halls

Information for all Residence Halls can be found on the Residence Life Website. Each residential community offers programming to foster a student's academic, spiritual and social development.

Residence Life Information

Department of Residence Life Contact Information

Location: Guinan Hall, 1st floor, Office of Residence Life
Main Office Phone: 713-525-3836
Front Desk Phone: 713-942-3431
Email: residencelife@stthom.edu
Office Hours: 9am-5pm, Monday through Friday

Residence Hall Address and Mail

Mail and packages for all residence halls are processed through the Office of Residence in Guinan Hall. All mail and packages should be addressed to the same address, regardless of which residence hall a student lives in. Incoming mail should be addressed as follows:

Your Name
1303 Sul Ross
Houston, TX 77006

Residents will receive an email from residencelife@stthom.edu notifying them when their package/mail is ready for pick up.

At least two weeks prior to leaving campus housing, residents should notify creditors, magazine publishers, etc. of their change of address. Beginning on the day that a student moves out of on-campus housing, the Residence Life Staff is not responsible for forwarding residents' mail and will return all mail and parcels to the original sender. Residents are responsible for the weekly collection of their mail.

Repairs

Residents should report maintenance requests to Residence Life through the "Submit a Work Order" tab on their UST Housing Portal, or they can email residencelife@stthom.edu. For emergency requests after business hours, call 713-208-0244.

Parking

Parking is available in the Moran Parking Center. Although the Moran Parking Center offers a daily parking rate for the community and visitors, it is recommended that students purchase a parking pass at the UST Police Department.

Meal Plans

All residents are required to purchase the minimum meal plan associated with their residence hall. Plans vary depending on the residence hall the student chooses to live in. A student is allowed to increase their meal by request. Students who would like to appeal the meal plan requirement based on documented medical needs can reach out to the Director of Dining Services at jenkinhe@stthom.edu.
Meal plans can be used in all dining facilities on campus. Funds cannot be used for catering events, nor can they be transferred to other accounts.

Residence Life Policies and Procedures

The following policies apply to any person who is on residential properties of the University of St. Thomas. Residents should communicate policies to their guests, as guests are expected to respect and adhere to all policies outlined below when visiting residential facilities. Residents will be held responsible for their own actions and that of invited guests. It will be assumed that all residents have read and understood these policies.

A. Roommates and Housemates

1. Residents are able to select their roommates, provided that all roommates involved mutually request to live together and this information is provided to Residence Life at least two weeks prior to Fall move-in. Roommates must be persons of the same biological sex who are eligible for housing as per Residence Life policies. Roommate relationships must be platonic. Under no circumstances will students who are in a romantic relationship be permitted to live together. Throughout the Residence Life policies, "sex," "biological sex," and "gender" are used interchangeably to mean "biological sex."
2. All roommates and housemates must complete a roommate contract and submit this contract to their RA within the first week of living together. Failure to do so may result in disciplinary action.
3. Roommate Conflicts – Whenever roommates/housemates are experiencing a conflict, the Residence Life Staff will do its utmost to assist them in resolving their problem. Except in extreme circumstances, the staff will first attempt to resolve the conflict by use of a roommate contract. If, after a roommate mediation and two-week waiting period, the residents have not resolved their conflict, they may be permitted to change roommates/housemates, provided space is available. When roommates/housemates are unable to decide upon who will relocate, the staff will assist in making that determination. Generally, the person who is requesting the change in roommates will be the one to move. The requestor may not demand that his/her roommate be forced to move.

4. Room Changes – In order to provide ample opportunities for roommates to adjust to their new environments, room changes will not be considered until the third full week of classes. If a resident desires a new roommate, he/she must locate a new roommate. Generally, the person who is requesting the change in roommates will need to be the one to move. The requestor may not demand that his/her roommate be forced to move. Additionally, space must be available to accommodate the change in roommates. The Office of Residence Life must approve all housing changes. Any resident making an unauthorized change will forfeit his/her security deposit and may be required to return to his/her original space. A resident who is making an authorized room change must properly check-out with his/her RA (see check-out policy for more details). The resident must then conduct a room inventory of the new room upon receipt of a new key. Failure to properly check-out/check-in may result in forfeiture of the security deposit and possible additional fines.
5. A resident who requests and is granted a room or roommate change will be expected to relocate within 48 hours of the request being approved. The requestor may not demand that his/her roommate be forced to move.
6. Residents are expected to maintain a healthy and productive relationship with their roommate(s). The University may choose to require a resident to buy out a single room, move rooms, or sever its housing contract with the resident if the resident does not meet the minimum standards of a reasonable roommate, as determined by the Director of Residence Life. The University may take such action for reasons including, but not limited to:
    a. The resident is unwilling to maintain a clean, uncluttered living environment.
    b. The resident verbally abuses his/her roommate(s) or is otherwise considered to be a possible threat to the physical and/or emotional well-being of the roommate(s).
    c. The resident creates a disruptive living environment.
    d. The resident consistently entertains guests without the consent of the roommate(s).
    e. The resident uses or consumes his/her roommate's/housemate's personal possessions without permission.
    f. The resident consistently demonstrates an inability to compromise.
    g. The resident refuses to speak to, or in any other way refuses to communicate with, his/her roommate(s).
    h. The resident smokes or drinks alcoholic beverages in violation of policy.
    i. The resident's family is creating a disruptive living environment.
    j. The resident has a history of roommate conflicts.
    k. Roommates are found to be in a romantic relationship with one another.

B. Decorations and Furniture

1. In an effort to preserve our housing facilities, the following items are strongly prohibited in campus housing:
    - Flushable wipes
    - Candles
        - *Residents may use wax melters that are powered by a heated lamp*
        - Wax cannot have a wick
        - Wax melters powered by hot plates are prohibited
        - *Religious candles are allowed only if the wick is removed/cut off and the candle is never lit*
    - Strong heat generating devices such as:
        - space heaters
        - unprotected plug-in heating pads (*microwaveable heating pads & surge-protected/auto-shut off heating pads are allowed*)
        - electric grill and barbecue grills
        - hot plates
        - hot pots

        - sun lamps
        - non-LED holiday lights
        - torchiere halogen lamps/ lava lamps
        - electric blankets
        - irons that do not have an auto-shut off. *irons with an auto-shut off are allowed.*
    - Open flame devices
        - lighters
        - matches
    - Kitchen appliances in Guinan Hall rooms are prohibited, including:
        - toaster ovens
        - air fryers
        - microwave (excluded the one provided in the room)
        - additional refrigerators that exceed 120V
        - coffeepots with a hot plate (Keurig machines or other similar styles are permitted)
        - toaster
        - electric skillets
        - cooking knives
        - *Residents may keep kitchen appliances in the Guinan Kitchen.*
    - Unsafe objects, including:
        - nails and/or screws
        - molly bolts
        - flammable liquids
        - mercury thermometers
        - hover boards
        - water chair or water bed
        - dart boards
        - any other dangerous, illegal or offensive items not listed here
    - Weapons of any kind, including:
        - paint ball guns, water guns or any other form of gun
        - explosives
        - fireworks
        - facsimiles
        - non-cooking knives with a blade longer than three inches
        - *Pepper spray is allowed*
    - Pornography
    - Drug or alcohol paraphernalia
    - Alcohol is any space that where alcohol is not permitted
        - No alcohol is allowed in Guinan Hall or Clare Hall under any circumstances
        - Liquor is not allowed in any residence hall under any circumstances
    - Smoking devices for underage residents
        - Vapes (must be 21)
        - Cigarettes (must be 21)
    - Hookahs
    - Ouija boards
    - Additional internet aids, including:
        - satellite dish
        - computer routers
    - Aquariums over ten gallons
    - Unauthorized pets
    - Power strips
        - *Residents may have surge protected power strips*

2. University furnishings and equipment must remain in their designated locations. Residents may not remove University furniture from their rooms. University furniture should not be taken from public areas. The University's indoor furniture may not be used outdoors, and the University's outdoor furniture may not be brought indoors. Residents found in violation of moving University furniture may be subject to disciplinary action and fined.
3. Residents may not install any service or device that requires alteration of the physical structure without prior written permission for the Office of Residence Life.
4. Residents may use painter's tape or command hooks only to hang posters and pictures. Residents should read and follow all instructions related to the use and removal of these approved hanging materials. Residents will be charged for all damages to rooms, even if these damages occurred after use of an approved hanging material. Residents should not mount items on their doors, ceilings or windows. Any décor that damages paint or varnish is unacceptable. Damage will be charged to the occupants of the room.
5. Items that may be viewed as racist, sexist, bigoted, or in any way offensive are prohibited in housing. These items may be removed from corridors, including residents' doors and bulletin boards. Any resident who decorates their housing space with such items that may be viewed as racist, sexist, bigoted, or in any way offensive, may lose the right to reside in campus housing. The definition of racist, sexist, bigoted, or in any way offensive will be deemed by the Director of Residence Life.
6. Holiday lights are permitted in the residence halls. All lights must be LED format and may not be displayed on patios or balconies without prior approval.

C. Pets

Residents may reach out to residencelife@stthom.edu for a pet approval form.
Approved pets will not be allowed in university housing until the third full week of classes.
Residents are allowed to have pets that are self-contained in an aquarium (ten gallons or less).
Animals that are venomous or consume live prey will not be allowed in housing.
Roommates may register a maximum of two pets of the same gender and species in a room.
All pet owners are responsible for the care and conduct of their pets.
Students are not allowed to have dogs or cats as pets in University housing.

Emotional Support Animal – Subject to the prior approval of the Office of Residence Life, the University of St. Thomas (UST) is committed to providing a supportive environment for students with disabilities. This includes full compliance with all applicable provisions of the Americans with Disabilities Act (ADA), as amended, Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act.

Under the Fair Housing Act (FHA), a person with a disability may keep an Emotional Support Animal (ESA) in the individual's dwelling when there is an established need for the therapeutic nature of the animal that is connected to the individual's disability. An ESA provides emotional support to persons who have a disability-related need for such support. An ESA is indicated as necessary for an individual with a disability by an appropriate and relevant healthcare professional.

Students in need of an Emotional Support Animal or Service Animal must reach out to Access & Disability Services for registration of the animal.

D. Fire Safety and Smoking

1. Safety Equipment – The misuse of fire alarms, tampering with fire equipment, or blocking evacuation routes or exits is prohibited. Residents must not attach items to or hang items from sprinkler heads.

Residents must maintain and keep all fire safety equipment in their contracted space in proper working condition at all times. This includes reporting any malfunctioning or otherwise compromised fire safety equipment to the Office of Residence Life.

2. Power Strips and Surge Protectors
    1. Power strips and surge protectors must be approved by a national testing agency (Under-writers Laboratory or Factory Mutual).
    2. Do not plug a power strip/surge protector into another strip/surge protector (piggybacking).
    3. There should not be more than one power strip/surge protector plugged into a dual electrical outlet.
    4. Use only power strips/surge protectors that have a built-in breaker. These units are designed to trip the breaker if the strip is overloaded or there is a surge in electricity.
3. Cooking – Due to the possible fire hazard, Guinan residents are not permitted to use any cooking equipment in their rooms other than their assigned microwave/refrigerator unit. Residents may not leave any item being cooked unattended or use any cooking equipment for anything other than its intended purpose.
4. Guinan Hall Kitchen – The Guinan kitchen is intended for use by Guinan residents and the Residence Life Staff. Reservations are processed through the Office of Residence Life, provided the reservation is made at least 24-hours in advance. In order for a student to be let into the Guinan Hall Kitchen, they must leave their student ID at the Guinan Front Desk upon signing in and retrieve it upon signing out. The kitchen and cookware/supplies must be cleaned by the resident after each use. Charges may be applied if these supplies are broken or damaged.
5. Smoking – Residents must be outside and at least 25 feet from the entrance of any facility when smoking. The term “smoking” is intended to mean the inhaling, exhaling, burning, or carrying of a lighted cigarette/ electronic cigarette, cigar, pipe, or other lighted tobacco product, in any manner, or in any form. Smoking is not allowed on balconies or within the courtyards or gates of University housing. Failure to comply with these restrictions can lead to fines and disciplinary referrals.
6. Disposal of Tobacco Products – Cigarette/cigar butts, tobacco, ashes, matches and matchboxes/books must be properly extinguished and then placed in a trash receptacle.
7. Vapes/tobacco products - Possession of vapes/tobacco products is not allowed for residents under the age of 21. The use of vapes inside the residence halls is prohibited.

E. Building Evacuations

In the event of a building-wide emergency or evacuation, all residents are expected to exit the facility promptly and appropriately. Such emergencies will be signified by an emergency alarm or verbal instructions from a Residence Life staff member or designee, University or City official. Any person who impedes another’s safe evacuation will be subject to severe disciplinary action. In the case of a building evacuation, residents are not permitted to use the elevator.

Residents who do not evacuate the building in a timely manner are subject to disciplinary action.

F. Firearms/Weapons/Explosives

Possession or storage of firearms (including imitations), fireworks, explosives, BB guns, pellet guns, paintball or water guns, bows, arrows, spear guns, sling shots, switchblades, hunting knives, knives with a blade longer than 3 inches or any weapons that are potentially dangerous or hazardous in campus housing is prohibited. Residents are also prohibited from carrying or maintaining such items on their person while on campus housing property. The above rules apply whether or not a resident possesses a license to carry/own a weapon.

G. Trash and Maintenance of Grounds

1. Littering – Residents must keep their facility grounds free of trash/litter.

2. Trash/Recycling – As soon as an interior receptacle becomes full, the trash bag should be re-moved, tied and placed in a designated collection bin in the trash room. Guinan residents should dispose of their trash in the trash room on the first floor of the building. The City of Houston provides trash collection services for the non-Guinan residence halls. The City has provided receptacles in the Young Hall garage for the residents of Young Hall. The designated collection day will be posted. If the trash bin cannot accommodate your trash items, residents should use the larger collection site on the corner of Colquitt and Graustark.
3. Residents are responsible for maintaining cleanliness on the grounds of their assigned facility. It is expected that residents will not have loud parties on their grounds or otherwise create noise that will disturb their neighbors. Residents may not place any furnishing, signs, lawn ornaments or other equipment on their front lawn.
4. Public Trash Receptacles – The trash receptacles in the public areas within University housing are intended only for the disposal of small items (paper products, cans) and are not to be used by residents to dispose of their private room/unit/facility trash or garbage. No items should be placed on top of or around these receptacles and receptacle lids should be kept closed at all times. If the trash bin cannot accommodate your trash items, residents should place items in the larger designated areas noted above.
5. Courtyards and Gardens – The courtyards and gardens may not be used for any purpose other than their intended design. Residents may not engage in sporting activities on these grounds, and they are responsible for adhering to courtesy and quiet hours, as well as all other policies, when traveling through or otherwise using them.

H. Keys and Remotes

Residents are responsible for the proper use of all University issued keys (including card keys) and remotes. Duplication and lending of a University key/remote is strictly forbidden. Lost keys/remotes should be immediately reported to the Office of Residence Life. A fee will be assessed for the cost of the cylinder and the total number of replacement keys or to replace and reprogram a remote. Loaning or duplication of an assigned key/remote, and failure to immediately report a lost or stolen key/remote, may result in disciplinary action. Residents locked out of their rooms more than twice per semester due to failure to carry their keys/ remotes with them will be charged a room entry fee.

I. Entryways, Fencing, Balconies, Roofs and Pathways

1. Entry/Courtyard Gates – All gates must remain locked upon entry to, and exit from all housing properties. Guinan gates are only to be used by students during official move-in/move-out times and in case of a building-wide emergency or evacuation. At no time (other than official check-in and check-out) may these gates remain propped open by students. Although Guinan gates may be used at various times by professional staff members and/or contracted vendors of the University, this does not give residents permission to use the gates unless this use falls under on the few exceptions stated above. Residents and guests should refrain from slamming gates and may not attempt to contact residents from outside of gates by screaming, banging on gates or otherwise creating noise that will disturb others.
2. Propping Doors – Residents may not prop open any entry door other than that of their own for any period of time. If a resident chooses to prop their own entry door, they must be present in the room at all times while the door is propped. Leaving a room vacant with a door propped open can results in a fine and/or disciplinary action.
3. Blocking Entrances/Exits – Residents may not block or obstruct entries, exits or corridors so that an individual is intentionally prohibited from passage. Additionally, residents may not add additional locks to their doors without prior approval from Residence Life. If additional locks are approved, these locks must still allow University officials to enter the room at all times. Failure to follow these guidelines poses potential danger to residents and guests and will not be tolerated.
4. Balconies, Fences, Railings and Walkways

a. For reasons of safety and aesthetics, individuals may not place any unauthorized objects on or affix items to housing balconies, fences or walkways. The definition of the term "unauthorized" will be determined by the Director of Office of Residence Life.
b. Residents/guests may not place any objects on walkways that may in any way impede the flow of traffic during an emergency.
c. Residents or guests may not climb, sit, or stand on balcony, stairway, or other railings or fencing. Residents or guests may not climb poles, walls, trees, fences, or otherwise use any objects to gain access to a balcony or walkway. Sitting on or swinging from balcony railings is also prohibited. Entry access to balconies or walkways is via stairwells and interior entryways only.
d. Guinan Hall residents may not have more than three persons on a balcony at any one time. Additionally, Guinan Hall residents are permitted to have no more than two outdoor chairs on each patio/balcony.
e. Residents must refrain from using railings/fencing as bicycle racks, clotheslines, etc.
f. Residents must also refrain from spray painting.
g. Residents are expected to keep balcony and patio doors locked, when not in use. Failure to do so will result in a disciplinary fine and may also result in additional disciplinary action.

5. Roofs/Attics – Residents may not, at any time, for any reason, be on any housing facility roof or in the attic

J. Alcohol

Excessive consumption of alcohol diminishes a person's ability to think reasonably and is not in harmony with the dignity of the human person. As part of a Catholic institution, which believes in upholding the dignity and sacredness of the human person, the following alcohol policies are in place.

1. The possession, consumption, or distribution of alcoholic beverages, in any form, will not be permitted in Guinan Hall or Clare Hall, regardless of age.
2. Drunk and disorderly conduct in private or public by any resident will be considered cause for referral to the Dean of Students.
3. The display of posters, banners, signs, etc. advertising alcohol is prohibited in University housing without prior approval.
4. It is a violation of policy to possess or use alcoholic beverage containers (empty or otherwise), shot glasses or other alcohol branded materials to decorate the interior or exterior the Guinan Hall and Clare Hall. It also a violation of policy if these objects are present in Young Hall, the Townhome Communities, or off-campus housing where the resident or their room/housemates are under the age of 21.
5. **Young Hall, Townhome Communities, and Off-Campus Housing Alcohol Policy**
   The alcohol policy in the residence hall apartments/townhomes at the University of St. Thomas is designed to support the University, city, state and federal laws as well as to create an environment conducive to learning appropriate and healthy attitudes and behaviors regarding the use of alcohol in our society.
   Only alcoholic beverages that can be legally purchased at a standard grocery or convenience store are permitted in campus housing. This includes products such as beer, wine, hard seltzers, and cider. Beverages that fall outside this category (e.g., spirits, liquor, or any product not commonly sold in grocery stores) are prohibited.
   If any violation of the alcohol policy occurs, a violation will be written for all students present (regardless of age).
   a. If even one of the residents of an apartment/townhome are not of legal drinking age (21 years), no alcohol or container of alcohol is allowed in the apartment/townhome at any time. Neither residents nor their guests (even if they are of legal drinking age), may bring alcoholic beverages or containers into the apartment/townhome.

b. If section 5.a. (above) does not apply, residents of legal age (21 years) and over may possess and consume liquid alcoholic beverages (beer or wine only, as per above) in their apartments/ townhomes and in the apartments/townhomes of other students 21 years of age or older, as long as no one under the age of 21 is present.
c. The consumption or possession of alcoholic beverages in open containers is prohibited in hallways, stairways, lobbies, balconies, patios, lounges, recreational areas, restrooms, and all other areas of the residence hall apartment complex or townhome communities, regard-less of age.
d. No student of legal drinking age (21 years) is allowed to purchase, or in any way, provide alcohol for an underage student or guest.
e. Alcohol, in any form, may not be sold or manufactured in the residence hall.
f. Bulk or common source alcohol containers (i.e. kegs or party balls) are not allowed in the residence hall apartment complex or townhome communities, regardless of age.

Responsible use of alcohol is expected. Residents found to be intoxicated or potentially harmful to themselves or others may be detained for an assessment before being allowed in the residence halls. Residents are expected to abide by all aspects of the Code of Student Conduct. Any student found to be in violation of the alcohol policy may be subject to disciplinary action and removal from on-campus housing.

K. Drug and Drug Paraphernalia

1. Drugs – The University forbids the possession of drugs prohibited by federal and state narcotics laws. This includes but is not limited to the non-prescribed use, possession, distribution, manufacture, or transportation of amphetamines, barbiturates, hallucinogens, inhalants, opiates, or steroids. Additionally, the university forbids the use, possession, distribution, manufacture, or transportation of **marijuana and CBD products under any circumstances**. Students found in violation of this policy will be subject to immediate criminal prosecution, housing contract severance, and suspension or expulsion.
2. Prescription Drugs – It is a violation of the law and University policy for a resident to possess or use any medication not specifically prescribed for him/her. Residents must maintain their prescribed medication in the container in which it was distributed by the pharmacy. These containers must be clearly marked with the resident's name, prescribing physician's name, medication, date, pharmacy and dosage. Residents are strongly encouraged to store their prescribed medications in a safe location such as a lockbox.
3. Drug Paraphernalia – Bongs, cigarette papers, roach clips, syringes, hookahs, CO2 cartridges, and all other items that may be used for the purpose of smoking, diluting, cutting, manufacturing, injecting, or otherwise consuming, using, selling, or distributing illegal drugs, are not permit-ted on housing property. Residents with medically certified illnesses who must give themselves injections must notify the Office of Residence Life within the first two days of classes. Notification must include written authorization, and be dated and signed by a licensed, practicing Medical Doctor (MD).
4. The display of posters, banners, signs, etc. advertising drugs is prohibited in University housing.
5. Other Substances – It is a violation of housing policy for a resident to use any substance, including household items and other items not readily identified as drugs, for inhaling, injecting, consuming or otherwise using the substance in a manner inconsistent with the manufacturer's in-tended use.

L. Privacy and Quiet Hours

1. 24-Hour Courtesy Hours – In order for a community atmosphere to flourish, respect of and courtesy for one another must be shown at all times. Residents should always comply with requests from fellow residents and neighbors to be quieter.
2. Quiet Hours – Residents should assume that other residents and neighbors are either studying or sleeping and conduct themselves in such a manner as not to disturb anyone. The reasonable right to quiet will take precedence over the right of noise. Quiet hours are scheduled from 9 p.m. until 9 a.m.,

Sunday evening through Thursday evening, and midnight until 9 a.m. on Friday and Saturday. During all hours not specifically designated as "Quiet Hours," residents shall respect other residents by refraining from making unacceptable levels of noise.

3. 24-hour Quiet Hours – Twenty-four-hour quiet hours will be in effect forty-eight hours prior to the first scheduled final examination each semester, and will end at the start of the last scheduled final exam for that semester.

M. Guests, Visitation, Cohabitation and Sexual Interaction

1. Escort Policy – To ensure the safety, comfort, and privacy of residents, all guests must be escorted by their designated resident-host at all times when on University housing property. The designated resident-host may not pass his/her host responsibilities to any other resident. Each guest may have only one designated resident-host and it is the responsibility of this designated resident-host to remain with his/her guest at all times when on campus housing property. Non-escorted guests will be required to vacate housing property immediately. In such a case, the guest may lose visitation privileges for a period of time and the guest's designated host would also forfeit his/her visitation rights for at least the same period of time.
2. Residents may be held responsible for the actions of their guests.
3. Visitation Hours – Restricted visitation hours exist to support students' rights to personal privacy and equal access to their rooms and floor facilities. The rights of roommates should not be infringed upon, and residents are encouraged to complete a Roommate Contract in order to establish boundaries and rules regarding guests. The university expects students to act in a responsible, moral, Christian manner when hosting guests. With the prior approval of their roommate(s)/housemate(s), residents may host non-resident guests and guests of the opposite sex in their contracted room/unit during the following designated visitation hours: Sunday-Thursday, 8 a.m.-midnight; Friday and Saturday, 8 a.m.-2 a.m. (Please note: During some University Closures or Holidays, extended visitation hours may be approved for campus housing. Residents will be notified in advance by Residence Life staff.) After visitation hours, residents may not host non-residents in University housing or other residents of the opposite sex in their rooms. Opposite sex residents may visit other residents in public lounges during non-visitation hours.
4. Visitors to Guinan Hall – Visitors must contact their designated host from the lobby phone or front desk. Guests must sign-in at the lobby front desk, by presenting a valid state ID, and wait for their designated host to meet them and personally escort them from the lobby. Upon departure, guests must be escorted back to the lobby by their designated host, and sign-out at the lobby front desk.
5. Visitors to All Communities Other than Guinan Hall – Visitors are expected to alert their host of their arrival. Guests must wait outside the building until their resident-host arrives to act as their escort. Guests must sign in using the lobby visitor log. Guests must be escorted at all times while on the property and may not be left alone at any time. Upon departure, guests must be escorted back to the entrance by their designated host and sign out using the visitor log.
6. Guests may not, at any time, be in or on any of these locations without their designated host present.
7. Within the guidelines of the policies above, residential students may visit other residents of the same sex beyond guest hours; however, residents must be escorted when visiting outside of their own housing facility and show a valid student ID when visiting Guinan residents.
8. Overnight Guests – Residents are allowed to have overnight guests of the same sex in their private residence in accordance with the following guidelines:
    a. The resident must obtain an overnight visitor's pass from their assigned RA or the RA on-call prior to the arrival of their guest. Any overnight guest found to be without an overnight pass will be asked to leave housing and may lose his/her visitation privileges.
    b. The resident must obtain his/her roommate's/housemates' approval for hosting an over-night guest.

    c. Guests may stay no longer than three nights within a 30 day period in University housing (this means that no one particular person may stay longer than three nights within a 30 day period in campus housing). This maximum of 3 nights within University housing remains in place regardless of the number of hosts a student has.
    d. No guests under the age of 16 years old will be allowed to stay as an overnight guest in University housing. Considerations for exceptions to this policy must be approved through the Director of Residence Life 72 hours prior to the arrival of the guest.
9. Residents may not have overnight guests of the opposite sex.
10. Residents and guests of the opposite sex are not permitted to sleep or lie down together in public or private areas in University housing.
11. Use of one's shower by the opposite sex is not permitted in University housing.
12. The University believes that sexual union should occur only in marriage. Sexuality is held sacred within the Catholic Church. In order to protect and uphold the boundaries necessary to respect the sacredness of each person, students found in violation of this policy may be subject to disciplinary action, including loss of visitation privileges and could include removal from housing.

N. Room Entry

1. Routine entry, which may occur on a regular basis without additional notification, is characterized by the following:
    a. Necessary repairs by Facilities Operations personnel.
    b. Maintenance checks by Residence Life, Facilities Operations, and contractual personnel.
    c. Air control and safety checks by staff and contracted personnel.
    d. Pest extermination.
    e. Emergencies where there is reasonable cause to believe a threat exists to life, safety, health, or property.
    f. Failure of resident to respond to a request to turn off an alarm, stereo, TV, or other appliance or equipment that is disruptive to others.
    g. Health and Safety checks are conducted by Residence Life staff in university housing throughout the year to maintain a safe living environment for all residents.
2. Entry for non-compliance with policy
    a. With reasonable cause to believe there is non-compliance with University regulations, the Director of Residence Life or his/her designee may request a University Search Agreement. Upon presentation of a signed University Search Agreement, residents must allow the Director of Residence Life, his/her designee, and/or the Dean of Students entry into the contract-ed space and/or car (when on University property). The Director may require the assistance of other Residence Life or Student Affairs personnel with a search.
    b. University personnel may also enter resident rooms without the acquisition of a search warrant or authorization from the resident(s) if there is believed to be a violation of policy in progress. In such cases, staff must clearly announce themselves and their intention to enter prior to doing so.

O. Transportation Devices

1. Residents should not ride bicycles, skateboards, hoverboards, use skates, rollerblades, motorized shopping carts, or other such equipment inside housing facilities.
2. Mopeds and Motorcycles - Mopeds, motorcycles, and all other combustible engine vehicles are not permitted inside of University housing. Combustible engine vehicles are not permitted in housing courtyards, on sidewalks surrounding University housing, or on any other University housing property, other than designated parking areas.
3. Bicycles -

a. Residents may park their bicycles on University provided racks and under housing facility stairwells (no more than 2 bikes per stairwell opening).
b. Bicycles should not be parked in common areas inside of University housing.
c. Bicycles should not be chained to sign posts, railings, walkways, or otherwise attached to any interior or exterior structure not designed for this purpose.
d. Bicycles left at the end of the spring semester, parked outside of rooms or other areas not designated for them will be confiscated and stored at the resident's expense for up to three days, after which, unclaimed bicycles will be donated to a local charity.

P. Solicitation and Signage

1. Soliciting and Selling – Salespersons are not allowed, under any circumstances, to canvass the halls or solicit from room to room, or door-to-door (this includes residents). If approached by a solicitor, immediately contact the University Police Department, an RA, the Guinan desk, or the Residence Life office.
2. Campus Campaigning/Elections – During campaigning and election periods for campus positions, candidates may not hang or distribute signs, posters, or other advertisements in public areas. Candidates may post advertisements on the doors of private rooms with the permission of the contracted occupants.
3. Signs, Advertisements and Posters – Signs, posters, and other advertisements may not be posted in or about campus housing without prior approval of a representative from the Office of Residence Life or the Residence Life Professional Staff.

Q. Student Conduct

1. General Conduct and Principles – The quality of community life within University housing is de-pendent upon an understanding of, and respect for, both individual residents and the community-ty as a whole. The following general responsibilities and corresponding rights are intended to define minimal expectations to ensure the quality of life within University Housing:
    1. Respect for others and their rights.
    2. Respect for the property of individuals, groups and the University.
    3. Respect the teaching and principles of the Catholic Church.
    4. Refrain from activities, which interfere with the regular operation of the University.
    5. Present identification upon request of an authorized University official.
    6. Behave in a manner consistent with Residence Life and University policies.
    7. Abstain from lewd, indecent, obscene, mischievous, or malicious behavior.
    8. Maintain modest attire when in public areas of University housing.
    9. Refraining from acts which are irritating and/or offensive to other residents.
    10. Timely collection of mail and reading and understanding all information (email, newsletters, memorandums, etc.) forwarded to him/her by staff and/or all other University officials.
    11. Responding to the directives of University Officials.
2. Honor Code – Residents are expected to immediately report unsanctioned activities within campus housing to a housing or University official. This is not only for the protection of our community, but also for the protection of each individual resident. Residents will suffer the consequences of their roommate(s)/housemate(s), guest(s), and roommate's/housemate's guest's behavior if they fail to report known unsanctioned activity occurring within their contracted area.
3. Good Neighbors – It is the expectation of the University that our student-residents will refrain from any actions/behaviors that might in any way reflect poorly upon themselves, their roommates and housemates, and the entire University community. Residents are expected to demonstrate the highest respect and regard for their neighbors.

4. Bullying and Harassment – Verbal abuse, threat against any individual, unwanted touching, stalking, teasing, pestering, gossip, harassing phone calls, prank calls, profanity, or other form of annoyance to another or intent to misrepresent self to another are not acceptable.
5. Gambling – Gambling, as defined by Texas state law, is not permitted on campus housing property.
6. Dishonesty – Any form of dishonesty is a violation of personal integrity and, as such, is unworthy of our academic community.
7. Pranks – If a prank, whether by design or not, causes emotional/psychological injury and/or dis-tress to another or others and/or results in the damage or destruction of property, the residents responsible for this prank will receive appropriate disciplinary action.
8. Rumors/Gossip – The initiation or sharing of gossip or rumors is always inappropriate. The University will not tolerate behavior that ultimately serves no purpose other than to hurt another or defame another's character. Any resident found to have participated in this behavior may be subject to disciplinary action.
9. Dining Room Conduct – While in the dining hall, residents must be dressed appropriately (shirt and shoes included), must bus own tables, obtain meals during advertised hours, and show a student ID when requested.
10. Physical violence - No form of physical violence is allowed in the residence halls.

R. Vandalism

Active involvement in reducing damages within the community is encouraged as this damage may cause injury, inconvenience to other community members, and reduce the amount of money available for hall improvements. Vandalism includes but is not limited to: damaging residence hall property, graffiti, placing trash in the hallway, damaging bulletin boards and other deconstructive activities not appropriate for residence hall community living. When responsible individuals cannot be identified, the entire community (room, hall, building, etc.) may be charged the cost to repair the vandalism, as per Residence Life section S.6.b.

S. Judicial Process

Policies and decisions regarding policies will be measured against the standards of the University and the Catholic Church and the moral and ethical guidelines/principles that follow. The Residence Life Staff will exercise sound judgment and will honor the individual dignity of each resident while working to preserve a cohesive community. While disciplinary standards will serve as a guide, each disciplinary case will be evaluated individually, with consideration given to the disciplinary history of the individual involved, the severity of the violation, and the impact of the violation (i.e. the number of direct or indirect victims). The following will serve as general guidelines:

1. All alleged behavior or conduct, disruptive or at variance with housing regulations and standards, which involves students residing in University housing, will be referred to the Residence Life Judicial Board, Director of Residence Life or his/her designee and/or the Dean of Students. To expedite the disciplinary process, policy violations that occur near the end of the academic semester may result in fines assessed to the resident in lieu of judicial proceedings.
2. Violations that counter local, state or federal laws are among the most severe. Such violations may result in referral to the local authorities, referral to the Dean of Students, eviction from housing, academic suspension and/or expulsion.
3. Other Severe Violations include: actions that are malicious in nature; multiple violations of the same or similar policy; possession of drug paraphernalia; actions that compromise the physical safety or the emotional/psychological well-being of others; and minor or moderate offenses committed more than once. Such violations may result in referral to the Dean of Students, referral to the Director of Residence Life (or his/her designee), eviction from housing, academic suspension and/or expulsion.

4. Moderate Violations include: actions that are harmful solely to the violating individual(s) (i.e. un-sanctioned alcohol consumption), moral indiscretions (including sexual activity), and minor offenses committed more than once. Such violations may result in referral to the Residence Life Judicial Board or referral to the Director of Residence Life (or his/her designee).
5. Minor Violations include: guest hour violations; quiet hour violations; escort policy violations; possession of prohibited items (excluding drug paraphernalia); smoking in prohibited areas; and misuse of doors, balconies, or gates. Such violations may result in referral to the Residence Life Judicial Board, referral to the Director of Residence Life (or his/her designee), fines or written warnings.
6. Any violation that could fall into more than one violation category will be handled in accordance with the more severe guidelines.
7. The judicial process may result in written warning, fines, community service, educational sanctions, revocation of privileges, reparations being required of the violator, a resident being required to switch residence halls, referral to the Dean of Students, eviction from housing, academic suspension and/or expulsion.
8. Residents found guilty of violations of housing policy may appeal the decision to the Director of Residence Life.
9. All housing policy appeals will be addressed within an appropriate amount of time as deemed by the Director of Residence Life.

T. Contract Cancellation and Check-out Procedures

1. Termination of Contract – The University may require a resident to terminate occupancy during a semester if the resident:
    a. Fails to abide by University and/or Residence Life policy.
    b. Changes his/her marital status.
    c. Is not a full-time student or received permission from the Office of Residence Life to be enrolled in fewer hours.
    d. Is not enrolled as a student.
    e. Fails to pay housing, board, tuition, or other University fees.
    f. Fails to maintain room in proper condition or causes damage to housing property or space.
    g. Demonstrates an inability to maintain a respectful relationship with a roommate, housemate(s), or other residents.
    h. Demonstrates an inability to maintain one's own safety and/or facilitate one's own personal care and/or is a threat to self or others due to a psychological, emotional, or medical condition. If staff members are unable to properly manage the resident's needs, the resident may be asked to vacate his/her housing unit.
2. End of Semester – Residents are expected to vacate University housing within twenty-four hours of their last final examination. Housing will normally close at 10:00 a.m. on the day after the last day of finals and will open at noon, two days before classes begin (Fall) or one day before classes begin (Spring and Summer). Closing dates and times will be advertised via newsletter and the web at the beginning of each semester.
3. Check-out – It is the responsibility of the resident to properly check-out of campus housing at the end of the contract period or whenever moving out of campus housing, or to another location within campus housing. Resident must complete the appropriate paperwork and surrender keys in order to finalize check-out. Failure to check-out properly, completely, and on time will result in fines assessed to the resident.
4. Room Damages – Damages to rooms, apartment units, and/or room furnishings beyond the limits of reasonable wear and tear will be charged to the assigned resident(s). A room inventory will be provided for the resident's protection against improper damage charges. Failure to submit a room-condition form 48 hours after checking into a room may result in the resident being charged for all existing room damages. Charges will be posted to the student's University account.

5. A charge will be assessed against the account of any resident who misuses her/his key or who fails to surrender his/her room at check-out.
6. University Property – The cost of repairing or replacing damaged furniture, fixtures, room equipment, or any other University-owned property, will be charged to the resident(s) responsible. If the person(s) responsible cannot be identified, the cost of damage repair or replacement will be assessed as follows:
    a. To roommates – damage to rooms.
    b. To all residents of assigned facility – damage to public areas, floors and equipment.
7. Refund of Security Deposit – Non-returning residents must submit a written request for the re-turn of the Security Deposit. This request must be submitted at check-out or within thirty days of contract cancellation or expiration. Failure to submit a written request as outlined will result in forfeiture of the deposit, which will then become legal property of the University of St. Thomas. Upon request, the Security Deposit refunds will be credited to the student's account within 60 days of a refund request.

Section 3: Academic Standards

Grading Policy (A.02.04)

Scope

All Students

Purpose

To describe grades and grade point values.

Definitions

A. Course Numbers

Courses are identified by subjects and four-digit numbers. The first digit indicates the level of a course. A "1" indicates first-year or entry level, while "3" and "4" indicate upper-division and typically presume prior completion of courses beginning with "1" or "2." The second digit indicates the number of credit hours earned for successful completion of the course. The final two digits indicate the departmental sequence. Thus, Chemistry 1341 is a first-year chemistry course carrying 3 credit hours, and Chemistry 1141 is a first-year course carrying 1 credit hour. These two courses are lecture and lab for first-year General Chemistry and together total 4 credit hours. If a course ends with a character of 'X', this denotes that the course uses a non-degree grading basis (does not factor into the GPA). If a course ends with a character of 'V', the credit hours of the course are variable. For variable-credit classes, the 2nd digit will be a zero.

B. Credit Hours

The unit of measurement for academic work is the credit hour, representing fifty minutes of class lecture or contact time per week for one semester. Two to four laboratory clock hours are usually required for earning 1 credit hour in a laboratory course.

Policy/Procedure

1. Grading and Point Equivalents

A = 4.00 grade points per credit hour
A- = 3.70 grade points per credit hour
B+ = 3.30 grade points per credit hour
B = 3.00 grade points per credit hour
B- = 2.70 grade points per credit hour
C+ = 2.30 grade points per credit hour
C = 2.00 grade points per credit hour

C- = 1.70 grade points per credit hour

D+ = 1.30 grade points per credit hour

D = 1.00 grade points per credit hour

F = 0.00 grade points per credit hour

P = Credit earned without impact on the student's GPA. See the policy on Pass/Fail Option.

I = Incomplete. At the discretion of the faculty member, a grade of "I" may be assigned to a student who has successfully completed [i.e., with at least a passing grade] a majority of the work of the class and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule. Incomplete grade requests can only be submitted after the end of the formal withdrawal ("W") period. Upon the completion of the work within the next regular semester at the time prescribed by the faculty member, the faculty member will award the student a letter grade, including the possibility of an "F." An "I" grade that is not replaced by a letter grade or an "IE" grade by the end of the grade deadline in the subsequent regular semester will automatically become a grade of "F."

IE = Incomplete Extended. At the discretion of the faculty member, a grade of "IE" may be assigned to a student for one semester if the situation warrants. The "IE" grade that is not replaced by the end of the grade deadline of the semester in which it expires will automatically become a grade of "F."

DS = Passing, Stopped Attending. Same grade point calculation as "D." Denotes that the student stopped attending but did not officially withdraw. This is an internal classification for tracking purposes and will appear on the transcript as an "D".

FN = Failure, Never Attended. Same grade point calculation as "F." Denotes that student never attended but did not officially withdraw. This is an internal classification for tracking purposes, and the official grade will appear as an "F' on the transcript.

FS = Failure, Stopped Attending. Same grade point calculation as "F." Denotes that student never attended but did not officially withdraw. This is an internal classification for tracking purposes and will appear on the transcript as an "F".

S = Satisfactory progress. This grade is reserved for a course that typically goes beyond one semester. A final grade is posted upon completion of the work.

W = Withdrawal or drop from a course without jeopardy or effect on GPA, in the period beginning with the 13th day of classes and ending with the last day of the 11th week of a regular semester, or as specified on the Academic Calendar for courses in other sessions. Failure to withdraw officially from any or all courses within the specified period to withdraw with a "W" can result in a grade of "F."

WF = Withdrawal or drop from a course after the end of official withdrawal period, ending on the last day of classes for the term. Equivalent to "F' grade, earning 0.00 grade points per credit hour and impacting term and cumulative GPA.

AUD = Audit only; no credits earned.

NGS = No grade submitted. This is a temporary notation used when a faculty member has not submitted a grade by a prescribed deadline. The course grade is pending. The faculty member will report the actual course grade by means of their myStThom account or the official Grade Change Form. NGS has no negative impact on a student's term or cumulative GPA.

The description and interpretation of the letter grades is as follows:

A, A- = Excellent (unusual and superior achievement)
B+, B, B- = Good (above average, articulate achievement)
C+, C = Satisfactory (average work)
C-, D+, D, DS = Passing (below standard)
F, FN, FS = Failing

The GPA is calculated by adding the total number of grade points earned and then dividing by the total number of hours attempted at the University.
To achieve the minimum GPA required for a degree, the student must have obtained at least twice as many grade points as hours attempted at the University of St. Thomas. Courses taken outside the University of St. Thomas are not calculated in determining grade point averages.

2. Final Semester Grades

Semester grades and cumulative statistics are available at the end of each semester on myStThom. Faculty members are not authorized to post final grades or release them to students by any other means. Students should review their grades carefully. A course grade may not be changed after one year following completion of the course.

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Good Academic Standing Policy (A.02.10)

Scope

All Undergraduate Students.

Purpose

To establish a standard of Good Academic Standing for undergraduate students.

Policy

A student is in Good Academic Standing as long as he/she maintains a minimum GPA, as specified below. To remain in Good Academic Standing and avoid Academic Probation, a student must have the following minimum cumulative grade point average on course work completed at the University of St. Thomas relative to the number of completed regular fall/spring semesters. Students placed on Academic Probation will not be in Good Academic Standing. A cumulative grade point average of 2.0 is the minimum standard for graduation.

Completed Regular Fall/Spring Semesters	UST Grade Point Average
Semester 1	1.70
Semester 2	1.80
Semester 3	1.90
Semester 4 +	2.00

Note: All coursework completed at UST outside of the regular fall/spring terms, will be counted toward cumulative grade point average and will effect Good Academic Standing.

Academic Probation and Dismissal

Academic Probation is intended to warn students that they have dropped below the level of performance necessary for Good Academic Standing (listed above). Students shall be placed on Academic Probation if their cumulative GPA does not meet the required minimum relative to the number of regular fall/spring semesters completed at UST. Academic Probation will remain until the student meets the required cumulative GPA. Once the cumulative GPA meets or exceeds the minimum GPA requirement, the student will be removed from Academic Probation and be in Good Academic Standing.

Only course work taken at UST will be applied toward the grade point average. Academic Probation will be posted to the fall/spring semester in which the cumulative GPA falls below the level of Good Academic Standing. The cumulative GPA will be recalculated at the start of each semester (fall, spring and summer), and all coursework completed at UST between the fall and spring semesters will be used toward the GPA re-calculation. Academic Probation will be noted permanently on the student’s academic record. Students on Academic Probation may be required to carry a restricted course load and/or repeat courses as well as perform other activities prescribed by the Registrar or designee. Students unwilling to accept the conditions of their probation will be dismissed.

Academic Dismissal is incurred when a student's cumulative GPA drops below the level of performance necessary for Good Academic Standing (listed above) and his/her semester GPA continues to post below the requirement for Good Academic Standing. During the academic dismissal, students may not enroll, audit or visit classes at UST. Academic dismissal will be noted permanently on students' academic records.

Students may also be dismissed if they are on probation and are unwilling to accept the conditions of their probation or do not conscientiously fulfill the conditions of their probation. On these matters, the student's academic advisor or dean of students will make the recommendations to the Registrar.

Other reasons may justify dismissal, including academic dishonesty and violating certain norms of conduct expected of students as outlined in the Code of Student Conduct.

A student who has been dismissed for academic reasons may apply for readmission to the University after one year. The University's Admissions Committee reviews readmission applications and sets the conditions for readmission. These may involve the student taking only prescribed courses or a limited course load. In all cases, the student will be readmitted on a conditional basis. The student's academic advisor will monitor the student's progress in meeting the conditions of readmission set by the Admissions Committee.

Academic Fresh Start

Students who have not completed coursework at UST for ten or more years are eligible for the academic “fresh start” program. Essentially, if a student elects this option and is re-admitted to UST under current application requirements, all courses taken ten or more years ago will be counted toward degree completion; however, they will not be counted in the new GPA calculations. Students utilizing the Academic Fresh Start program are required to complete a minimum of 36 hours counted toward their GPA, in order to graduate from the University of St. Thomas. With this option, a student who left the University on probation could return ten years later with good academic standing.

The provisions of the “fresh start” program cannot be reversed once initiated, and it may only be invoked once.

In order to be considered for the “fresh start” program, students must select the “fresh start” option on the application and submit all official transcripts from all colleges and universities attended.

Note: Academic Fresh Start clears only a student’s academic record. When deciding eligibility for financial aid, the University must count all prior credits earned. In addition, the Department of Veterans Affairs does not recognize the Academic Fresh Start program. Students cannot be certified for courses they have successfully completed.

APPROVED: Dr. Richard Ludwick
Date of Original Formation: 9/1/2010
Revision Date: 8/1/2019
Effective Date: 8/1/2019

Academic Integrity (A.02.11)

Scope

All Students.

Purpose

To describe academic dishonesty and its consequences.

Policy/Procedure

The University of St. Thomas strives to provide a learning environment that is rooted in academic and ethical behavior and embraces the Basilian Fathers’ core values of goodness, discipline, and knowledge. Students are

therefore expected to act with honesty and integrity in their pursuit of academic excellence. Every offense against academic honesty seriously undermines the teaching-learning process for which the University exists, and such offenses will be dealt with seriously.

Definition

Academic dishonesty includes but is not limited to:

1. Cheating on an assignment, examination, or test; for example, by copying from another's work or using unauthorized materials before or during the test, including the use of electronic devices;
2. Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source;
3. Participation in the academic dishonesty of another student, even though one's own work is not directly affected;
4. Any conduct which would be recognized as dishonest in an academic setting.
5. The use of generative artificial intelligence (GAI) unless expressly permitted in the course syllabus or for a particular assignment.

Charge of Academic Dishonesty

Faculty and/or exam administrators who consider that they have a valid case of academic dishonesty against a student must inform the student of the charge and the resulting penalty which is at the discretion of the faculty member. The faculty member will submit the charge, penalty and supporting documentation to the Dean of Students and the Registrar using the Academic Dishonesty form on the portal after the act has been discovered and investigated but no later than the date when course grades are due for the semester or academic session. Record of the offence will be kept by the Registrar's office as an official academic record. Each case will be treated as a matter of deferred adjudication; if and when the student graduates, the record will be expunged. A student wishing to appeal the academic dishonesty charge must write a letter of appeal within seven days of receiving the Report of Academic Dishonesty. The Registrar will forward the appeal and all supporting documents pertaining to the case to the Academic Committee.

Second Case Offenses

When a second charge of academic dishonesty has been upheld against a student, the student shall be dismissed from the University. The transcript will note "Dismissed for Academic Dishonesty," along with the date. Readmission to the University may be considered under extraordinary circumstances through a written appeal to the office of the Vice President for Academic Affairs.

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Academic Dishonesty Reporting Procedures

Academic Integrity Procedures

Related Policy: Academic Integrity Policy (A.02.11)
Responsible Offices: Dean of Students Office and Registrar's Office

Purpose

These procedures establish the process for reporting, reviewing, and resolving alleged violations of the Academic Integrity Policy. The procedures are intended to ensure consistent application of the policy, maintain accurate institutional records, and provide students with due process.

Reporting Academic Dishonesty

A. Instructor Responsibility

When an instructor determines that a student has violated the Academic Integrity Policy, the instructor must:

- Address the matter directly with the student, as appropriate.
- Determine and apply any academic penalty authorized under the Academic Integrity Policy and course syllabus.
- Complete and submit the Academic Dishonesty Report Form.

Academic Dishonesty Report Form

The report should include:

- Student name and ID number
- Course and section information
- Date of the incident
- Description of the alleged violation
- Supporting documentation or evidence
- Academic penalty assigned by the instructor

B. Distribution of Reports

Submitted reports are automatically routed to:

- The Dean of Students Office
- The Registrar's Office

The Registrar maintains institutional records of reported academic integrity violations.

First Academic Integrity Violation

Upon receipt of a first Academic Dishonesty Report, the Dean of Students Office will:

- Review the report for completeness.
- Verify whether the student has any prior academic integrity violations on record.
- Send written notice to the student regarding the reported violation.
- Place the student on Deferred Adjudication as outlined in the Academic Integrity Policy.

Deferred Adjudication serves as an institutional warning and provides the student an opportunity to avoid further disciplinary action by complying with university expectations.

Student Right to Appeal

A student may appeal the finding that an academic integrity violation occurred.

Appeals must:

- Be submitted within seven (7) calendar days of the notice date.
- Be submitted using the Academic Integrity Appeal Form.

Academic Integrity Appeal Form

Students may appeal the determination that a violation occurred but may not appeal the academic penalty assigned by the instructor.

Examples of academic penalties that are not subject to appeal through this process include:

- Reduced grade on an assignment
- Grade of zero on an assignment
- Course grade penalties authorized by the policy

Academic Committee Review

Appeals are reviewed by the Academic Committee in accordance with university procedures.

The Academic Committee will:

- Review the appeal and supporting documentation.
- Review information submitted by the instructor.
- Determine whether the reported violation is supported by the evidence.

The Academic Committee may:

- Uphold the finding of academic dishonesty; or
- Overturn the finding of academic dishonesty.

The decision of the Academic Committee is final.

Second Academic Integrity Violation

If a student is reported for a second violation of the Academic Integrity Policy, the Dean of Students or designee will verify the student's prior record.

The Dean of Students or designee will:

- Notify the student of the second violation.
- Provide written notice of dismissal in accordance with the Academic Integrity Policy.
- Explain the student's appeal rights and procedures.

Appeal of Dismissal

A student may appeal the dismissal decision by submitting an appeal to the Academic Committee within the timeframe specified in the dismissal notice. See *Student Right to Appeal*.

The Academic Committee will review the appeal and issue a final decision.

Enrollment Status During Appeal

Students who timely appeal a dismissal decision may continue attending classes and participating in university activities while the appeal is pending.

Enrollment status will remain unchanged until the Academic Committee issues a final decision.

If the dismissal is upheld, the dismissal will take effect as specified by the Dean of Students or designee.

Record Retention

The Registrar's Office maintains records of academic integrity reports in accordance with institutional record retention requirements.

The Dean of Students Office maintains disciplinary records associated with academic integrity proceedings.

Questions

Questions regarding these procedures should be directed to:

Dean of Students Office at deanofstudents@stthom.edu.

Academic Grievance Policy (A.05.04)

Scope

All faculty, distance education, hybrid, hyflex, and in person students.

Definition

Academic grievances involve matters such as the instructor's management of a class, instructor's failure to adhere to responsibilities specified in UST Policy F.07.01: Faculty Teaching Responsibilities, or a grade received by a student.

Purpose

To explain when, how and to whom a student may file a grievance against an instructor.

Procedure

01. Timing of Appeals

The student must initiate the grievance process no later than the first day of the next regular semester (fall/spring). All parties involved in an appeal (Steps Two through Five) will be notified in writing of a decision and any further appeals must be initiated within two weeks of that decision

02. Step One

Ideally, academic grievances are to be settled between the instructor and the student, in person or in writing. Either party may invite a witness or mediator to attend any meetings in which the grievance is discussed.

03. Step Two

If either party is not satisfied with the decision, she/he may appeal in writing to the Department Chair (or Associate Dean if there is no department chair or if the faculty member in question is the Department Chair).

04. Step Three

If either party is not satisfied with the decision of the department chair, she/he may appeal in writing to the Dean of the School in which the course resides

05. Step Four

If either party is still not satisfied, either may submit a written appeal to one of the following committees, as appropriate:

1. Curriculum and Standards Committee – Graduate students in the Cameron School of Business.
2. School of Education Council – Graduate students in the School of Education.
3. School of Theology Council – Graduate students in the School of Theology.

4. Academic Committee – All other students (graduate and undergraduate).

06. Step Five
A final written appeal may be made to the VPAA.

APPROVED: Dr. Richard Ludwick
Date: April 19, 2011
Revision Date: March 10, 2022
Effective Date: March 10, 2022

Academic Grievance Procedures

Academic Grievance Procedures

Purpose

These procedures establish the process for resolving academic grievances, including grade appeals, in accordance with the University's Academic Grievance Policy. The goal of the process is to provide a fair, timely, and educationally sound method for reviewing concerns related to academic decisions.

Filing an Academic Grievance

A student who wishes to file an academic grievance must submit the **Academic Grievance Reporting Form** in writing.

The Academic Grievance Reporting Form is available:

- In the Student Handbook; and
- Through the Dean of Students Office upon request.

Students should provide all relevant information and supporting documentation at the time the grievance is submitted.

Initial Review

The completed Academic Grievance Reporting Form is submitted to the **Dean of Students Office**.

The Dean of Students Office will:

- Review the submission;
- Determine the appropriate university policy or procedure applicable to the concern; and
- Forward academic grievances and all supporting documentation to the appropriate Division Dean for review and resolution.

Informal Resolution

Consistent with University policy, students and instructors are encouraged to attempt to resolve academic concerns informally before initiating a formal appeal whenever feasible. Either party may invite an advisor to participate in discussions regarding the grievance.

Upon receipt of the grievance, the Division Dean or designee should first attempt to facilitate an informal resolution.

Informal resolution may include:

- Discussions with the student;
- Discussions with the instructor; and
- Other efforts to resolve the concern collaboratively and at the lowest appropriate level.

If an informal resolution is reached, the Division Dean or designee shall provide written notice of the resolution to the student and instructor.

A copy of the resolution should be provided to the Dean of Students Office for recordkeeping.

Formal Resolution

If an informal resolution cannot be reached, the Division Dean or designee shall review the grievance and supporting documentation in accordance with the Academic Grievance Policy.

Following review, the student shall receive a written outcome letter explaining the decision and any available appeal rights.

A copy of the outcome letter shall be provided to the Dean of Students Office for recordkeeping.

Appeals Process

Students may appeal decisions in accordance with the Academic Grievance Policy. Appeals must be submitted within the timelines established by the policy and must include any required supporting documentation.

Appeals are reviewed through the following levels:

1. Department Chair
2. Division Dean (if applicable)
3. Academic Dean
4. Academic Committee
5. Vice President for Academic Affairs (VPAA)

The decision of the Vice President for Academic Affairs is final.

Grounds for Appeal

An appeal should identify one or more of the following grounds:

- A procedural error occurred that materially affected the outcome;
- New information has become available that was not reasonably available at the time of the original review;
- The decision was not supported by the information available at the time of the review;
- The imposed outcome was inconsistent with applicable university policy.

An appeal is not a rehearing of the matter and should not be submitted solely because a student disagrees with the outcome.

The reviewing authority may affirm the original decision, modify the decision, remand the matter for further review, or take other action consistent with university policy.

Student Responsibilities

Students are responsible for:

- Submitting grievance and appeals within the required timelines;
- Providing relevant documentation and supporting information;
- Responding to requests for additional information; and
- Following all procedures outlined in the Academic Grievance Policy.

Timelines:

The student must initiate the academic grievance process no later than the first day of the next regular Fall or Spring semester following the event giving rise to the grievance.

Following a decision at any appeal level, any further appeal must be initiated within two weeks of the written decision. All parties involved will be notified in writing of decisions rendered throughout the process.

University Responsibilities

University officials reviewing grievances and appeals are responsible for:

- Conducting a fair and impartial review;
- Considering all relevant information submitted by the parties;
- Providing written decisions when required; and
- Maintaining appropriate records of the grievance process.

Dean of Students Office Support

The Dean of Students Office serves as the central intake and recordkeeping office for academic grievances and grade appeals.

The Dean of Students Office serves as a resource throughout the grievance process and may:

- Explain grievance procedures and appeal rights;
- Answer questions regarding university policies;
- Assist students in understanding procedural requirements;
- Maintain records related to academic grievances and appeals; and
- Coordinate communication regarding final case outcomes.

The Dean of Students Office does not determine academic outcomes or substitute its judgment for that of academic decision-makers.

Recordkeeping

All outcome letters and appeal decisions shall be provided to the Dean of Students Office for institutional recordkeeping.

The Dean of Students Office shall maintain a record of:

- The original grievance;
- Supporting documentation submitted by the student;
- Outcome letters;
- Appeal decisions; and
- The final resolution of the matter.

The final disposition of the grievance shall be recorded by the Dean of Students Office upon completion of all appeal opportunities.

Accessibility of the Grievance Process

The University is committed to providing equitable access to the Academic Grievance and Grade Appeal process. Students who need accommodations to participate in any part of the process should contact the Dean of Students Office. The Dean of Students Office will coordinate with Access and Disability Services and other appropriate offices as needed to ensure access to grievance-related meetings, communications, and procedures.

Related Resources

- Academic Grievance Reporting Form
- Academic Grievance Policy
- Student Handbook
- Dean of Students Office Contact Information: deanofstudents@stthom.edu

Absences and Withdrawals (A.02.05)

Scope

All Students.

Policy/Procedure

01. Withdrawals due to Absence from Class

Frequent unexplained absences may result in a student being administratively withdrawn from the course or in a grade reduction or failing grade, at the discretion of the faculty member, in accordance with the faculty member's attendance policy included on the course syllabus. Please note, however, that non–attendance does not automatically withdraw a student from a course or from the University. Students should follow the formal add/drop and withdrawal procedures of the University for any courses which they do not wish to attend.

02. Withdrawal from the University

At any time prior to the last day of the semester, a student may officially withdraw from the University by completing the Withdrawal/Discontinue Statement Form from the Registrar's Office.

Financial aid recipients must also notify the Office of Scholarships and Financial Aid. Students receiving veteran's benefits must notify the Veteran Success Center.

As with dropping individual courses, failure of a student to withdraw officially within the specified period to withdraw with a "W" can result in the awarding of "F" or "WF" grades for all courses. Petitions for any exceptions to these rules due to extenuating circumstances must be made in writing to the Academic Committee via the Academic Petition Form. Students are strongly encouraged to consult with their academic advisors, financial aid counselors, and student accounts counselors prior to any type of withdrawal. A student who has withdrawn from the University must contact the Admissions Office regarding readmission.

03. Medical Withdrawals

Students wishing to secure a medical withdrawal must submit an official doctor's note on letterhead indicating the diagnosis, length of time they were under the doctor's care, and the doctor's recommendation along with the Medical Withdrawal Request Form located on the Registrar's webpage. All documentation must be submitted to the Registrar no later than the last day of classes for the applicable term.

Refunds will be considered on an individual basis for students who stopped attending classes before October 1 for the fall semester and March 1 for the spring semester. Because the summer term has multiple sessions

with different start/end dates, refunds for classes taken in those sessions will be at the discretion of the Registrar. Medical withdrawals may be made after these deadlines with a resulting grade of "W," but no refunds will be granted.

The Office of Scholarships and Financial Aid will follow federal guidelines in determining refund procedures for all federal programs. Institutional and State Aid that was applied to any tuition charge will be reviewed on a case-by-case basis and will be subject to reduction and/or cancellation prior to any tuition refund being issued.

If a medical withdrawal is approved, any course(s) in the term where a final grade has not been earned and officially recorded as of the approval date will be marked with a "W" grade. No partial withdrawal will be allowed. Students who have secured a medical withdrawal may not return to the University without their doctor's written approval.

APPROVED: Dr. Richard Ludwick
Date of Original Formation: 9/1/2010
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Revision Date: 11/28/2023
Effective Date: 12/07/2023

Section 4: Family Educational Rights & Privacy Act - Policy on Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which gives students the right to inspect and review their education records and ask for amendments to those records. FERPA also gives each student some control over the disclosure of information from their education records.

Education records are defined as those documents that are directly related to a student and are maintained by an education agency, institution, or party acting for the agency or institution. Education records do not include sole possession records, law enforcement unit records, employment records, medical records, or post-attendance records. All currently enrolled and former students have the right to review their education records for content and accuracy. A student who wishes to obtain access to his or her education records should contact the Registrar.

Under FERPA, the University is free to release information about students categorized as directory information. **Directory information includes such things as the student's full name; address; major field of study; participation in officially recognized activities and sports; height and weight of members of athletic teams; dates of attendance, including current classification and year, matriculation and withdrawal dates; degrees and awards received; most recent previous educational institution attended; full- or part-time status; and photograph.** Students have the right to restrict disclosure of this information by completing and submitting a Request to Prevent Disclosure of Directory Information Form to the Registrar's Office. A non-disclosure request that is in effect when a student graduates or leaves the University remains in effect until rescinded by the student in writing.

The University may release a student's records to their parents (1) with the written consent of the student, (2) in compliance with a subpoena, or (3) upon receipt of evidence indicating the student was declared a dependent by their parent on their parent's most recent income tax return. Consent forms are available in the Registrar's Office.

Section 5: Solomon Amendment

Scope

All Undergraduate Students.

Purpose

To enforce the Solomon Amendment.

Policy/Procedure

Institutions are required to provide directory information on students who are at least 17 years of age, upon request from representatives of the Department of Defense for military recruiting purposes. That information includes student name, addresses, telephone listings, date and place of birth, level of education, degrees received, prior military experience and the most recent school attended.

APPROVED: Dr. Robert Ivany
Date of Original Formation: 9/1/2010
Revision Number:
Revision Date:
Effective Date:

Section 6: Attendance Policy for Co-Curricular Activities

Scope

UST Community.

Purpose

This policy addresses student attendance issues when students must be absent from the campus because they officially represent the University in such sponsored activities as intercollegiate athletics, debate tournaments, Campus Ministry activities, and conference attendance.

Following Catholic tradition, the University of St. Thomas promotes the education of the whole person: spiritual, intellectual, moral, social, and physical. Coaches and advisors for co-curricular activities play their part in this education both by guiding students in their particular activity and by taking appropriate concern for the other dimensions of student development, including academics. UST's philosophy of education affirms that academic excellence need not be sacrificed for success in co-curricular activities. Indeed, sports and other co-curricular activities can help to instill many good traits in students, such as discipline, determination, and perseverance, which can be redirected to academic achievement. Coaches and advisors should pride themselves on devising strategies to help students under their care to make up for missed academic experiences and, even more, to excel academically. Students involved in co-curricular activities should not believe that they must resign themselves to lower grades as a consequence of their participation, but should set their sights high and use the skills and resources at their disposal to strive for excellence.

Policy/Procedure

1. Students should meet with their academic advisors prior to registering for classes to discuss their class schedule and participation in co-curricular activities.
2. Absence from class does not excuse students from any work missed during the absence.
3. Students must discuss with the instructor, as early as possible in the semester, the potential consequences of missing classes.
4. Students are responsible for submitting all assignments on time and arrangements must be initiated in advance by students for any assignments, quizzes, or exams that will be missed.
5. Coaches, instructors, advisors, and sponsors must provide the names of students who will miss classes using the university approved excused absence form. Forms must be completed and sent to the instructor teaching the class.
6. Coaches, instructors, advisors and sponsors must make every attempt to schedule traveling, games, matches and other University-sponsored activities at times that will have the least conflict with students' class schedules.
7. Students may not miss class due to preparation time for co-curricular activities, including practices.
8. Off campus participation in co-curricular activities is strongly discouraged during any final examination period and will require special approval of the Vice President for Student Affairs as well as the Vice President for Academic Affairs.
9. The intent of this policy is to prevent disputes between students and faculty members concerning student absences. If a dispute cannot be resolved between the student and the faculty member, the procedures of the Academic Grievance Policy should be followed.

APPROVED: Dr. Robert Ivany
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Effective Date: 8/1/2011

Section 7: Policy on Professional Ethics Governing Faculty/Student Consensual Romantic or Sexual Relationships

The University of St. Thomas is committed to fostering a learning, working, and living environment that promotes the personal and professional growth of students and faculty and honors the dignity of every member of our community. Central to the life of the Academy are the professionalism and integrity of its faculty. It is the responsibility of the faculty to refrain from violating the dignity, trust and rights of those whom they serve. Truth and respect, indispensable to the well-being of the University, are violated when in romantic or sexual relationships with students; even if those relationships are consensual.

University of St. Thomas faculty, whether full or part-time, must not engage in consensual romantic and sexual relationships with students, since the faculty member is in a position of professional authority with respect to the student. It is understood that a faculty member has the primary obligation to discourage such a relationship and to discontinue the relationship if it should develop. A faculty member who violates this prohibition will be subject to disciplinary action ranging from verbal warning to suspension or termination of employment.

The Vice President for Academic Affairs, or his or her office designee, shall be responsible for investigating complaints of violation of this policy. Confidentiality will be maintained in any investigation to the extent consistent with the need to conduct a thorough investigation. Nothing in this policy shall be construed to affect any rights a faculty member otherwise possesses to challenge any disciplinary action which may be imposed for violation of this policy.

Section 8: Student Complaints

The University of St. Thomas strives to provide a safe, humane, and responsive learning environment for students. When conflicts arise, students are encouraged to resolve the complaint informally. In the case that an issue cannot be resolved informally, the individual has a right to initiate a formal complaint through the Office of the Dean of Students. Student complaints may include, but are not limited to, issues regarding classroom instruction, campus services and offices, as well issues with other students.

Students are encouraged to resolve all complaints informally, first by meeting with the person directly involved with the complaint. If the complaint cannot be resolved, the formal complaint process is the official mechanism for review and resolution. Concerns shared outside of this process may be redirected to the formal complaint form.
NOTE: If the complaint is one regarding academics, see the Academic Grievance Policy for procedures.

Formal complaints must be made in writing and submitted by the student on the official complaint form, found HERE. Anonymous reports may be received and reviewed but may limit the university's ability to respond.

Complaints involving discrimination, harassment, or disability-related concerns will be referred to the appropriate compliance office (e.g., Title IX Coordinator, ADA/504 Coordinator) in accordance with applicable laws and policies. The university prohibits retaliation against individuals who submit complaints in good faith.

Upon receipt of the formal written complaint, the Dean of Students or designee will review the complaint, review for completeness, determine the appropriate process for response, and forward to the appropriate department for further review and resolution. Information related to student concerns is shared only as necessary for resolution and in accordance with the Family Educational Rights and Privacy Act.

A. All academic/classroom complaints will be forwarded to the chair/dean of the academic department and the Vice President for Academic Affairs.
B. All complaints about a staff/faculty actions/behavior will be forwarded to the employee's immediate supervisor and department chair/dean, and human resources (for record keeping purposes).
C. All complaints about general campus services, other students' actions/behaviors, code of conduct violations will remain in the office of Student Affairs.
D. All other complaints will remain in the office of Student Affairs.

The dean and/or next level supervisor will schedule a time to meet with the complainant to discuss and resolve the complaint. Students are encouraged to share any relevant information or documentation.

If the complainant does not agree with the resolution of the complaint, he/she may appeal the dean's or next level supervisor's decision to the vice president overseeing the department involved in the complaint. The student's written appeal, including all supporting documentation, will then be forwarded to the department's vice president, who may request an appointment with the complainant to discuss the appeal or may choose to make a decision based upon a review of the written documentation.

The vice president will make a decision concerning the complaint and notify the complainant of the decision in writing. This is the final institutional decision.

After exhausting the University's complaint process, current, former, and prospective students may initiate a complaint with Texas Higher Education Coordinating Board. More information about how to file a complaint with THECB can be found at www.thecb.state.tx.us. Complaints will be accepted by using the THECB online complaint portal.

Section 9: Counseling and Disability Services

Counseling and Wellness Services (CWS) provides various services for students related to personal and emotional adjustment, mental health, developmental issues, academic skill-building and crisis intervention. Confidential services are provided at no cost for currently enrolled University students, are generally short-term, and follow a brief intervention model. Counselors will assess the nature and extent of a student's concern and make appropriate recommendations. Services offered include initial assessment, consultation, individual and group counseling, crisis intervention, academic support, campus outreach, and referral information. More information is available at www.stthom.edu/counseling. For an appointment or additional information, contact CWS at 713-525-2169.

Access and Disability Services for Students

Access and Disability Services (ADS) provides academic accommodations for students with disabilities. The University abides by the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973 and other legal mandates that stipulate qualified students with disabilities receive accommodations to provide equal access to programs and opportunities at the University. If a student has a documented disability, reasonable and appropriate academic accommodations for students who qualify under the law are available.

Disabilities may be defined by the following:

- learning disabilities
- health impairments
- physical limitations
- psychiatric disabilities

Students should set an appointment with professional staff at ADS to review the nature and history of the disability as well as present concerns related to the educational environment. For information regarding the procedures required to obtain academic accommodations at UST, please contact the ADS Office.

A. Accessibility and Inclusion Statement

University of St. Thomas is committed to fostering a learning environment that affirms the dignity, worth, and potential of every student. Consistent with the University's Catholic and Basilian mission, the University strives to cultivate a community grounded in goodness, discipline, and knowledge where all students are welcomed and supported in their educational pursuits.

The University recognizes disability as an important aspect of human diversity and is committed to promoting equal access to academic programs, services, activities, and campus life for qualified students with disabilities. Through the Office of Access and Disability Services (ADS), the University engages in an interactive process with students to determine reasonable accommodations that provide equitable access while maintaining the essential requirements and academic standards of the institution.

Accessibility is a shared responsibility among students, faculty, staff, and administrators. The University encourages collaboration, communication, and proactive engagement to promote an inclusive campus environment that supports student success and meaningful participation in the life of the University.

The University complies with applicable federal and state laws relating to disability nondiscrimination and accessibility, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended.

B. Requesting Accommodations

Requesting Accommodations

The University is committed to providing equal access to educational programs, services, and activities for qualified students with disabilities. Students seeking accommodations are responsible for initiating the accommodation process through the Office of Access and Disability Services (ADS).

Students may request accommodations at any time during their enrollment; however, students are encouraged to begin the process as early as possible. Accommodations are not retroactive and generally become effective only after the accommodation process has been completed and approved accommodations have been communicated to the appropriate parties.

To request accommodations, students must submit an accommodation request through the Accessible Information Management (AIM) system and provide supporting documentation when requested. Documentation may be required to establish the presence of a disability, describe functional limitations, and assist ADS in determining appropriate accommodations.

Following submission of the request, ADS will engage in an individualized interactive process with the student. This process may include a review of documentation, meetings with ADS staff, discussion of disability-related barriers, and consideration of reasonable accommodations that provide equitable access while maintaining the essential requirements of the University's programs and activities.

Accommodation determinations are made on an individualized basis and are based on the student's documented disability-related needs. Recommendations from healthcare providers are considered as part of the review process but do not automatically determine the accommodations that will be approved.

Students are responsible for participating in the interactive process, responding to requests for information, and communicating with ADS regarding changes in their disability-related needs. Additional documentation may be requested when necessary to evaluate a request or to support modifications to existing accommodations.

Students approved for accommodations will receive information regarding the implementation of their accommodations through AIM. Depending on the nature of the accommodation, students may be required to complete additional steps, such as requesting accommodation notifications, scheduling accommodated examinations, or coordinating services with ADS each semester.

Students who believe they have experienced disability-related discrimination or who disagree with an accommodation determination may utilize the procedures outlined in the Disability Nondiscrimination Policy and Grievance Procedures sections of this handbook.

Questions regarding accommodations, documentation requirements, or the accommodation process should be directed to the Office of Access and Disability Services.

C. Documentation Guidelines

Documentation Guidelines

The University of St. Thomas Office of Access and Disability Services, provides an inclusive and accessible environment for all students. If you are a student with a disability and require accommodations to fully participate in the academic programs and activities, we are here to support you. To ensure that appropriate accommodations are provided, we request that you submit documentation of your disability.

Documentation should meet the following requirements:

Qualified Healthcare Professional: Documentation must be provided by a licensed or certified professional who has specific expertise in diagnosing and treating the condition(s) for which accommodations are requested. This may include psychologists, psychiatrists, medical doctors, licensed social workers, or other appropriate specialists. The documentation should be on official letterhead and include the contact information, credentials, and signature of the qualified healthcare professional who diagnosed your disability.

Current Documentation: The documentation should be recent enough to reflect the student's current functional limitations. While the timeframe may vary depending on the disability, generally, documentation should be within the last three to five years. For chronic or lifelong conditions, older documentation may be acceptable if it is supplemented with more recent information.

Comprehensive Assessment: The documentation should include a detailed assessment and diagnosis of the disability. For learning disabilities or ADHD, this may include psychoeducational testing, cognitive and achievement assessments, and other standardized measures. For physical or medical conditions, relevant medical evaluations and test results should be included.

Clear Diagnostic Statement: The documentation must include a clear statement of the diagnosis, consistent with current diagnostic criteria (e.g., DSM-5 or ICD-10). The statement should explain the nature and extent of the disability and describe the specific functional limitations caused by the disability. This includes how the condition impacts the student’s ability to perform academic tasks such as reading, writing, attending classes, participating in discussions, and taking exams.

History of Accommodations: If applicable, the documentation should include a history of past accommodations provided in educational settings (e.g., high school, prior college). This information helps ADS understand what has been effective in supporting the student’s success.

Access and Disability Services reviews all submitted documentation to gain a comprehensive understanding of how a student's disability affects their academic performance and the specific accommodations they require. The review of documentation is a collaborative process, treating each case individually. It's important to note that the eligibility determination process cannot be completed in a single day. Upon uploading documentation through the New Student Application, it will be assessed in the order it was received. To ensure timely consideration of accommodation needs, it is advisable to submit documentation well in advance. Generally, documentation is processed promptly, and students can expect to receive notification within five business days of submission.

Students with readily observable permanent disabilities, such as wheelchair users or white cane users, are not required to submit documentation. Instead, they can submit their application and then reach out to the ADS office to schedule a Welcome Meeting.

There are several options available for submitting documentation of your disability to Access and Disability Services. Disability Services adheres to the guidelines provided by the Association on Higher Education and Disability (AHEAD) for reviewing documentation and approving accommodations.

Examples of acceptable disability documentation include:

- Medical records or a diagnostic summary from a patient portal
- Letter from a healthcare professional, printed on letterhead, confirming the diagnosis
- Disability Services Verification Form (to be completed by a healthcare professional)
- Accommodation letter from a previous post secondary institution
- Comprehensive evaluation or diagnostic report (e.g., Educational Testing Report or Multifactorial Evaluation)
- Individualized Education Program (IEP) or 504 plan

All documentation will be treated with confidentiality and shared only with relevant university staff involved in the accommodation process. It is important to submit your documentation as early as possible to allow sufficient time for review and implementation of accommodations.

For more information on our documentation requirements or to schedule an appointment to discuss your specific needs, please contact the Office of Access and Disability Services at access@stthom.edu. We are here to assist you in navigating the accommodation process and supporting your academic success.

We look forward to working with you and ensuring equal access and opportunity for all students at the University of St. Thomas.

To request academic accommodations due to a disability, please register with the Office of Access and Disability Services at stthom.edu/access.

D. Testing Accommodations and Testing Center Procedures

Testing Accommodations and Testing Center Procedures

Purpose

The ADS Testing Center supports the implementation of approved testing accommodations for students registered with the Office of Access and Disability Services (ADS). The Testing Center is committed to providing a fair, accessible, secure, and distraction-reduced testing environment while maintaining the academic integrity and essential requirements of each course.

Testing Center Hours and Location

The ADS Testing Center is located in the lower level of Doherty Library, Room B010.

Regular Testing Center hours are Monday through Friday from 9:00 a.m. to 4:30 p.m. The final testing appointment of the day is administered at 1:00 p.m. to allow sufficient time for students approved for extended testing accommodations.

Contact
Email: testing@stthom.edu
Phone: 713-942-3451

Eligibility for Testing Accommodations

Testing accommodations are available only to students who:

- are registered with the Office of Access and Disability Services; and
- have approved testing accommodations through the ADS accommodation process.

The Testing Center is intended solely for the administration of accommodated testing for eligible students. The Testing Center does not provide general makeup testing or proctoring services for students without approved ADS accommodations.

Scheduling Accommodated Exams

Students are responsible for scheduling their accommodated testing appointments through the AIM Student Portal. Exams must be scheduled at least three (3) business days in advance in order to allow sufficient time for staffing, room assignments, and coordination with faculty members.

Because accommodated testing often requires specialized space, assistive technology, or extended testing time, students are strongly encouraged to schedule all exams at the beginning of the semester whenever testing dates are known in advance.

If a student misses the scheduling deadline, the Testing Center may be unable to guarantee availability of testing space, staffing, or accommodation support for the requested appointment.

Students needing assistance with the AIM Student Portal may contact the Testing Center at testing@stthom.edu, or visit the ADS office in the Crooker Center, room 217, for support.

Standardized Testing Times

To support a reduced-distraction testing environment and minimize interruptions during active testing periods, the Testing Center utilizes standardized testing start times throughout the semester.

During the regular academic semester, exams are administered at the following start times:

- 9:00 a.m.
- 11:00 a.m.
- 1:00 p.m.

Standardized testing times assist the Testing Center in maintaining appropriate staffing, monitoring, and a quiet testing environment for all students utilizing accommodations.

Final Examination Procedures

Final examinations require additional coordination due to the volume of accommodated testing appointments during final exam periods. Students utilizing testing accommodations are responsible for scheduling final examinations through the AIM Student Portal no fewer than **five (5) business days in advance.**

During final examination periods, accommodated exams are administered using designated testing blocks established by the Testing Center. Final examination start times are:

- 8:30 a.m.
- 12:30 p.m.

Because seating and staffing during finals are limited, students are strongly encouraged to schedule final examinations as early as possible after the University final exam schedule is published.

Students who fail to schedule final examinations within the required timeline may experience limited availability and the Testing Center may be unable to guarantee accommodations for late requests.

Faculty Responsibilities

Faculty members are responsible for coordinating accommodated testing through the AIM Instructor Portal.

A. Testing Agreements

At the beginning of each semester, instructors are expected to complete the Testing Agreement in the AIM Instructor Portal to identify:

- exam formats;
- standard testing duration;
- permitted materials; and
- additional testing instructions.

B. Submission of Testing Materials

For each accommodated exam appointment, instructors must submit:

- testing instructions; and
- all testing materials

through the AIM Instructor Portal in advance of the scheduled exam.

Timely submission of materials is necessary to ensure the appropriate administration of accommodations.

Student Conduct and Testing Expectations

Students are expected to comply with all Testing Center expectations and university policies while utilizing accommodated testing services.

A. Arrival and Check-In

Students must:

- arrive approximately 5–10 minutes before the scheduled exam time;
- present a valid student identification card upon check-in; and
- complete all required sign-in procedures before entering the testing room.

Students utilizing computer-based testing may be required to complete multi-factor authentication (MFA) procedures on a university-provided device prior to entering the testing environment.

B. Permitted and Prohibited Items

Only materials authorized by the instructor or approved through accommodations may be brought into the testing room.

Prohibited items include, but are not limited to:

- backpacks;
- purses;
- cell phones;
- smart watches;
- unauthorized electronic devices;
- unauthorized notes or materials;
- food; and

- drinks.

The Testing Center may require students to store personal belongings outside the testing area during the exam.

C. Testing Environment

The Testing Center is intended to maintain a quiet and distraction-reduced environment.

Students may not:

- communicate with other students during testing;
- create disruptions within the testing environment; or
- engage in behavior that interferes with the testing process.

D. Academic Integrity

All university academic integrity policies apply within the Testing Center.

Any suspected violation of academic integrity, including unauthorized materials, communication, or use of technology, may be reported to the instructor and appropriate university officials.

E. Restroom Breaks

Restroom or testing breaks are permitted only when:

- approved as part of a student's accommodations;
- approved as part of the professor's testing instructions; or
- authorized by Testing Center staff.

Students must notify a proctor before leaving the testing room.

Late Arrivals, Missed Exams, and Cancellations

Students arriving more than fifteen (15) minutes late may forfeit their testing appointment. Rescheduling is subject to instructor approval and Testing Center availability.

If a student is unable to attend a scheduled exam due to illness or emergency, the student should notify both:

- the course instructor; and
- the Testing Center

as soon as possible.

Students who need to cancel or reschedule an exam appointment must do so at least twenty-four (24) hours in advance through the AIM Student Portal whenever possible.

Assistive Technology During Testing

Students approved for assistive technology accommodations may indicate technology needs when scheduling their testing appointments.

Available assistive technology resources in the Testing Center include:

- JAWS screen reader software;
- Microsoft accessibility tools;
    - speech-to-text functionality; and
    - text-to-speech functionality.

As a Microsoft campus, the University utilizes Microsoft platforms and the Microsoft Edge browser for online testing in the Testing Center.

Students may not use personal devices, software, or unauthorized technology during accommodated testing.

End of Exam Procedures

At the conclusion of the exam, students must return all testing materials, including:

- scratch paper;
- notes authorized for testing;
- answer sheets; and
- any other testing materials provided during the exam.

Students should immediately report any concerns regarding testing conditions or exam administration to Testing Center staff.

Testing Irregularities

The Office of Access and Disability Services and the ADS Testing Center are committed to maintaining the integrity, security, and fairness of the accommodated testing process. A testing irregularity is any circumstance that may disrupt, compromise, interfere with, or otherwise affect the administration of an examination.

Testing irregularities may include, but are not limited to:

- suspected violations of academic integrity;
- unauthorized access to testing materials;
- disruptive behavior within the testing environment;
- use of unauthorized materials or technology;
- failure to follow Testing Center procedures;
- technical difficulties affecting exam administration;
- interruptions during testing;
- emergencies impacting the testing environment; or
- concerns regarding the implementation of approved accommodations.

Students are expected to immediately notify Testing Center staff if they experience concerns related to the testing environment, technology, interruptions, or accommodation implementation during an examination. Concerns reported after the conclusion of the exam may limit the University's ability to review or address the matter effectively.

When a testing irregularity occurs, Testing Center staff may document the incident and notify the course instructor and appropriate university officials as necessary. Depending on the nature of the concern, the University may review the situation to determine whether additional action, follow-up, or review is appropriate.

In situations involving suspected academic integrity violations, the matter may be referred for review under applicable University academic integrity or student conduct procedures.

The University reserves the right to pause, discontinue, reschedule, or relocate testing appointments when necessary to preserve the integrity, security, safety, or accessibility of the testing environment.

E. Confidentiality and Student Records

Confidentiality and Student Records

The University recognizes that disability-related information is confidential and is committed to protecting the privacy of students who engage with the Office of Access and Disability Services (ADS). Information regarding a student's disability, accommodation requests, supporting documentation, and related communications is maintained in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

Disability-related records maintained by ADS are treated as confidential educational records and are not part of a student's general academic file.

Limited Disclosure of Information

The University may share information regarding approved accommodations with university officials who have a legitimate educational interest in the information for purposes of implementing accommodations or supporting student access.

In most circumstances, ADS communicates approved accommodations to faculty members through accommodation notification letters and does not disclose a student's diagnosis or specific medical information unless:

the student provides written authorization;
disclosure is permitted or required by law; or
there is a legitimate health or safety concern requiring disclosure.

Students are not required to disclose the nature of their disability directly to instructors in order to receive approved accommodations.

Student Responsibility for Communication

Students are responsible for engaging in the accommodation process and communicating with ADS regarding accommodation needs, concerns, or changes in circumstances.

While ADS facilitates the implementation of approved accommodations, students are encouraged to communicate proactively with instructors regarding the logistics and timing of accommodations, particularly in situations involving testing, field experiences, clinical placements, internships, or other course-related activities.

Requests for Release of Information

Students may request copies of records maintained by the Office of Access and Disability Services (ADS), including accommodation determination letters, accommodation notifications, correspondence, and other records created or maintained by the University in connection with the accommodation process.

Documentation submitted to ADS by healthcare providers, evaluators, psychologists, physicians, or other third parties remains the property of the originating provider. While ADS may maintain copies of such documentation as part of the student's accommodation record, ADS does not release or redistribute third-party medical, psychological, or diagnostic records. Students seeking copies of these records should contact the originating healthcare provider or evaluator directly.

Requests for access to student records maintained by ADS should be submitted to the Office of Access and Disability Services by email at access@stthom.edu.

Record Retention

Disability-related records are maintained in accordance with University record retention practices and applicable legal requirements. The University reserves the right to retain, archive, or securely dispose of records in accordance with institutional policy and applicable law.

F. Housing Accommodations

Housing Accommodations

The University is committed to providing equal access to University housing for students with disabilities through reasonable housing accommodations coordinated by the Office of Access and Disability Services (ADS).

Housing accommodations are intended to provide students with disabilities equitable access to the residential experience and are evaluated through an individualized interactive process in accordance with applicable federal and state laws and University policies.

Requesting Housing Accommodations

Students requesting disability-related housing accommodations must complete the accommodation request process through the Office of Access and Disability Servies Accommodation Request Process and provide appropriate supporting documentation when requested.

Request accommodations in the AIM Student Portal

Housing accommodation requests should be submitted as early as possible to allow adequate time for review and coordination with Residential Life and other campus offices. ADS recommends submitting requests four weeks before the start of the semester. Requests submitted after established housing deadlines may limit the University's ability to implement certain accommodations immediately.

Documentation will be requested to support:

- the presence of a disability,
- functional limitations related to the disability, and
- the relationship between the requested housing accommodation and the student's disability-related needs.

The University engages in an individualized review process and may request additional information when necessary to evaluate a request.

Types of Housing Accommodations

Housing accommodations are determined on an individualized basis depending on disability-related needs and housing availability. Examples of housing accommodations may include, but are not limited to:

- accessible room assignments,
- single-room consideration,
- access-related modifications,
- dietary or kitchen-related access needs, and
- approval for an Emotional Support Animal (ESA).

Approval of a housing accommodation in one semester or setting does not guarantee approval in future semesters or housing placements.

Housing Accommodation Determinations

The University evaluates housing accommodation requests through an individualized assessment process that considers:

- disability-related need,
- available housing options,
- health and safety considerations,
- impact on the residential community, and
- reasonableness of the request within the University housing environment.

The University reserves the right to deny or modify requests that:

- do not establish a disability-related need,
- fundamentally alter University housing operations,
- create an undue administrative or financial burden, or
- pose a direct threat to the health or safety of others.

Student Responsibilities

Students approved for housing accommodations are responsible for complying with all University housing policies, community standards, and Residential Life expectations.

Students are expected to communicate promptly with ADS regarding changes in disability-related needs, housing status, or concerns related to approved accommodations.

G. Emotional Support Animals (ESA)

Emotional Support Animals in University Housing

Emotional Support Animals

An Emotional Support Animal (ESA) is an animal that provides disability-related emotional support, comfort, or therapeutic benefit to a student with a documented disability. Emotional Support Animals are not considered service animals under the Americans with Disabilities Act (ADA).

An ESA may be approved as a housing accommodation through the Office of Access and Disability Services (ADS) when supported by disability-related need.

ESA Approval Process

Students requesting an ESA as a housing accommodation must complete the housing accommodation request process through ADS and provide supporting documentation establishing:

- the presence of a disability; and
- the disability-related need for the ESA within the residential environment.

ESA requests are reviewed through an individualized interactive process in coordination with ADS and Residence Life.

Students seeking approval for an ESA in University housing are encouraged to submit requests as early as possible and should notify Residence Life during the housing application process whenever possible. Requests submitted close to the start of the semester or after housing deadlines may impact housing availability or implementation timelines.

Approval for an ESA is generally valid for one academic year and must be renewed through ADS and Residence Life for continued approval in subsequent years.

ESA Access and Limitations

Approved Emotional Support Animals are generally permitted only within the student's assigned residential space and areas necessary for entering and exiting University housing.

ESAs are not permitted in classrooms, dining facilities, libraries, academic buildings, or other campus facilities unless otherwise authorized by the University.

Student Responsibilities for ESAs

Students approved to have an ESA in University housing are responsible for:

- maintaining appropriate control of the animal;
- complying with vaccination and licensing requirements;
- ensuring proper care and supervision of the animal;
- cleaning and disposing of animal waste appropriately;
- preventing excessive disruption, property damage, or health and safety concerns within the
- residential community; and
- complying with all University housing policies and community standards.

Students will also be required to provide updated health or vaccination documentation and emergency contact information related to the animal.

An ESA may not be left unattended in University housing for extended periods of time or overnight without the student being present.

Conflicting Needs and Community Considerations

The University recognizes that members of the residential community may experience allergies, medical concerns, or other disability-related needs involving animals. The University will make reasonable efforts to balance the needs of all students through an individualized assessment and collaborative process.

Revocation of ESA Approval

The University reserves the right to revoke approval for an ESA when:

- University policies or the ESA agreement are violated,
- the animal creates ongoing disruption or safety concerns,
- the animal is not properly cared for or controlled,
- the accommodation is no longer necessary within the residential setting, or
- false or misleading information was provided during the request process.

The University reserves the right to implement interim measures or require temporary removal of an animal when necessary to address health, safety, or community concerns.

H. Service Animals on Campus

Service Animals

Students with disabilities may be accompanied by a service animal in University facilities and programs in accordance with applicable federal and state laws.

A service animal is a dog that has been individually trained to perform work or tasks for the benefit of an individual with a disability. The work or task performed by the animal must be directly related to the individual's disability. Animals whose sole function is to provide comfort, emotional support, companionship, or therapeutic benefit are not considered service animals under the Americans with Disabilities Act (ADA).

Service animals are generally permitted in areas of campus where students and members of the public are otherwise allowed. The handler is responsible for maintaining control of the animal at all times and for ensuring compliance with applicable health, safety, and animal control requirements.

Students who plan to bring a service animal into University housing are encouraged to notify the Office of Access and Disability Services (ADS) and Residence Life in advance to assist with housing coordination and community planning.

The University may require the removal of a service animal that is out of control, not housebroken, poses a direct threat to the health or safety of others, or substantially disrupts University operations. Concerns regarding disruptive or dangerous animal behavior should be reported to University Police.

Questions regarding service animals should be directed to the Office of Access and Disability Services at access@stthom.edu.

I. Temporary Medical Conditions

Temporary Medical Conditions

The University recognizes that students may experience temporary medical conditions that affect their ability to attend classes, complete coursework, or participate in University activities. Examples of temporary medical conditions may include:

- injuries,
- surgeries,
- concussions,
- acute illnesses,
- temporary mobility limitations, or
- other short-term medical conditions.

Students experiencing a temporary medical condition are encouraged to notify the Dean of Students Office as soon as possible. The Dean of Students Office may assist students by coordinating temporary academic support and communicating with faculty regarding the student's circumstances.

Students may submit a request for temporary medical support through the Dean of Students Office using the Emergency Support and Accommodation Request Form:

Emergency Support and Accommodation Request

Requests are reviewed on an individualized basis and may require documentation from a qualified healthcare provider describing the nature of the condition, expected duration, and any recommended restrictions or support measures.

Depending on the circumstances, support may include:

- notification of faculty regarding temporary medical circumstances,
- temporary flexibility related to attendance or coursework,
- coordination with campus resources, or
- referral to other University offices for additional support.

Students whose medical condition is expected to be long-term, recurring, or substantially limiting may be eligible for accommodations through the Office of Access and Disability Services (ADS). Students seeking disability-related accommodations should contact ADS to begin the accommodation request process.

Students experiencing pregnancy, childbirth, lactation, or related medical conditions should refer to the Pregnancy and Parenting Adjustments section of this handbook. Pregnancy-related adjustments are coordinated through the Title IX Coordinator.

J. Pregnancy and Parenting Adjustments

Pregnancy and Parenting Adjustments

The University is committed to ensuring that students who are pregnant, experiencing pregnancy-related conditions, recovering from childbirth, or serving as parents have equal access to educational programs and activities. In accordance with applicable federal and state laws, students may request reasonable modifications and supportive measures related to pregnancy, childbirth, lactation, and related medical conditions.

Pregnancy-related adjustments are coordinated through the University's Title IX Office. Students seeking modifications or supportive measures should submit a request through the Title IX Pregnancy and Parenting Support Request Form available on the University website or contact the Title IX Coordinator directly for assistance.

Examples of pregnancy-related adjustments may include:

- excused absences for pregnancy-related medical appointments,
- reasonable breaks during class or activities,
- access to lactation space,
- temporary modifications to attendance requirements,
- flexibility with assignment deadlines, and
- other reasonable adjustments necessary to ensure equal access to educational programs and activities.

Requests are reviewed on an individualized basis through an interactive process coordinated by the Title IX Coordinator.

Students whose pregnancy-related condition results in a disability or long-term medical impairment may also be eligible for accommodations through the Office of Access and Disability Services (ADS). Examples may include students experiencing chronic medical conditions, temporary disabilities resulting from pregnancy complications, or other conditions that substantially limit one or more major life activities. In such circumstances, the Title IX Coordinator and ADS may work collaboratively to ensure appropriate support is provided.

Questions regarding pregnancy and parenting adjustments should be directed to the Title IX Coordinator. Information regarding disability accommodations related to pregnancy-related impairments may be obtained from the Office of Access and Disability Services.

K. Accessible Information Management (AIM)

Accessible Information Management (AIM)

The University utilizes Accessible Information Management (AIM) as the online accommodation management system for the Office of Access and Disability Services (ADS). AIM serves as the primary platform for students, faculty, and ADS staff to coordinate disability accommodations and related services.

Students approved for accommodations are responsible for maintaining an active AIM account and using the system to manage accommodation-related requests and services. Through AIM, students may:

- submit accommodation requests and supporting documentation,
- review approved accommodations,
- request accommodation notification letters,
- schedule accommodated examinations in the ADS Testing Center, and
- communicate with ADS regarding accommodation-related needs.

Students are encouraged to review their accommodations and submit accommodation requests through AIM at the beginning of each semester. Accommodations are not retroactive and generally become effective after the accommodation process has been completed and accommodation notifications have been issued.

Faculty members utilize the AIM Instructor Portal to review accommodation notifications, complete Testing Agreements, and submit testing instructions and materials for accommodated examinations.

Students experiencing difficulties accessing or utilizing AIM should contact the Office of Access and Disability Services for assistance. Maintaining timely communication and monitoring University email communications related to AIM are important responsibilities of students utilizing accommodations.

The University reserves the right to modify procedures, workflows, or system requirements associated with AIM as needed to support the effective administration of accommodations and accessibility services.

L. Accessibility of Digital and Campus Resources

Accessibility of Digital and Campus Resources

The University is committed to promoting access to educational programs, services, activities, facilities, and information for all members of the campus community. Accessibility is a shared responsibility among students, faculty, staff, and administrators and supports the University's commitment to creating an inclusive learning environment.

The University strives to provide accessible academic, residential, technological, and campus resources in accordance with applicable federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), as amended.

Students who encounter barriers to access in academic programs, campus facilities, digital resources, online course materials, University websites, or other University-sponsored activities are encouraged to notify the Office of Access and Disability Services (ADS) as soon as possible. Examples of accessibility concerns may include:

- inaccessible course materials
- inaccessible digital content or websites
- captioning concerns
- barriers related to classroom, housing, or campus facilities
- inaccessible technology or software, or
- barriers to participation in University programs, services, or activities.

The University will make reasonable efforts to identify, evaluate, and address reported accessibility concerns in a timely manner. In some situations, the University may work collaboratively with faculty, Information Technology, Facilities, Residence Life, or other campus offices to identify appropriate solutions and support access.

Students seeking disability-related accommodations should follow the accommodation request process through the Office of Access and Disability Services. Requests for accommodations are evaluated through an individualized interactive process and are distinct from the University's efforts to improve the accessibility of campus resources and environments.

Questions regarding accessibility, accommodations, or accessibility-related concerns may be directed to the Office of Access and Disability Services.

Email: access@stthom.edu

Website: stthom.edu/access

M. Non-Discrimination Policy and Grievance Procedures

Nondiscrimination Policy

It is the policy of the University of St. Thomas not to discriminate on the basis of disability in admission and access to, or treatment or employment in its programs or activities, as required by the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008, Section 504 of the Rehabilitation Act of 1973, as amended, and the implementing regulations.

If you have any questions regarding this policy, please contact the following **Section 504 Coordinators**:

- Primary for Students: Director of Access and Disability Services, (713) 525-3558
- Primary for Employees: Associate Vice President for Human Resources, (713) 525-3813
- Secondary for Students: Vice President for Student Affairs, (713) 525-3570
- Secondary for Employees: Vice President of Finance, (713) 525-6960
- Mailing Address: 3800 Montrose Boulevard, Houston, Texas 77006

If you believe you may have been discriminated against in violation of this policy, please immediately contact the Section 504 Coordinators, the Office of Human Resources or the Office of Student Affairs for a copy of the University's Discrimination Grievance Procedures.

Grievance Procedures

The University of St. Thomas has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended. Information will be kept confidential to the extent possible. The Section 504 Coordinators will maintain all records related to filed complaints, written findings, and resolutions. The Director of Access and Disability Services will maintain records for students; the Associate Vice President for Human Resources will maintain records for employees. Federal law strictly prohibits any retaliation against a person who exercises the right to file a complaint of discrimination. Retaliation is prohibited whether or not the complainant prevails with the complaint. Charges of retaliation shall be treated as separate and distinct from the original complaint of discrimination and may be filed utilizing this grievance procedure.

1. **Complaints**
    a. **Disability Discrimination of Students.** Complaints by students involving disability discrimination should be filed with the Section 504 Coordinator. The Section 504 Coordinator for students is the Director of Access and Disability Services.
    Location: Crooker Center, Room 207
    Telephone: (713) 525-3558

b. **Disability Discrimination of Employees.** All disability discrimination complaints by employees should be filed with the Associate Vice President for Human Resources.
Location: Human Resources
Telephone: (713) 525-3813

c. **Discrimination Grievance Officers.** The persons designated above to receive complaints under these procedures shall be referred to as Discrimination Grievance Officers. If the designated Grievance Officer is the accused party, the complaint may be filed with the other Grievance Officer or the Vice President for Student Affairs (for students) or the Vice President of Finance (for employees).

d. **Complaints by Mail.** Complaints may also be mailed to the appropriate Discrimination Grievance Officer listed above at the following address:
University of St. Thomas
3800 Montrose Boulevard
Houston, TX 77006
The complaint and its envelope should be marked "Confidential."

2. **Procedure**

a. **Contents of Complaint.** Complaints must be filed in writing with the Discrimination Grievance Officer and must contain:
   1. Name and address of the person making the complaint ("Complainant").
   2. A brief description of the alleged discriminatory action or actions.
   3. The date or dates of the alleged discriminatory actions.
   4. The person or persons alleged to have engaged in the discriminatory action or actions.

b. **Deadline for Filing the Complaint.** The complaint must be filed with the appropriate Discrimination Grievance Officer within 30 days after the Complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis, or under other appropriate grievance procedures.)

c. **Informal Resolution.** The Grievance Officer will notify the appropriate Vice President of the complaint, if deemed necessary. If the accusing individual is a student, the Director of Access and Disability Services will address the complaint. If the accusing individual is an employee, then the Associate Vice President for Human Resources will address the complaint.
The Grievance Officer shall determine whether the matter may be promptly resolved informally (for example, when the complaint arises from miscommunication between the parties, or when the accused party admits wrongdoing and agrees to take appropriate corrective action). Informal resolution will be attempted as soon as possible and need not wait for the written response of the accused party, unless deemed appropriate by the Grievance Officer. If the Associate Vice President for Human Resources is the accused party, the Complainant will contact the Vice President of Finance instead of the Associate Vice President for Administrative Services. If the Director of Access and Disability Services is the accused party, the Complainant will contact the Vice President for Student Affairs instead of the Director of Access and Disability Services. If the area Vice President is the accused party, the Grievance Officer will contact the President instead of the Vice President.

d. **Response.** The accused party will be provided a copy of the complaint and will provide the Grievance Officer a written response within five business days after receiving a copy of the complaint. The Grievance Officer may waive the requirement for a written response if the matter has been informally resolved.

e. **Investigation.** If it appears that the matter cannot be informally resolved, the Grievance Officer will proceed with the investigation. The investigation may be informal, but shall be impartial and as thorough as appropriate under the circumstances. The Complainant and the accused party shall be given an opportunity to submit evidence relevant to the filed complaint. The Grievance Officer may also interview persons who the officer believes may have knowledge bearing on the matter and may require the Complainant or accused party to provide additional documentation, information or evidence that the officer deems appropriate.

f. **Determination and Resolution.** The Grievance Officer will prepare written recommended findings as to the validity of the complaint and will, after consultation with the area Vice President, recommend resolution of the complaint, if any ("Recommendation"). The Recommendation will then be given to the area Vice President, who will make the final decision and communicate the decision to the Complainant and the accused party ("Determination").
g. **Reconsideration.** Either party may appeal the Determination by filing a notice of appeal ("Notice") with the President of the University. The Notice must be filed within five business days after receipt of the Determination, and must include a copy of the Determination and a description of the issues being appealed. Copies of the Notice shall be provided by the appealing party to the Grievance Officer and the appropriate area Vice President. The Grievance Officer will provide a copy of the Notice to the other party. The other party may file a rebuttal statement to the appeal within five business days after receipt of the Notice. The President (or designee) shall review the matter and take any appropriate action, including, but not limited to affirming, modifying or reversing the Determination or requiring that additional investigation be performed. The President shall provide a written decision to both parties, the appropriate area Vice President and the Grievance Officer.

Section 10: Suicidal Behavior Policy

For purposes of this policy, "suicidal behavior" shall include an actual attempt to commit suicide or any other act or behavior which could result in death or serious bodily harm to the individual. This may include any verbal or written statement expressing an intention to commit suicide or to self-inflict serious bodily harm. The University of St. Thomas recognizes that suicidal behavior is not only self-destructive to the individual, but may also adversely affect and disrupt the lives of others within the University community. Accordingly, the University of St. Thomas has established the following policy:

1. All suicidal behavior will be taken seriously.
2. If suicidal behavior is brought to the attention of a mental health professional at Counseling and Wellness Services, these individuals are bound by professional ethics to keep this information confidential. An exception exists if the student is believed to be in probable imminent danger of harming him or herself. In such cases, the professional may break confidentiality in order to protect the student or others from harm. Whenever possible, the mental health professional at Counseling and Wellness Services would work with the student to get the help necessary for stabilization.
3. If the initial notification of suicidal behavior is made to a UST Police or Community Service Officer, that officer shall immediately attempt to contact a mental health professional at the Counseling and Wellness Services office. The officer shall then notify the Vice President for Student Affairs and/or the Dean of Students. If physical self-harm is imminent, the Officer shall immediately call 911.
4. If a student causes behavioral disturbances, refuses professional help, or behaves in such a way that his or her safety is in question and the student's suicidal behavior is brought to the attention of the Vice President for Student Affairs and/or the Dean of Students by a member of the University community, the notified administrator will decide the course of action that serves the best interests of the individual involved and the University community.

Other needed actions will be determined by the Vice President of Student Affairs and/or the Dean of Students. To view the Suicidal Behavior Policy in its entirety, visit the Safety Intervention Policy on the UST policy portal. Persons having questions regarding this policy should contact the Dean of Students at 713-525-3570.

Section 11: Policy to Promote a Drug and Alcohol Abuse Free Workplace and Campus

In coordination with the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act of 1989, the University of St. Thomas believes that the unlawful use of drugs and the excessive use of alcohol are inconsistent with the behavior expected of the members of a university community. The unlawful use and abuse of drugs or alcohol is inconsistent with the behavior expected of members of the University of St. Thomas community. The University is committed to the development and maintenance of a drug free environment on the campus as well as an environment that prohibits abuse of other drugs and alcohol. The University is committed to the expansion of a drug and alcohol abuse prevention program and to the dissemination of drug awareness information to the members of the entire University community. In addition, the University is committed to enforcing the provisions of the Drug Free Workplace Act of 1988 and the Drug Free School and Communities Act of 1989 and believes that these acts and their implementation regulations provide a proper framework for the drug and alcohol abuse policies of the University. Additionally, the impact of drug use and high risk alcohol consumption for college students cannot be overlooked in terms of its cost to the individual students affected and the University. For specific information related to alcohol and other drug consumption and consequences, go to the National Institute on Drug Abuse: http://www.drugabuse.gov/.

Policy and Procedure

It is the policy of the University of St. Thomas that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (as defined in 21 U.S. C. 812 and 21 CFR 1300.15) or the unauthorized use of alcohol by employees and students in the workplace, on the campus, or as part of any University sponsored business activities and/or student activities off University premises, is prohibited.

Definitions

The following terms are defined for the purposes of this policy and are important for purposes of expressing the University's policy on a drug-free workplace:

A. Controlled Substance means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812), as further defined by regulations at 21 CFR 1300.11 through 1300.15, and as defined in the Texas Controlled Substances Act (Texas Health & Safety Code, 481.001 et seq).
B. Contract means a legal instrument reflecting a relationship between the federal government and a recipient whenever the principal purpose of the instrument is the acquisition by purchase, lease, or barter, of property or services for the direct benefit or use of the federal government; or whenever an executive agency determines in a specific instance that the use of a type of procurement contract is appropriate.
C. Conviction means finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
D. Criminal drug statute means a federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensation, use, or possession of any controlled substance.
E. Employee means an individual receiving a salary, wages, other compensation and/or stipend support from the University.
F. Federal agency or agency means any United States executive department, military department, government corporation, government controlled corporation, or any other establishment in the executive branch or any independent regulatory agency.

G. Grant means an award of financial assistance, including a cooperative agreement, in the form of money, or property in lieu of money, by a federal agency directly to a grantee. The term grant includes block grant and entitlement grant programs, whether or not exempted from coverage under the grants management government wide regulation ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). The term does not include technical assistance which provides services instead of money, or other assistance in the form of loans, loan guarantees, interest subsidies, insurance, or direct appropriations; or any veterans' benefits to individuals; i.e., any benefit to veterans, their families, or survivors by virtue of the service of a veteran in the Armed Forces of the United States.
H. Grantee means a legal entity which applies for or receives a grant or contract directly from a federal agency.
I. Illicit drug use means the use, manufacture, sale, distribution, dispensation, or possession of illegal drugs and the abuse of other drugs and alcohol.
J. Student means any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).
K. University sponsored activities mean any activity on or off University premises that is directly initiated, supported, or supervised by the University.
L. Workplace means the physical boundaries of the University and facilities owned or controlled by the University.

Health Risks

Outlined below is a listing of drugs of abuse and their health risks taken from the U.S. Drug Enforcement Administration website. A more complete and detailed accounting may be found at their website at http://www.dea.gov/druginfo/factsheets.shtml. With any drug, prolonged use can lead to health issues as well as long-term dependency.

Alcohol

Alcohol (beer, wine, or liquor) has a high potential for physical and psychological dependence as well as resulting in increased tolerance. Possible effects include impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may include trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. Alcohol use is often related to acquaintance rape and failure to protect oneself from sexually transmitted diseases (STDs).

Additionally, alcohol-related accidents are the number one cause of death in the 16- to 24-year-old age group.

Narcotics

Narcotics (including heroin, morphine, hydrocodone, oxycodone, codeine, and others) have a high potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible effects of using narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose may result in shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal may include irritability, tremors, panic, nausea, chills, and sweating.

Other Depressants

Other depressants (including GHB or liquid ecstasy, valium, xanax, ambien, and barbituates) have a potential for both physical and psychological dependence as well as resulting in increased tolerance. The possible side effects include slurred speech, disorientation, appearance of intoxication, and impaired memory. Overdose may result in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal may include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants

Stimulants (including cocaine, methamphetamine, and methylphenidate) have a possible risk of physical dependence and high risk for psychological dependence. Tolerance can develop in all stimulants. The possible side effects include increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and decreased appetite. Overdose may result in agitation, increased body temperature, hallucinations, convulsions, and possible death. Withdrawal may result in apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens

Hallucinogens (including MDMA, LSD, Phencyclidine, and others) are less likely to result in physical dependence, with the exception of phencyclidines and analogs, and vary in terms of psychological dependence, ranging from none to moderate (MDMA) to high (phencyclidine and analogs). Tolerance can develop. Possible effects include heightened senses, teeth grinding, and dehydration (MDMA and analogs) and hallucinations, altered perception of time and distance in other types of hallucinogens. Overdose may result in increased body temperature and cardiac arrest for MDMA and more intense episodes for LSD. Some hallucinogens may result in muscle aches and depression when in withdrawal (MDMA) or may result in drug seeking behavior.

Cannabis

Cannabis includes marijuana, tetrahydrocannabinol (THC), and hashish or hashish oil. All may result in moderate psychological dependence with THC resulting in physical dependence. Tolerance can develop in all forms. Possible effects include euphoria, relaxed inhibitions, increased appetite, and disorientation. Overdose may result in fatigue, paranoia, and possible psychosis. Withdrawal may occasionally result in insomnia, hyperactivity, and decreased appetite.

Anabolic Steroids

Anabolic Steroids (including testosterone and others) may result in psychological dependence. Less is known as to their potential for physical dependence and increased tolerance levels. Possible effects may include virilization, edema, testicular atrophy, gymecomastia, acne, and aggressive behavior. Effects of overdose are unknown. Withdrawal may possibly include depression.

Inhalants

Inhalants (including amyl and butyl nitrite, nitrous oxide, and others) vary in their level of psychological dependence, with less known about their potential for physical dependence and tolerance. Possible effects may include flushing, hypotension, and headache, impaired memory, slurred speech, drunken behavior, slow onset, vitamin deficiency, and organ damage. Overdose may result in methemoglobinemia, vomiting, respiratory depression, loss of consciousness, and possible death. Withdrawal may result in agitation, trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, and convulsions.

Penalties

The policy to promote a Drug and Alcohol Abuse Free Workplace and Campus is a protection and support for the faculty, administration, employees and students of the University of St. Thomas. In addition, the University is committed to a caring relationship among its students and employees; therefore, its disciplinary procedures are intended to be constructive and redemptive. Any employee or student seeking assistance through the Office of Student Affairs or the Human Resources Department, in consultation with Counseling & Disability Services, will be treated in a confidential manner. This does not shield either the employee or student from disciplinary action if this policy is violated. Therefore, the employee or student violating this policy is subject to the following actions:

A. Any employee or student admitting to or convicted of unlawful possession, use or distribution of unlawful drugs and alcohol on campus, or at campus sponsored events held off campus, will be subject to disciplinary action.
B. Employees and students may be referred to a drug and alcohol assistance or rehabilitation program in which they must maintain satisfactory participation.
C. Employees may be subject to disciplinary action up to and including suspension, suspension without pay, termination, and may be referred for prosecution.
D. Students in violation of the University of St. Thomas "Code of Student Conduct" and disciplinary procedures may be subject to disciplinary action up to and including probation, suspension, expulsion, and may be referred for prosecution.

Further information concerning disciplinary action and appropriate procedures for employees is available from the Human Resources at 713-525-3142 and for students from the Vice President for Student Affairs at 713-525-3570.

Employee and Student Assistance Programs

The University of St. Thomas recognizing the need to have available to its students, employees and officers a program or accessibility to a program dealing with all forms of alcohol and drug problems, offers the following:

Employee and Student Initiated Assistance

An employee or student experiencing problems resulting from drug or alcohol abuse or dependency should seek information on resources and referral from his/her supervisor, the Human Resources Office, Dean of Students, Counseling and Disability Services, the Office of Health Promotion and Wellness, or the Vice President for Student Affairs. Such assistance will be kept confidential and will not influence performance appraisals or grades. Job or academic performance alone, not the fact that an employee or student seeks help, is the basis of all performance appraisals/evaluations.

University Initiated Assistance

A. Education
    a. On-campus speakers presenting programs related to drug and alcohol abuse prevention, recognition or treatment.
    b. Brochures describing drug and alcohol abuse prevention.
B. Information and Referral
    a. The University's Office of Health Promotion and Wellness makes available information about drug and alcohol abuse prevention.
    b. The Counseling and Disability Services Office makes information available about local community drug and alcohol abuse rehabilitation programs.

While this policy covers drug and alcohol use at the University of St. Thomas, please be aware that there are penalties under Texas and federal law. All University of St. Thomas employees and students are responsible for complying with local, state, and federal laws regarding alcohol.

Underage Drinking Laws

Minors who purchase, attempt to purchase, possess, or consume alcoholic beverages, as well as minors who are intoxicated in public or misrepresent their age to obtain alcoholic beverages, face the following consequences:

- Class C misdemeanor, punishable by a fine up to $500
- Alcohol awareness class
- 8 to 40 hours community service
- 30 to 180 days loss or denial of driver's license

If a minor is seventeen years of age or older and the violation is the third offense, the offense is punishable by a fine of $250 to $2,000, confinement in jail for up to 180 days or both, as well as automatic driver's license suspension.

A minor with previous alcohol-related convictions will have his or her driver's license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

Penalties for Providing Alcohol to a Minor

Adults and minors who give alcohol to a minor also face a stiff penalty. The punishment for making alcoholic beverages available to a minor is a class A misdemeanor, punishable by a fine up to $4,000, confinement in jail for up to a year, or both. Additionally, the violator will have his or her driver´s license automatically suspended for 180 days upon conviction.

Persons 21 or older (other than the parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult.

Sale to a minor is a class A misdemeanor, punishable by a fine up to $4,000, confinement up to a year in jail, or both.

Zero Tolerance Law

In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles.

A. The consequences for the minor on the first offense of driving under the influence of alcohol:
    - Class C misdemeanor, punishable by a fine up to $500
    - Attendance at an alcohol awareness class
    - 20 to 40 hours of mandatory community service
    - 60 days driver's license suspension. The minor would not be eligible for an occupational license for the first 30 days.
B. A second offense increases the consequences to:
    - Class C misdemeanor, punishable by a fine up to $500
    - Attendance at an alcohol awareness class at the judge's discretion
    - 40 to 60 hours of mandatory community service

- 120 days driver's license suspension. The minor would not be eligible for an occupational license for the first 90 days.

C. A third offense is not eligible for deferred adjudication. The minor's driver's license is suspended for 180 days and an occupational license may not be obtained for the entire suspension period. If the minor is 17 years of age or older, the fine increases to $500 to $2,000, confinement in jail for up to 180 days, or both.

Application of Policy

The policy to promote a Drug and Alcohol Abuse Free Workplace and Campus, which applies to every person in the University workplace, is supported by a drug free awareness program available to the faculty, administrative staff, support staff and students of the University. Specific compliance and reporting items enumerated in the policy (items B, C, D, E) are applicable to all employees on federal contracts and grants. In support of this policy, the University of St. Thomas:

A. Has established an ongoing drug and alcohol free awareness program to inform its faculty, administrative staff, support staff and students about:
   a. the campus policy of maintaining a drug and alcohol abuse free workplace,
   b. the dangers of drug and alcohol abuse in the workplace,
   c. the availability of drug and alcohol abuse counseling/rehabilitation,
   d. the development of employee and student assistance programs,
   e. the penalties that may be imposed upon employees and students for drug and alcohol abuse violations.

B. Will provide each employee a copy of this policy. In addition, all faculty, administrative staff, support staff and students will be notified of this policy through appropriate publications.

C. Will notify each University employee and student that they must abide by the terms of this policy. All employees must notify their supervisor and Human Resources, and in the case of students, the Vice President for Student Affairs or the Dean of Students, of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

D. Will notify the appropriate federal agency within ten (10) days after receiving notice of criminal drug statute convictions occurring within the workplace of any University employee engaged in performance of the federal grant or contract.

E. Will impose sanctions or require the satisfactory participation in a drug abuse assistance or rehabilitation program of any employee so convicted. Sanctions imposed on employees for violation of this policy may include suspension with or without pay and termination.

F. Will not test for drugs.

G. Will make a good faith effort to continue to maintain an environment that complies with the Drug Free Workplace Act of 1988 and the Drug-free Schools and Communities Act of 1989.

H. The Campus Life Committee will conduct a review of its programs to assess their effectiveness, to determine changes, and to ensure the uniform application of sanctions to employees and students.

Student and Employee Resources

The University offers the following drug and alcohol abuse information, counseling, assistance and services:

1. Information and Referral - All members of the University community are eligible to consult with the professional staff of the Office of Counseling and Wellness Services and the Office of Access and Disability Services regarding the availability of substance abuse assistance programs. Substance abuse counseling and rehabilitation program referrals are routinely made to mutual help organizations, private hospitals, public treatment programs, and private drug treatment practitioners. A collection of resource materials pertinent to issues of drug abuse is available.

2. Individual Counseling - Enrolled students can be seen for short-term counseling and crisis intervention for assistance with substance use problems. However, Counseling and Wellness Services will make a referral for long-term substance use and detox. Faculty and staff are eligible for an initial consultation and referral for such services.
   Employees may access services through the University's Employee Assistance Program. Employees may call 1-800 227-1060 or access Members.mhn.com. The Company Code is: stthom.
3. UST – On the Road to Recovery is a program that assists and serves students and employees with substance use issues at the University of St. Thomas. UST – On the Road to Recovery works closely with multiple departments on campus including Counseling and Wellness Services, Student Housing and Residential Life, Office of the Dean of Students, and the Office of Counseling and Wellness Services, to support student and employee health and wellness as it pertains to substance abuse issues.
4. UST Counseling and Wellness Office
   Students and employees can visit the UST Counseling and Wellness Services Office and speak about any drug and alcohol questions in a safe and friendly environment. Appointments can be made contacting Counseling and Wellness Service at 713 525-2169.
5. Formal Organizations
   Individuals can be assisted by participating in organizations like Alcoholics Anonymous or Narcotics Anonymous and information concerning these groups is maintained for dissemination to interested persons.
   - Alcoholic Anonymous www.aahouston.org
   - Narcotics Anonymous www.hascona.com or helpline@hascona.com
6. Community Resources
   Various community resources offer short-term counseling for anyone affected in any way by alcohol or other drug abuse. Trained alcohol and drug abuse counselors can help select a 12-step oriented program and/or appropriate treatment. Contact information:
   - The Council on Recovery www.council-houston.org
   - National Council on Alcoholism & Drug Dependence (NCADD) www.ncadd.org; 24hr Hope Line 800-622-2255
   - Palmer Drug Abuse Program (PDAP) www.pdaphouston.org
   - Memorial Hermann: Prevention and Recovery Center (PARC) www.mhparc.org

Implementation of Policy

Implementation of this policy is a joint responsibility of the Office of the President, Vice President for Student Affairs, Office of Dean of Students, Office of Human Resources, and the Office of Financial Aid.

Distribution of Policy

A copy of this policy will be distributed to faculty, staff and students at the beginning of each semester as a part of the annual notification process. Each newly hired employee will receive a copy as a part of the new hire orientation. Newly hired students will receive a copy as a part of new student worker orientation.

Biennial Policy Review

The University of St. Thomas will review this policy biennially to determine its effectiveness and to recommend changes in the program to the President if they are needed. Such a review will also determine that the University's disciplinary sanctions are consistently enforced.

Section 12: Smoking Policy

The University of St. Thomas is committed to providing the members of its community with a safe, healthful and smoke-free studying, working and living environment. Since the health hazards and impact of second-hand inhalation of tobacco and other substances are substantial and documented, the University's policy to promote a smoke-free workplace is designed to be attentive to the preferences of non-smoking employees and students.

Policy/Procedure

1. Smoking is defined, for the purposes of this policy, as the use of any product that is made to visibly emanate smoke or vapor. Smoking or possessing illegal substances, such as marijuana, hashish, any form of cocaine or any other substances prohibited by law, is dealt with in other University policies but is in no way sanctioned by this policy.
2. Smoking is not allowed within 25 feet of any external ingress/egress door of a facility, in accordance with the City of Houston smoking ordinance. All violations should be reported to the UST Police Department.
3. Indoors of all buildings and facilities are designated entirely smoke-free. All violations should be reported to the UST Police Department.
4. On campus housing is classified as a "residential area" rather than a workplace. Accordingly, they have a separate policy (please refer to the Residence Life Handbook and Policies).
5. Continued violation of the policy could lead to disciplinary action including but not limited to counseling, warnings, probation, and possible termination.

Section 13: Alcohol Policy

This policy sets forth regulations regarding the service, consumption, and distribution of alcoholic beverages to all members of the University of St. Thomas community and their guests. The University strictly adheres to all city, state, and federal laws governing the distribution and consumption of alcohol. The University is committed to the safety and well-being of its community and to the national initiative of preventing alcohol abuse.

The general policies of the University concerning the consumption, serving or sale of alcohol are:

1. The University will not fund, directly or indirectly, the purchase of alcoholic beverages for off campus events, other than for official events sponsored by the Office of Institutional Advancement and/or Office of the President.
2. If alcohol is to be served at an event on campus, the sponsoring student organization or administrative department/organization must identify a faculty, staff, or administrative sponsor for the event. In addition, student organizations sponsoring an event must identify a student representative who serves as the primary student contact for the event and identify him/her on the alcohol permit.
3. In addition to the named sponsor, the event must have as many security personnel from a UST approved security organization as are deemed necessary by the VPSA or designee present for the entire event. The sponsoring organization will pay for the security personnel. Organizations may not provide their own security. (For faculty and staff events only, with fewer than 50 attendees, where no students are present, no security personnel will be required.)
4. An alcohol use form must be completed for all events in which alcohol will be served. The alcohol use form is available in the University Police Department.
5. TABC-certified servers must be used and can only be contracted through Dining Services. (For faculty and staff events only, with fewer than 50 attendees, where no students are present, no TABC server will be required.)

6. Advertising for the event must adhere to the following guidelines:
    a. The main purpose of the event shall not be the consumption of alcohol.
    b. Posters or flyers shall not mention the presence of alcoholic beverages to be served, nor shall free alcoholic beverages be the subject of any advertising.
    c. Alcoholic beverage consumption contests are strictly forbidden.
    d. Encouragement or reinforcement of irresponsible drinking behavior shall be avoided in any advertising, and during the event.
7. A drink limit will be determined by the VPSA or designee for each event which students will be present, based on the duration of the event. The standard drink limit will be up to one drink per hour, not to exceed three drinks per person. The University is not responsible for the actions of persons violating the policies and restriction set forth by this policy and the alcohol use form.
8. Alcohol products are limited to beer (kegs only for student events) and wine only. Dispensation and consumption of hard liquor are strictly prohibited, except for specific events sponsored by the Office of Institutional Advancement and/or the Office of the President. Only those alcoholic beverages designated and purchased for the event prior to the event may be served and consumed during the course of the event. Additional alcoholic beverages may not be purchased, served, or consumed during the event. "Beer runs" are strictly prohibited and are grounds for closing the event.
9. The named sponsor is responsible for ensuring that every attendee at the event shows proof of legal drinking age (21 or older) prior to being served any alcoholic beverage. The only acceptable forms of identification are driver licenses, state issued identification cards or a passport issued by a governmental entity. Consumption of alcoholic beverages by any person under the legal drinking age will result in disciplinary action against that person as well as against the person(s) who provided the alcoholic beverage.
10. All events providing alcohol must have set start and end times. The named sponsor and student contact must remain present at the event for the entirety of the event.
11. Alcohol may not be served before 4:00 PM, Monday through Friday, and not before 12:00 noon, Saturday or Sunday, except for specific events sponsored by the Office of Institutional Advancement and/or Office of the President. Last call for alcohol will be one hour prior to advertised ending time.
12. The named sponsor and student contact are also responsible for making sure that the rights and privileges of the attendees are respected and that all other University policies are upheld.
13. Non-alcoholic beverages other than water must be available for those who choose not to drink alcoholic beverages and must be free of charge if the alcohol is free. Additionally, a sufficient quantity of food/ snacks to feed the number of people in attendance must be available.
14. Charging for the alcohol served at the event in any manner, including a cover charge for the event or through donation, must be approved by the VPSA, and a Temporary Wine and Beer Retailer's Permit must be obtained from the TABC by the event sponsors at their sole expense and effort, unless sponsored by the Office of Institutional Advancement and/or Office of the President.
15. Event sponsors may be liable for loss, damage or theft of institutional, contractor or personal property occurring as a result of the event. If it appears that individual students or student groups may have violated the student code of conduct, they will be referred to the VPSA for disciplinary actions under the code of conduct.
16. Violation of any provision of University policy will result in a review of the event. Penalties may include possible revocation of event privileges for the sponsoring organization and individuals for a period of 6 months to 2 years.
17. Additional limitations or regulations may be imposed at the discretion of the VPSA or designee.

Section 14: Disclosure of Campus Security and Campus Crime Statistics & Related Policies

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In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092 (f)) the University of St. Thomas publishes specified information on campus crime statistics and campus policies.

Policy/Procedure

The information summarized in this document is available in the University Police Department in the Moran Center and at http://www.stthom.edu/Campus_Student_Life/University_Police_Department.

A. Procedures and facilities for reporting criminal actions or other emergencies occurring on campus and the University response to such reports.
    1. Individuals wishing to report criminal activity, or other emergencies on the UST campus may avail themselves of the following methods of reporting:
        a. Calling UPD at (713) 525-3888, twenty-four hours a day (ext. 3888 from campus phones).
        b. Calling UPD from one of the emergency call boxes.
        c. Calling 911 from any internal telephone or 911 from any external telephone for direct access to the local emergency services.
    2. University Police will take reports of alleged criminal activity and an officer will either come to the scene immediately, or the case will be referred for investigation, depending upon the nature and seriousness of the alleged offense. All criminal incidents are investigated by UPD, and if deemed necessary, by the appropriate outside law enforcement agency. University Police responses include, but are not limited to:
        a. Immediate response to the scene of the criminal activity by one or more University Police personnel.
        b. Investigations of alleged reports in accordance with University of St. Thomas Police Department's procedures.
        c. Issuance of a timely warning to the campus community, if on-going concern for safety exists.
        d. Detaining suspects and filing the appropriate charges against them, dependent upon the circumstances of the offense.
        e. Inclusion of criminal activity in the daily crime log, available at UPD and online on the UPD webpage.
        f. Referring alleged offenders to appropriate campus officials, such as the Vice President for Student Affairs, for action.
B. Security and access to campus facilities including campus residences, and security considerations used in the maintenance of campus facilities.
    1. The campus and properties of the University are maintained for the use of students, faculty, staff and authorized visitors. As a private university, access to campus facilities may be restricted as necessary to comply with UST rules and regulations and to meet the safety and security standards set forth by University officials.

2. The University has instituted safety and security procedures and services, but each individual who enters the campus must assume the responsibility for his or her own personal safety. The University will continue to promulgate new safety security procedures, but no measure can succeed without the support of the faculty, staff, students, and visitors of the University community.
3. On campus housing provides a range of services and security procedures to ensure a reasonable comfort for residents and their invited guests. Residents are provided information concerning these programs and services, but are advised that each person's safety and security is his or her own responsibility. Trained residential staff, who are assisted in their efforts to maintain a secure environment in on-campus housing by UPD and the UST Facilities Operations, are on duty around the clock.

   Services provided in an effort to maintain a safe environment include attention to lighting issues (including emergency lighting during power outages), locking of the main entrance to on campus housing on a regular schedule and the Security Escort Program.

C. Authority of University Police personnel, relationships with other law enforcement agencies, and programs that encourage the prompt and accurate reporting of all crimes to campus police and local law enforcement agencies.
   1. The University employs sworn police officers and non-sworn community service officers.
   2. The University Police Department maintains a cooperative relationship with all other Federal, State, and Local law enforcement agencies.
   3. The University Chief of Police provides information to all incoming students at orientation on a semi-annual basis, making them aware of how to contact UPD and of the importance of reporting criminal activity. Additionally, UPD personnel also give verbal crime prevention tips to students on an informal basis, encouraging them to approach police officers with information about crime on campus.
D. Programs designed to inform students and employees about campus security procedures and to encourage students and employees to be responsible for their own safety and the safety of others.
E. Programs designed to inform students and employees about the prevention of crime. There are numerous programs that are available at the request of the various groups or individuals on campus including Sexual Assault Protocol, Drug Awareness, and Theft Prevention. A variety of literature is also available to any student upon request, as well as one-on-one discussions.
F. Policy concerning the monitoring of local police reports at off campus student organization owned property including residential facilities owned by recognized student groups. The University of St. Thomas does not have any recognized student groups that maintain off campus properties.
G. Statement(s) concerning possession, use and/or sale of alcoholic beverages and enforcement of State underage drinking laws and statement(s) regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws. Description of drug/alcohol abuse programs as required under Section 1145g.

   Alcohol (beer and wine only, no hard liquor) is permitted on campus for people of legal drinking age, with the prior approval of the Vice President for Student Affairs. All laws of the State of Texas in regard to the underage consumption, sale, or possession of alcohol by underage persons are in effect on the University of St. Thomas campus. Illegal drugs, narcotics, or hallucinogens are not permitted on the campus of the University of St. Thomas. Offenders will be dealt with accordingly, pursuant to State and Federal narcotics laws.

   The Offices of Counseling & Disability Services, Residence Life, and Health Promotion & Wellness have programs in place to deal with issues relating to drug and alcohol abuse.
H. Campus crime statistics are provided annually to the Department of Education by UPD, and reported to the campus community in the Annual Security and Fire Safety Report (ASFSR), which is issued on or before October 1, each year and available on the UPD website. The email notification of the ASFSR to all campus community members on or before October 1st provides a link to the report, as well as how to secure a printed copy of the report.

PDF Hide Page Title Editorial Permissions Editorial Permissions (value 1) Section 14: Disclosure of Campus Security and Campus Crime Statistics & Related Policies (2594) Editorial Permissions (value 2) Editorial permissions for this page. Manage editorial permissions options Published Last saved 07/23/2024 - 17:38 Author hanaw@cleancatalog.com Create new revision Revision log message Briefly describe the changes you have made. Published Tray "Administration menu" opened.

Section 15: Parking Regulations

1. **Eligibility**
   All faculty, staff and students are eligible to park on University of St. Thomas (UST) property with purchase of a hangtag.

2. **Student Parking Fees**
   $400 for annual permit (fall, spring, summer)

   $200 if purchased in the spring semester (spring, summer)
   $100 for summer only

   Parking fees are non-refundable and payable at the Business Office or online.
   Persons who purchase a parking permit, must present a printed receipt to the University Police Department (UPD) when registering their vehicle.

3. **Hangtags are required to park in the following areas:**
   a. Employee Lots L, M, O, P -- 8:00am - 5:30pm Monday - Friday
   b. Student Lot S -- 8:00am - 5:30pm Monday - Friday

      Note: Parking is available in the Moran Parking Center 24 hours a day. The Parking Center may be used by anyone who pays either the daily exit fee or the semester parking fee.

4. **Student Vehicle Registration**
   a. Vehicles must be registered with the University Police Department.
   b. After submitting a completed registration form and proof of parking fee payment, applicant will be issued a parking hangtag. This hangtag must be hung from the rearview mirror in the vehicle and displayed so that it is visible and legible from the outside of the vehicle.
   c. Vehicle registration and fee payment do not guarantee a parking place.
   d. The person who registers the vehicle will be held responsible for any violations of the parking regulations.
   e. Students may register a second vehicle and obtain a second hangtag by paying an additional fee of $10. Additional permits can only be utilized by the student who has paid the $100 parking fee.
   f. Vehicles parked on University property without an appropriate hangtag displayed will be booted or towed at owner's expense.
   g. Students are prohibited to obtain parking permits for use by visitors (persons other than students, staff or faculty).

5. **Lost/Stolen Hangtag**
   A lost/stolen hangtag should be reported immediately to the University Police Department. A replacement fee will be charged for a lost hangtag.

6. **Parking Garage Exit Fee**
   There is a $5 per exit fee per vehicle for the parking garage for those who do not pay the semester

parking fee. Any member of the UST community or any visitor to the University may pay the daily exit fee. Use of a proximity/ID card to allow others to exit the parking garage without paying is prohibited and considered theft of service, and may result in a fine of $50 and/or suspension or revocation of parking privileges.

7. **Special Events**
   Any department or individual scheduling an event that will attract visitors to the University should contact the UPD one week prior to the event to make appropriate arrangements for parking.

8. **Parking Regulations**
   In addition to the University regulations, all Texas Criminal and Motor Vehicle regulations are in effect on University property 24 hours a day. Strict adherence to all regulations is required to protect pedestrians and vehicles. Police Department personnel have the jurisdiction to remove or impound any vehicle operated or parked illegally in violation of these regulations on University property. The owner of the vehicle will be required to pay the cost of moving and storing the vehicle. Police Department personnel have discretionary powers to enforce a policy of traffic control on the campus even if not specifically covered by these regulations.
   a. All employees and students are expected to be familiar with and abide by these regulations. The responsibility for knowing all current laws and regulations rests with the motor vehicle operator.
   b. These regulations apply to all vehicles operated on the campus of the University of St. Thomas. The term "campus" means all property at the University of St. Thomas under the jurisdiction of the Police Department. The term "vehicle" includes automobile, trucks, motorcycles, motorbikes, scooters and mopeds. "Visitors" are persons other than UST students, staff, and faculty. University policy requires that students have their student ID cards with them at all times while on campus. Drivers approaching the exit gates in the Moran Parking Center without an ID card will have to pay the exit fee regardless of whether or not semester parking was purchased.
   c. Each owner is expected to take the necessary steps to safeguard his/her property. The University is not liable for auto thefts, damages, or burglaries.
   d. Students are not allowed to park in designated faculty/staff parking lots Monday – Friday from 8:00 am-5:30 pm when school is in session.
   e. Vehicles with Handicap parking permits may park in any Handicap designated space in any lot at any time.

9. **Operation of a Motor Vehicle**
   a. The maximum permissible speed on all campus parking lots is 15 miles per hour.
   b. Pedestrians have the legal right-of-way at all crosswalks.
   c. A motor vehicle operator shall not back his/her vehicle into or through any intersection.
   d. A vehicle shall not be operated / parked on any sidewalk, the mall, or lawn areas. Exception: University owned vehicles, emergency vehicles, or contractors performing assigned duties.
   e. Driving over or around the orange cones being used to reserve on street parking is prohibited.

10. **Parking of a Motor Vehicle**
    a. No vehicles are allowed in any space or area designated for visitors or loading zone. Vehicles may be booted on the first offense.
    b. Motor vehicles without proper identification parked in areas designated for handicap or fire zone may be towed on the first offense.
    c. Vehicles shall be parked so that the entire vehicle is within the limits of the marked parking space.
    d. Drivers shall not park their vehicles in any place that may obstruct the normal flow of traffic.
    e. No trailer shall be parked in campus parking lots.
    f. The parking on the campus of "junked vehicles" or vehicles displayed for resale or trade is prohibited. "Junked vehicles" may be towed. "Junked vehicles" are defined as those vehicles which are

abandoned or unattended for a period of thirty (30) days or more, as evidenced by dust and debris accumulation on the surface of the vehicle. Reasonable effort will be made to identify and contact the registered owner of the vehicle. Failure of those reasonable efforts will result in the vehicle being towed and stored at the owner's expense.

11. **Parking Violations**

It is a violation of these regulations to park in the following places at any time. A vehicle so parked may be subject to removal at the owner's expense, and the owner may also be charged a fee for the violation. All violation charges below increase by $10 after the third citation for the same violation in a fiscal year.

Violation	Fee
Abandoned Vehicle in Moran Parking Garage	$100
Failure to Display Parking Permit	$10
Allowing Unauthorized Exit from the Parking Garage	$25
Failure to Use Bicycle Rack	$10
Blocking a Legally Parked Vehicle	$25
Boot Removal	$50
Displaying a Lost or Stolen Hangtag	$100
Disregard of Barricades	$20
Driving or Parking on Grass or Lawn Areas or Sidewalk	$20
Illegal use of Permit (reproducing, altering, or defacing or use revoked, transferred, unauthorized permits or another person's permit)	$100
Improper Parking (disregard of stall lines, more than one foot from curb, facing wrong direction)	$10
Parking in Area Not Designated as a Parking Area	$20
Parking in Crosswalk	$25
Parking in Lot or Space not Authorized by Permit	$25
Parking on Campus While Parking Privileges are Suspended	$100
Parking in 24-Hour Reserved Space	$50
Parking Where Prohibited by Sign	$25
Parking Where Prohibited by Yellow Lines or Curb	$10
Safety Hazard (parking in fire lane, sidewalk, blocking drive, blocking fire hydrant, standing where prohibited, or improper use of skates or skateboards)	$25
Unauthorized Parking in or Blocking of a Disabled Person Parking Space or Access Aisle	$100
Unauthorized Removal of a Boot	$200

12. **Failure to Comply with Regulations**

When, in the judgment of the Vice President for Student Affairs (VPSA), a student fails to comply with traffic and parking regulations, the VPSA may file conduct and disciplinary charges against the student. The Police Department reserves the right to use automobile immobilization devices, commonly known as "boots," to enforce parking regulations in problem areas. The boot, once placed, will be removed only upon the payment by the violator of a $50 fee. The officer removing the boot will direct violators to the Business Office to pay fees. Only after normal business hours will officers accept this fee in cash or in a check made payable to "University of St. Thomas," and a receipt will be issued.

If the boot is not removed on the same day it is installed, an additional $50 fee will accrue each day the boot remains in place. This fee will continue to accrue for three (3) days, at which time the Chief of Police will undertake such measures as are necessary to remove the vehicle from University property and recover the boot fees. A reasonable attempt to contact the registered owner of the vehicle will be made. Any attempt to remove a boot by the owner of the immobilized vehicle will result in additional fees. Removal or attempted removal of the boot where no damage occurs will be construed as Theft of Service. Removal of the boot where it is damaged will be construed as Criminal Mischief. If the boot is taken from the campus by the violator, it will be considered Theft of University Property. In all cases, the Police Department will file charges.

13. **Bicycle Regulations**
    The University recognizes the beneficial effects of bicycle use to the health and well-being of the individual cyclist, as well as to the environment. In order to provide for the safety of the community at large, the following regulations have been adopted:
    a. Bicycles must be parked only at bicycle racks.
    b. Bicycles are not allowed in buildings, with the exception of Guinan Hall (see Residence Life Policy and Procedure for more information).
    c. Bicycles may not block pedestrian traffic nor be chained to stairwells or arcade columns. Violators may have their bicycle booted ($10 removal fee) or removed by the Police Department. Damaged locks will not be the responsibility of the University.
    d. Riding a bicycle on principal pedestrian sidewalks, through building walkways (inside or outside) or other pedestrian paths is not permitted. Riders are expected to dismount when using pedestrian-only walkways.

    UST Police bike patrol officers are exempt from these limitations when performing official duties. More information on Parking Regulations can be found on the UST website.

Section 16: Warrant and Arrest Policy

The University of St. Thomas will assist law enforcement agencies in carrying out their duties while minimizing disturbances to the campus community and preserving the confidentiality of students' personal affairs.

Representatives of law enforcement agencies should be directed to the Vice President for Student Affairs or the Chief of Police, who will assist in locating the student and arrange for the warrant to be served in a secluded area. If the warrant is to be served in on-campus housing, the Director of Residence Life will be contacted to accompany the law enforcement officers to the student's room.

If the agencies agree to it, the Vice President for Student Affairs or the Chief of Police can inform the student of the existence of the warrant and provide him/her with the appropriate information to resolve the issue.

Section 17: Weapons Policy

The University strictly prohibits the use, sale, manufacture, distribution, purchase, transfer, receipt or possession of weapons by students on the University's campus; any grounds or buildings on which an activity sponsored by the University is being conducted; and in any passenger transportation vehicle owned or leased by the University.

The following is also prohibited:

- Use, sale, manufacture, distribution, purchase, transfer, receipt, or possession of weapons while attending classes, and/or while entering or being physically present on the University's premises, including residence halls-
- Students from entering University premises or reporting for class while in possession of weapons.

Weapons include firearms, knives with a blade longer than three inches (with the exception of knives designed for food preparation, used in a cooking area), explosive materials, or any other object that could be used to harass, intimidate, or injure another individual, student, faculty or non-faculty member, volunteer, manager, or supervisor.

The University reserves the right, with cause, to conduct searches and inspections of students and/or their personal effects, lockers, desks, and/or other containers located on University premises. This includes

University vehicles wherever located. Entry onto University premises or attendance at an activity sponsored by the University constitutes consent to such searches or inspections. The purposes of such searches or inspections under this policy are to determine whether any student is in possession of weapons.

Searches will be conducted by authorized law enforcement officers. Authorizations may come from the Chief of Police, the President or the respective Vice President or their designees, or by a certified law enforcement officer in instances of clear and present imminent danger.

A student's refusal to submit to such searches may result in disciplinary action that can include any of the full range of sanctions as cited in the Code of Student Conduct, including suspension or expulsion.

Texas Penal Code

This policy is not intended to prohibit the storage or transport of a firearm or ammunition that a student is authorized by law to possess in a locked, privately owned or leased motor vehicle by a student who holds a license to carry a handgun under Subchapter H, Chapter 411, Government Code and lawfully possesses the firearm or ammunition: on a street or driveway located on the campus of the University; or in a parking lot, parking garage, or other parking area located on the campus of the University.

Students are prohibited from entering University property with a concealed handgun or a handgun that is carried openly. By entering onto University premises or attendance at an activity sponsored by the University, students acknowledge the following notice with respect to such premises and property:

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

Questions

Students having questions concerning this policy should contact the Office of Student Affairs at 713-525-3570.

Section 18: Sexual Misconduct Policy Governing Students and Employees

Introduction

University of St. Thomas ("UST" or "the University") is committed to the religious, ethical and intellectual traditions of Catholic higher education, which includes cultivating a diverse and inclusive community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, UST will respond to sex-based harassment and discrimination and through clear policies and grievance procedures, educational programming, rigorous employee training, and sanctioning offenders of this policy and commits itself to maintaining a safe and healthy educational and employment environment. This comprehensive policy is created and implemented by UST to address allegations of sexual harassment, sexual assault, domestic violence, dating violence, and stalking in addition to other prohibited misconduct as identified and defined herein.

UST prohibits all forms of sex and gender-based harassment, as well as the offenses of sexual assault, dating violence, domestic violence, and stalking (collectively referred to in this policy as “Sexual Misconduct” and also constitutes “Prohibited Conduct” under this policy.) These offenses may also be prohibited by Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. (“Title IX”), by the Clery Act and Section 304 of the Violence Against Women Reauthorization Act of 2013 (“VAWA”), Title VII of the Civil Rights Act of 1964, and other applicable statutes, to include Texas S.B. No. 212. This Policy prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. Their inclusion in this Policy reflects UST ’s standards and expectations for a respectful working and learning environment where everyone is free to work and learn safely so they might become the best version of themselves.

UST will investigate and attempt to resolve all complaints of Prohibited Conduct in a prompt, fair and impartial manner. The University will treat all individuals involved with dignity and respect. All processes are driven by objective fact-finding and approached from a neutral standpoint, including the presumption that a Respondent is not responsible for a violation of this policy prior to a finding that supports that.

With this is mind, members of the University community are expected to conduct themselves in a manner that respects the inherent dignity of all people and refrains from any form of harassment or discriminatory practices, including all forms of Prohibited Conduct as defined in this policy. This policy has been developed to reaffirm these principles, to provide explicit information regarding when and how the University will respond to allegations of sex-based Prohibited Conduct, and to provide accountability for conduct that violates this policy.

In addition to discrimination based on sex, the University prohibits discrimination including discrimination based on race, color, national origin, age, sex, religion, disability, and veteran status. The University’s commitment to nondiscrimination applies to admissions, employment, and access to and treatment in University programs and activities. The University’s full Equal Employment Opportunity Policy, Number H.01.03, has been established for the purposes of responding to allegations of unlawful discrimination.

Inquiries regarding the application of this policy and the respective grievance procedures used to resolve complaints may be referred to the recipient’s Title IX Coordinator(s), to the U.S. Department of Education’s Office for Civil Rights, or both.

Definitions

Complainant

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual misconduct.

Respondent

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Party

“Party” means either the Complainant(s) or Respondent(s) in an investigation or action relating to a report of Prohibited Conduct.

Confidential Resources

“Confidential Resources” are designated by the University to provide to student Complainants emergency and ongoing support and to advise the Complainant on options for reporting violations of this policy.

In light of Texas S.B. No. 212, an employee of a postsecondary educational institution designated by the institution as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence or stalking or who receives information regarding an incident under circumstances that render the employee's communications confidential or privileged under other law, shall not provide any identifying information regarding the reporter, including to the institution's Title IX Coordinator(s), without explicit consent from such reporter unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). Confidential Resources may submit non-identifying information about violations of this policy to the Department of Public Safety for purposes of the anonymous statistical reporting under the Clery Act. Employees can ensure confidentiality by utilizing non-University confidential resources.

Title IX Coordinator(s)

The "Title IX Coordinator(s)" is responsible for overseeing the University's response to reports of Sexual Misconduct on campus and oversees the University's centralized response to ensure compliance with Title IX and the Clery Act (VAWA) as it relates to the accurate reporting of and response to sexual harassment and the VAWA offenses. The Title IX Coordinator(s) is also responsible for coordinating the effective implementation of supportive measures and remedies. The Title IX Coordinator(s) or the President may delegate responsibilities under this policy to a designee, who will be appropriately trained per the requirements of Title IX and VAWA. For purposes of this policy, any reference to the Title IX Coordinator(s) should be read as the "Title IX Coordinator(s) or other designee."

In accordance with Texas S.B. No. 212, the Title IX Coordinator(s), not less than once every three months, shall submit to the President a written report on reports received including information regarding the investigation of those reports, the disposition, if any, of any disciplinary processes arising from those reports, and the reports for which the institution declined to proceed with a disciplinary process. Further, if the Title IX Coordinator(s) has cause to believe that the safety of any person is in imminent danger because of the incident, the President shall be notified. Lastly, at least once every fall or spring semester, the President shall submit to the institution's governing body and post on the institution's website a report concerning the reports received under this policy. Such a report shall never reveal the identity of a Complainant, Respondent or Witness as defined in this document.

Investigator

The "Investigator" is the person assigned to conduct the investigation upon the signing of a Complaint and a request for a Formal Resolution Process. The Investigator may be a Title IX Coordinator(s), an employee, or a contracted service provider.

Decision-Maker

The "Decision-Maker" is the person or persons that will make the determination of responsibility for Emergency Removal and at the conclusion of an Informal or Formal Resolution Process or following an appeal. The Decision-Maker will provide the determination in writing and cannot be the same person as the Title IX Coordinator(s) or the Investigator on a case arise out of the same facts or circumstances. In the case of an Appeal, the Decision-Maker will be different from the person or person who made the initial determination. The Decision-Maker may be an employee or a contracted service provider. The University retains the right to establish a pool of cross-trained individuals who may serve in the capacity as an Investigator or one of the Decision-Makers, however, would never hold more than one position during a particular complaint.

Title IX Personnel

"Title IX Personnel" include all individuals whose duties include resolution of reports and complaints of student and employee violations of this policy. All Title IX personnel shall receive annual training as required by Title IX,

VAWA and Texas law. Employees falling under this description include without limitation the Title IX Coordinator(s), Investigators, Decision-makers, members of campus security, and any contracted service providers of UST with any of the responsibilities outlined herein.

Mandatory Reporters

All faculty and staff members who are not Confidential Resources are "Mandatory Reporters." A Mandatory Reporter who witnesses or receives information regarding the occurrence of an incident that the employee believes could constitute an offense as defined in this policy shall promptly report such information to the institution's Title IX Coordinator(s) in person or via email. A report to a faculty or staff member does not result in a Complaint for purpose of triggering an investigation or Informal or Formal Resolution Processes; however, Texas law requires the reporting of that information by the Mandatory Reporter to the institution's Title IX Coordinator(s).

Texas has both civil and criminal laws to protect children from abuse and neglect and all employees of the University are mandatory reporters of Child Abuse under Texas Family Code, Section 261.109. This means that all employees have a duty to immediately report whenever they "suspect that a child has been abused or neglected." Immediate reports should be made to the Texas Department of Family and Protective Services (DFPS) by calling 1-800-252-5400 or by making a report online at the Texas Abuse Hotline Website.

Advisor of Choice

An "Advisor of Choice" means the person of the Complainant or Respondent's choosing who accompanies them to any meeting or disciplinary proceeding in which they are required to be present. This person can provide support, advice and/or counsel. During the investigatory stage of the process, the Advisor is not permitted to act on behalf of their Party with regard to answering questions or providing evidence on behalf of a Party. They may not be disruptive, nor may they unnecessarily delay the investigation due to their personal availability. During the Live Hearing portion of the Title IX process, the Advisor of Choice is responsible for conducting the cross-examination during a live hearing pursuant to the Title IX grievance processes. Cross-examination in this setting is limited to the other Party and witnesses. The Advisor cannot make opening or closing statements, ask questions of their own advisees, object to questions, or engage in advocacy other than that permitted herein. An Advisor is permitted in a Non-Title IX grievance process; however, their role is restricted to that during the investigatory stage as described above.

The University will not restrict the choice of an advisor and the advisor can be anyone of the Party's choosing, although the University may remove an Advisor if he or she becomes disruptive or otherwise hinders a fair and equitable process. The involvement of an Advisor may not result in undue delay of any meeting or proceeding. During the Title IX live hearing, if a Party does not have an Advisor, the University will appoint one on behalf of the Party without fee, i.e., free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses. While any person may serve in an Advisor capacity, a member of the University community is free to decline to serve in this capacity.

Campus Security Authority (CSA)

A "Campus Security Authority" ("CSA") is a designated University official who has an obligation to report certain crimes reported to them to the reporting structure of the institution as required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In most cases, it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality. Except in reference to a report to the Title IX Coordinator(s), a report to a CSA does not result in a Complaint for purpose of triggering an investigation or Informal or Formal Resolution Process.

Scope and Jurisdiction

This policy governs the conduct of: University students, regardless of enrollment status; faculty; staff; and third Parties (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents).

Third Parties are both protected by and subject to this policy. A third party may make a report of a suspected violation of this policy committed by a member of the University community. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property (i.e., on campus) and in the local vicinity. This policy also applies to conduct that occurs off University property (i.e., off campus) when the conduct is associated with a University -sponsored program or activity, such as travel, research, or internship programs or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on facts of an individual case.

All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. On-line and/or social media conduct may violate this Policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Sexual Misconduct or other misconduct. The University does not regularly search for this information nor does it monitor any particular social media site, but it may take action when such information is brought to its attention. See the University's Responsible Use of Computing Policy here. The University will view any Report of online Sexual Misconduct with the Respondent's free speech rights in mind.

Individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. Reports and Complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the Respondent is no longer a student or employee at the time of the report or Complaint, the University may not be able to take disciplinary action against the Respondent, but it will still seek to meet its Title IX or other legal obligations by offering supportive measures for the Complainant and taking steps, if necessary and possible, to end the prohibited behavior, prevent and address its recurrence, and address its effects.

For Title IX to apply, the incident must be reported while the Parties are all associated with the University (as current students or employees) and must have occurred on property owned or operated by the University, in the United States. Additionally, during the time the misconduct is reported to have occurred, the University must have had substantial control of the Respondent and the context of the misconduct.

Sexual Misconduct at UST and Title IX

This policy governs Prohibited Conduct that constitutes sex-based harassment and/or sex-based discrimination; however, the government and state law define "sexual harassment" differently in certain settings. Additionally, this policy covers behaviors that fall outside of the jurisdiction required for response by Title IX. The University will determine whether an allegation should proceed utilizing the grievance processes mandated by Title IX or the University's grievance process for non-Title IX Sexual Misconduct, based on the constellation of facts and circumstances surrounding the report or Complaint and the following factors:

a. applicable law
b. what is reported to have occurred
c. the status of the Complainant as student, employee, or third-party
d. the status of the Respondent as student, employee or third-party

e. the context in which the harassing behavior is reported to have occurred
f. whether or not the reported behavior occurred within the United States; and/or
g. whether there are continuing effects of such reported behavior on campus or within the University's educational programs or associated activities.

The Title IX Coordinator(s) is the University official designated to evaluate reports to determine which law(s) attach, what threshold each law holds under the various laws, and which grievance process to utilize to resolve such reported behavior.

Prohibited Conduct

As outlined above, the University prohibits behaviors that fall outside the scope of conduct prohibited by Title IX. If a report constitutes behavior as described below, the University will determine which grievance process to utilize to resolve the Complaint.

For purposes of this policy, all of the following definitions constitute conduct to be "on the basis of sex." UST will treat attempts to commit any Sexual Misconduct as if those attempts had been completed.

Definitions of Prohibited Conduct

Quid Pro Quo Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit;
- Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions;

To reach the threshold for a claim under Title IX, the person conditioning the provision of the aid, benefit, or service must be an employee.

Hostile Environment Sexual Harassment

Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, electronic or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; i.e. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Gender-based harassment is a form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person's or group's sex, when that behavior is unwelcome and has the purpose or effect of substantially interfering with the individual's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education or associate activities of the University.

Such conduct does not need to be directed at or to a specific individual in order to constitute sexual harassment but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex. Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

To reach the threshold for a claim under Title IX, the conduct must be determined to be unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity as well as meet the required jurisdictional elements.

The Title IX Coordinator(s) based on the constellation of facts and circumstances surrounding the report or Complaint will determine an evaluation of when an offense meets the definition for Title IX.

Non-Consensual Sexual Penetration

Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Non-Consensual Sexual Contact

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Private body parts for purposes of this Policy are breast, buttocks, groin, and mouth.

Incest

For purposes of this Policy, incest means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Texas, this includes sexual contact between persons who are brothers and sisters, parents, and children, including stepparents, stepchildren, and adopted persons, as well as aunts/uncles with nieces/nephews and between grandparents and grandchildren.

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent, which in Texas is 17 years of age.

Domestic Violence

A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By 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;
- By 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 occurred.

According to Section 16 of title 18 of the United States Code, the term "crime of violence" means

an offense under Texas State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or

any other offense that is a felony in Texas and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence, as defined by Title IX, is considered relationship violence and must be "on the basis of sex." For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Texas laws that are based solely on cohabitation (e.g. roommates) or family relationship (e.g.

parent/child). While non-relationship violence would not be addressed using this policy, it could still be counted for purposes of Clery Act reporting and may be addressed under other University policies or grievance procedures.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting Party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—

Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third Parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

To reach the threshold for a claim under Title IX, the stalking behavior must be determined to be based on sex. Non-sex-based stalking complaints will be resolved using this policy's definitions but under the Non-Title IX Resolution Procedures by status of the Respondent as Student or Employee.

Sexual Exploitation

Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute another offense as defined above. Examples may include acts such as recording, photographing, streaming or otherwise transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all Parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations), knowingly transmitting a sexually transmitted infection to another, or facilitation the sexual harm/abuse of another person.

Retaliation

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in making a good faith report, filing a Complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, coercion, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University -controlled living environment of an individual or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Allegations of Retaliation will proceed under the non-Title IX process.

Definition of Consent

Voluntary, informed, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include:

- When physical force is used or there is a reasonable belief of the threat of physical force, including when one person overcomes the physical limitations of another person.
- When coercion is present. Coercion means the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion may include intimidation, manipulation, and/or blackmail. Words or conduct may constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity.
- When a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation, which could be permanent or temporary. Evaluations of capacity will be viewed in hindsight using a reasonable person standard.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent.
- Silence and passivity do not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.
- A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation when a person is incapacitated or not of legal age.

A person who is asleep or unconscious is considered incapacitated and unable to consent. Additionally, a person may be incapacitated due to a temporary or permanent mental or physical disability.

In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation, which is a state beyond mere intoxication. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes Sexual Misconduct and is a violation of this Policy.

Reporting

Any person may report an incident of Sexual Misconduct as defined by this policy however, employees must report it. UST encourages anyone who experiences or becomes aware of Sexual Misconduct to immediately contact one of the options listed below including law enforcement, school administrators and confidential

options. Reports may be made by the person who experienced the Sexual Misconduct or by a third party, including, but not limited to, a friend, family member, advisor, or professor. Reports to the Title IX Coordinator(s) may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed below, or by any other means that results in the Title IX Coordinator(s) receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the listed telephone number or electronic mail address, or by physical mail to the office address.

A Complainant may pursue some or all of these reporting options at the same time (e.g., one may simultaneously pursue a Formal Resolution Process with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during any grievance process, Complainants and other reporting persons are encouraged to consult a Confidential Resource.

Confidential Reporting Options

Several campus professionals are designated Confidential Resources. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource.

Upon receipt of a report from a Complainant, a campus Confidential Resource will provide information on the following:

Possible next steps regarding the Complainant's reporting options and possible outcomes, including without limitation reporting pursuant to the University resolution processes and local law enforcement

Student services available on campus and through community-based resources, including without limitation sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services, and mental health services

The University's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by the higher education institution or a criminal or civil court

Liaise as requested and appropriate with campus officials, law enforcement and community-based resources including assisting with supportive measures.

Campus Confidential Resources

Counseling Services

Any student in need of immediate emotional support should contact Counseling and Disability Services and request to speak with a confidential counselor (after hours, contact the police department or your housing staff to access the counselor on call). You may also access the Counseling and Disability Services website, www.stthom.edu/CDS. Survivors (employees or students) may also contact AVDA (sexual and domestic violence resource center off campus) to speak with a confidential advocate 24 hours a day, 7 days a week by calling (713) 224-9911. Access AVDA website at www.avda-tx.org.

Other On-Campus Resources/Support

UST Office and Direct Contact	Address/Location on Campus	Main Phone Number
Counseling and Wellness Services	Crooker Center – 2nd floor, Room 206 3909 Graustark St.	(713) 525-2169
Access and Disability Services	Crooker Center - 2nd floor 3909 Graustark St.	(713) 525-3546

UST Police Department (Office of Emergency Operations)	Moran Center – 1st floor 3807 Graustark St.	(713) 525-3888
Title IX Coordinator - Employees Tonja King	Human Resources Office	(713) 525-3813
Title IX Coordinator – Students Dean of Students	Crooker Center – 2nd floor 3909 Graustark St.	(713) 525-3575
Campus Chaplain Fr. Eduardo Rivera	Campus Ministry, Crooker Center – 1st floor, 3909 Graustark St.	(713) 525-3129
Student Life Office	Crooker Center – 2nd floor, Room 215 3909 Graustark St.	(713) 525-3572
International Student Support Services	Crooker Center – 2nd floor, Room 214 3909 Graustark St.	(713) 525-3503
Scholarships and Financial Aid	Herzstein Enrollment Center – 1st floor – 4115 Yoakum St.	(713) 525-2170
Employee Assistance Program through MHN	UST company ID: stthom	(800) 227-1060
Human Resources	Human Resources Office	(713) 525-3142

Law Enforcement and Campus Security

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense.

At the Complainant's request, the Title IX Coordinator(s) will assist the Complainant in contacting campus and/or local law enforcement and will cooperate within the extent permitted by law with law enforcement agencies if a Complainant decides to pursue the criminal process.

Immediate Health and Safety: Contact the University of St. Thomas Police Department

University of St. Thomas Police Department: (available 24 hours a day, 7 days a week)

911 or (713) 525-3888
www.stthom.edu/police.

Reporting to the UST Police may initiate a criminal investigation into your complaint. The UST Police will also determine if a Timely Warning Notice should be sent out to the community and will capture and count crime data if the offense was reported to have occurred on campus or on a property owned or controlled by the institution. The UST Police will report your complaint to the Title IX Coordinator(s). You can tell the police as much or as little as you would like.

Local Law Enforcement: City of Houston Police Department (HPD)

Houston Police Department: (available 24 hours a day, 7 days a week)

Call 911 for emergencies or (713) 837-0311. Visit the Houston PD's website, www.houstontx.gov/police for more information or to obtain the address or contact information for a specific division within the PD.

Important Note - The Houston PD may not share the details of your report with UST (however, the campus police must notify the Title IX Coordinator(s) of a report made to their office). If you report to the city police,

you should also report to the Title IX Coordinator(s) so on campus accommodations, interim protective measures and resources may be provided, like changes in class schedule, housing, work location, or transportation options if you request these and if they are reasonably available.

Dial 9-1-1 to report an emergency.

Helpful information on using the 9-1-1 Emergency Number.

Dial (713) 884-3131 to request non-emergency police service for locations within the city limits of Houston. If you live outside the jurisdiction of the Houston Police Department and have a problem or situation that requires police service, please contact your local law enforcement agency.

Houston Police Department Phone Directory
HPD's postal mail address:
Houston Police Department
1200 Travis Street
Houston, TX 77002

Maps

- HPD Beat Map - Beats, districts and locations of HPD stations and storefronts.
- HPD Patrol Stations and Storefronts- Address, phone number hours of operation and directions to patrol stations and storefronts.

Title IX Coordinator(s)

Any individual who may have been subjected to a violation of this policy, and who is considering making a Complaint under this policy, is encouraged to contact the Title IX Coordinator(s).

In light of the University's obligation to make reasonable efforts to investigate and address conduct prohibited by this policy, University community members who are not designated Confidential Resources may be required to notify the Title IX Coordinator(s) or the University of St. Thomas Police Department of suspected violations, and cannot guarantee the confidentiality of a report under this policy.

The Title IX Coordinator(s) will be informed of all reports of potential violations of this policy.

Title IX Coordinator(s)

Students:

Ben Nguyen
Assistant Vice President
Dean of Students
3800 Montrose
Houston, TX 77006
btnguyen2@stthom.edu
https://cm.maxient.com/reportingform.php?UnivofStThomas&layout_id=5
713-525-3575

Employees:

Gita Bolt
General Counsel
3800 Montrose
Houston, TX 77006

TitleIXcoord@stthom.edu
https://cm.maxient.com/reportingform.php?UnivofStThomas&layout_id=5
713-525-3813

Other Available Resources

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

Medical Resources

Forensic Medical Exams and Physical Health Services

As of January 2009, victims of sexual assault may have a sexual assault forensic exam without reporting it to law enforcement. State law allows you to have the sexual assault forensic exam (SAFE) up to 120 hours (5 days) after the sexual assault. You may report to law enforcement if you chose to.

In Texas, you have ten years (statute of limitations on sexual assault) to make the report. Having a sexual assault forensic exam conducted allows you to preserve evidence that will be lost over time while you have time to decide how to proceed. UST police officers and City of Houston police officers encourage victims to report the sexual or domestic assault even if it is past the statute of limitations. Your case cannot go forward with prosecution, but it is important to document the assault and the perpetrators who commit them (in addition to allowing UST to prevent recurrence of similar crimes, if applicable).

In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infection. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where she or he was assaulted within 120 hours after the incident occurred so that evidence may be preserved. Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that may be useful to University investigators, UST Police personnel, or local police.

Below is information regarding area hospitals where victims of sexual or intimate partner violence may go for medical services. The chart contact information also indicates whether the facility has forensic evidence collection services available.

Hospitals in and around the Houston area include:

- Memorial Hermann Hospital 6411 Fannin Street Houston, Texas 77030 713-704-1261 (Forensic Nurse Response Team available at any Memorial Hermann Hospital in the greater Houston area)
- Ben Taub Hospital 1504 Ben Taub Loop Houston, Texas 77030 713-873-2000 (Forensic Kits available)

Additional Off-Campus Resources/Supports

Sexual Assault Hotline (Houston Area Women's Center, RAINN) 1010 Waugh Drive
Houston, Texas 77019
(713) 528-7273
(713) 528-3691 TTY
Website: http://www.hawc.org

YWCA Advocacy GrouP
6309 Martin Luther King Jr. Blvd
Houston, Texas 77021
(713) 640-6820
Email: advocacy@ywca.org
Website: ymcahouston.org

AVDA: Domestic Violence Support (including male victims)
100 l Texas Avenue, Suite 600
Houston, Texas 77002
(713) 224-9911
800-799-7233 Hotline
800-787-3224 TTY
Website: https://www.avdaonline.org/

Where to get Protective Orders - AVDA
1001 Texas Avenue, Suite 600
Houston, Texas 77002 (713) 224-9911

Victim Assistance
City of Houston Victims Services Unit
1200 Travis
Houston, Texas 77002
(713) 308-0080
Email: victim.services@houstonpolice.org

Visa & Immigration Assistance through Catholic Charities
2900 Louisiana Street,
Houston, Texas 77006
(713) 526-4611
(833) 468-4664 Hotline

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS

All members of the University community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

Office for Civil Rights

U.S. Department of Education

Headquarters
400 Maryland Avenue, SW, Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012
TTY#: (800) 877-8339 | Email: OCR@ed.gov |Web: http://www.ed.gov/ocr

Dallas Office
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Telephone: (214) 661-9600
Facsimile: (214) 661-9587
Email: OCR.Dallas@ed.gov

Anonymous Report

An individual may report an incident without disclosing his/her name, identifying the Respondent, or requesting any action. Please note that choosing to make an anonymous report can significantly limit the ability of the University to respond. This information will be used for statistical purposes as well as for enhancing understanding of our campus climate so that we may strengthen sexual misconduct response and prevention efforts.

Online Report

An individual may report an incident via an online reporting form. The online form will not be considered a complaint that would trigger a full investigation. An online report will result in electronic communication of resources or outreach from the Title IX Coordinator(s) within two business days within receipt. For emergency assistance, please dial 9-1-1.

Title IX Incident Reporting Form

https://cm.maxient.com/reportingform.php?UnivofStThomas&layout_id=5

Mandatory Reporting

All members of the University community are encouraged to report any suspected violation of this policy (after consulting a Confidential Resource as appropriate).

In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, faculty and staff members must immediately dial 911 from an on-campus telephone whenever possible.

In non-emergency situations, faculty and staff members who are not Confidential Resources must promptly report suspected violations to the Title IX Coordinator(s) in person or by using the "Report It" Incident Reporting Form.

University Response to Reports

The University is committed to responding to all alleged violations of this policy. Upon receiving a report of Sexual Misconduct, the Title IX Coordinator(s) will promptly contact the Complainant to discuss the availability of supportive measures, provide a written explanation of rights and options, and explain to the Complainant the process for filing a Formal Complaint. The Coordinator(s) will also explain if Informal Resolution is an option if a Formal Complaint is filed. *A Complainant must file a Formal Complaint to access available Informal Resolution options.

Privacy and Confidentiality

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. "Confidentiality" refers to the circumstances under which information will or will not be disclosed to others. "Privacy" refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy. Requests for confidentiality or use of anonymous reporting may limit the University's ability to conduct an investigation or resolve an allegation using the University's disciplinary proceedings.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

In some circumstances, the reporting responsibilities of University employees, or the University's responsibility to investigate, may conflict with the preferences of the Complainant and/or Respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of Confidential Resources, if applicable, in determining their preferred course of action.

Medical and counseling records are privileged and confidential documents that the Parties will not be required to disclose.

The University has an obligation to make reasonable efforts to investigate and address Complaints or reports of violations of this policy. In all such proceedings, the University will take into consideration the privacy of the Parties to the extent possible.

In cases involving students, the Title IX Coordinator(s) may notify other University employees of the existence of the Complaint for the purpose of overseeing compliance with this policy and addressing any concerns related to educational and University sponsored events. While not bound by confidentiality, these individuals will be discreet and will respect the privacy of those involved in the process.

Any additional disclosure of information related to the Complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or the Title IX requirements.

Supportive Measures

Upon receipt of a complaint or report of a violation of this policy, the University will provide reasonable and appropriate supportive measures. Supportive measures mean individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the University's program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment, or deter sexual harassment.

Supportive measures may include:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
- Change in class schedule, including the ability to transfer course sections or withdraw from a course;
- Change in work schedule or job assignment;
- Imposition of a mutual on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other remedy that can be used to achieve the goals of this policy.

UST will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. In cases that meet the definition and jurisdiction of Title IX, Supportive Measures will also be non-punitive and non-disciplinary.

Any supportive measures will not disproportionately impact the Complainant. Requests for supportive measures may be made by or on behalf of the Complainant to any University official, including the Title IX Coordinator(s). The Title IX Coordinator(s) is responsible for ensuring the implementation of supportive measures and coordinating the University's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The University will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a University -imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator(s).

Interim Removal

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened or impaired, an authorized representative may summarily suspend, dismiss, or bar any person from the University. Prior to taking action against a student in response to an allegation that arises from a complaint under the jurisdiction of Title IX, the University will undertake an individualized safety and risk analysis and provide written notice to the Party. In all such cases involving students, actions taken will be reviewed promptly, typically within one week, by the appropriate University authority and removals subject to Title IX will include an opportunity for redress (appeal) by the Respondent. Complaints involving employees as the Respondent will be subject to the leave provisions that rest within Human Resources and could involve placing the employee on administrative leave (with or without pay) depending of the nature of the reported offense, the determination of an ongoing risk to public safety, and/or other factors as determined by Human Resources.

Rights and Options

The Title IX Coordinator(s) will ensure that the Complainant receives an explanation of rights and options written in plain language with concise information. The written notification of rights and options will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the survivor's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order;
- The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to victims and survivors;
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
- The right to Supportive Measures with or without the filing of a formal Complainant, no matter where the incident is reported to have occurred and that the University will consider the Complainant's wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
- The right to request a Formal or Informal Resolution Process if cause is found to proceed under this Policy and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed herein; and
- Complainants have the right to request an end to the process except as set forth in this Policy.
- In the event that a Complaint is filed, the Complainant and the Respondent will receive a written notification of rights and options regarding the adjudication process, to include the following:
- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following a grievance process that complies with this policy;
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;

- The right to a resolution process that is consistent with the University's policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the Parties;
- The right to a Support Person of the Party's choosing during the grievance process and to an Advisor of the Party's choosing for any hearing under the Title IX Grievance process. If a Party does not have an Advisor present at the hearing, the University will provide without fee or charge, an advisor of the University's choice for purposes of conducting cross examination;
- The right to reasonable accommodations during any hearing, such as not being in the same room as the other Party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the University makes no prior presumption of responsibility; and
- The right not to be retaliated against for filing a Complaint and/or for participating in an Informal or Formal Resolution Process.

Amnesty/Immunity

In order to encourage reports of conduct that is prohibited under this policy, the University may offer leniency with respect to other violations that may become known because of such reports, depending on the circumstances involved. The Title IX Coordinator(s) will make the determination on behalf of the University.

Timely Warning

If the University receives a report of a Clery reportable crime that has occurred within the institution's Clery reportable geography, the institution will assess the report for purposes of sending a Timely Warning Notice (TWN). A TWN will be sent for reports that constitute a serious and continuing threat to the campus community and the UST Police Department will issue these according to University policy. In all cases of sexual misconduct, the Title IX Coordinator(s) will be notified. UST PD, as required by law, may also be required to complete an incident report, and publicly disclose the reported incident of sexual misconduct in the annual security report less personally identifying information. In addition, the University may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the University release the name or other personally identifiable information of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

Options for Proceeding Through University Process

Informal and Formal Complaints

To initiate the UST informal resolution process or formal resolution process, a Complainant must file a Complaint. A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator(s) alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator(s).

No Complaint

Complainants have the right not to file a complaint, yet they are highly encouraged to seek medical attention and counseling. Complainants, who wish to file a complaint at a later date, may do so by utilizing any of the options outlined in this policy. However, please note that a delay in reporting could create obstacles to the University's process for stopping harassment and/or discrimination, remedying its effects, and preventing

recurrence as well as potentially weakening evidence that could be useful in determining whether Prohibited Conduct occurred, in obtaining an order of protection or for the State in being able to proceed with a criminal proceeding.

University-Initiated Complaints

In limited cases, the Title IX Coordinator(s) may initiate a complaint without a request by the Complainant upon receipt of a report of Sexual Misconduct. The Title IX Coordinator(s) will initiate the complaint when the Title IX Coordinator(s), in his or her discretion, determines that a grievance process is warranted given the reported behavior. A Complainant retains standing as a Complainant even in cases where the Title IX Coordinator(s) initiates the complaint. If the Title IX Coordinator(s) initiates a complaint, they will advise the Complainant that they have done so and will provide the rationale to the Complainant regarding why they proceeded.

Dismissals

If the Title IX Coordinator(s) determines that the complaint, even if substantiated, would not rise to the level of a violation of this policy, the Title IX Coordinator(s) may dismiss the complaint or refer the complaint to another office for review. A case may also be dismissed for not meeting the threshold and jurisdictional requirements for Title IX, however, a dismissal of a case for purposes of Title IX, does not preclude the University from utilizing this policy for non-Title IX Sexual Misconduct and referring the matter for Non-Title IX Resolution.

If at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator(s) in writing that the Complainant would like to withdraw the formal resolution process or withdraw any allegations therein; the Respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations, the University may dismiss the complaint and end the formal resolution process. The decision as to whether to dismiss the complaint will be determined by the Title IX Coordinator(s) based on the stated goals of this policy. Upon a dismissal permitted pursuant to this section, the University will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the Parties.

Either party may appeal the University's dismissal of a Complaint or any allegations by submitting a written appeal within five business days of the dismissal. Appeals may follow the grounds outlined in the Appeals section of this policy. If the appeal is denied, the dismissal of the complaint will remain in effect.

Consolidations

The Title IX Coordinator(s) has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "Party," "Complainant," or "Respondent" include the plural, as applicable.

If a case involves violations of other UST policies, the Title IX Coordinator(s), in consultation with other school officials, will determine which grievance process to use or if different grievance processes would be more appropriate.

Informal Resolution Process

At the time of the filing of a Complaint or at any time prior to a determination of responsibility, either Party may request to proceed under a voluntary Informal Resolution Process that does not involve a full investigation. The Title IX Coordinator(s) will determine, based on the totality of the circumstances, whether an Informal Resolution Process is appropriate given the facts and participants. For example, an Informal Resolution Process is never appropriate for resolving reports alleging sexual harassment of a student by an employee.

Upon request and written agreement by the Parties and the Title IX Coordinator(s) that the Informal Resolution Process is appropriate, the Title IX Coordinator(s) will provide to the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution Process, including when the Parties are precluded from resuming a Formal Resolution Process, any consequences resulting from participating in the Informal Resolution, and the records that will be maintained and shared. Informal Resolutions are not subject to appeal by any Party.

Informal Resolutions may include, but are not limited to;

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation or other informal communication between the Complainant and Respondent;
- Messaging to the campus community;
- Events and/or trainings offered to the campus community or particular departments; and/or
- Referral and/or collaboration with another University department in order to address the allegations and eliminate any potential sexual misconduct.

For cases that meet the Title IX threshold, the Parties may withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint.

Notice of Allegation and Assignment to an Investigator

Upon filing of a complaint requesting a Formal Resolution, the Complainant and Respondent will receive written notice from the Title IX Coordinator(s) of the allegations of sexual harassment, including sufficient details known at the time with sufficient time to prepare before any initial interview. The Parties will receive written simultaneous notification of additional allegations as appropriate.

The Title IX Coordinator(s) will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed five business days to request the removal and replacement of an Investigator based on bias or conflict of interest. Any request for a change in an Investigator must be accompanied by supporting information and the decision to assign a new Investigator will be made to the Title IX Coordinator(s).

Throughout the grievance process, the Title IX Coordinator(s) will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate as well as advise the Party of the opportunity to present evidence and witness information, if applicable.

Overview of Investigation

Timeframe

The Title IX Coordinator(s) will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 45 business days after receipt of the complaint.

There may be circumstances that require the extension of timeframes for good cause, including extension beyond 45 business days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses,

or accommodate delays by the Parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The University will notify the Parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the University is not in session. The Title IX Coordinator(s) will work with the Parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both Parties.

Investigation Overview

During the investigation, the parties will have an equal opportunity to be heard, to submit information and other inculpatory and exculpatory evidence, to identify witnesses including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to the other or to any witness. The investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and written documentation.

The University will not require, allow, rely upon, or otherwise use questions or evidence during the investigation, hearing, or determination of responsibility that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The University will not allow questions or evidence, during the investigation, hearing, or determination of responsibility, about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The University will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

Participation

Exclusive of the Complainant and the Respondent, UST expects all members of the University community to cooperate fully with the investigation and disciplinary procedures. The University recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from University officials for information and delaying or failing to make oneself available for meetings with University officials.

It is understood that there may be circumstances in which a Complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the University may be obligated to conduct an investigation.

Equally, there are numerous reasons why a Respondent may choose not to participate in the process. If a Respondent chooses not to participate in an investigation for any reason, the University process will continue, findings will be reached with respect to the alleged conduct, and the University will issue any sanctions, as appropriate. The University will not, however, draw any adverse inference from a Respondent's silence or stated desire to not participate.

The University will protect the privacy of the participating Parties and witnesses in any proceeding, meeting, or hearing to resolve complaints

Inspection of Evidence and the Investigative Report

Prior to completion of the investigative report, the Title IX Coordinator(s) will send to each Party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The Parties will have 10 business days to submit a written response, to meet again with the Investigator, and/or to request the collection of additional evidence by the Investigator. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegation including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any proffered evidence.

The Title IX Coordinator(s) will send to each Party the final investigative report in an electronic format or a hard copy, for their review and the parties will have 10 business days to submit a written response.

If there is significant, substantive, new information and/or evidence provided in the written response, the Investigator will make the final determination regarding whether a revised Final Investigative Report will be issued to both Parties. The Final Investigative Report and any written responses will be provided to the Decision-Maker at least three business days prior to the date of the hearing.

For cases that meet the threshold for Title IX, the Title IX Coordinator(s) will secure written permission from the Parties to share the preliminary and final investigative reports with the Party's Advisor. The University will not share reports with any support person not acting in the role of the Advisor of Choice.

Assignment to Grievance Procedures

If at the conclusion of the investigation, the University has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator(s) will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator(s) will dismiss the case for purposes of Title IX and proceed under the Non-Title IX Grievance Procedures.

Determination Regarding Responsibility

At the conclusion of the Investigation, the Parties will be provided with the name(s) of the Decision-Maker(s) and will be allowed five business days to request the removal and replacement of a Decision-Maker based on bias or conflict of interest. Any request for a change in a Decision-Maker must be accompanied by supporting information and the decision to assign a new Decision-Maker will be made by the Title IX Coordinator(s). At

that time, either party may also request that the Parties not to be in the same room for any hearing or meeting in which both may attend. The University will determine the appropriate use of technology to satisfy the request.

Non-Title IX Grievance Procedures-Students

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice to accompany them to the hearing. The Advisor of Choice may not actively participate but may confer with the Party as is reasonably necessary. If the Advisor of Choice violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor of Choice may be prohibited from further participation.

At least five business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Party's may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility and ruled on during the live proceeding. Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in the final investigative report.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing, but exclusively the Decision-Maker will ask all questions posed by the Parties.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

Non-Title IX Grievance Procedures-Employees

For Non-Title IX cases in which the Respondent is an employee, the determination regarding responsibility will be made by the Decision-Maker based on the final investigative report (there is no live hearing.) The Decision-Maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-Maker, in his or her discretion, may pose additional questions to the Parties or to witnesses in writing or in person. A Complainant, Respondent, or witness may decline to further participate. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's refusal to submit to additional questions.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

Title IX Grievance Procedures for Students and Employees

For cases that have been determined by the Title IX Coordinator(s) to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice at the hearing. The Advisor is responsible for conducting the cross-examination, which includes asking the other Party, and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses. If the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor or Support Person may be prohibited from further participation.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing. Only relevant cross examination and other questions may be asked of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker must explain to the Party proposing the questions any decision to exclude a question as not relevant.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. The University will make a recording, but all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing and the Decision-Maker will not rely on any previous statement of that party or witness in reaching a determination as to responsibility. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

Findings

Standard of Evidence

The Decision-maker shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

Written Determination of Responsibility

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-Maker, will include:

The allegations constituting sexual harassment;

A description of the procedural steps taken during the grievance process;

Findings of fact supporting the determination;

Conclusions regarding the application of the Policy to the facts;

A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and

Options for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely.

Sanctions and Remedies

If there is a finding of responsibility based on a preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with the respective trained University Administrator.

Sanctions will be determined based on the seriousness of the misconduct and the Respondent's previous disciplinary history (if any).

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

The following are types of disciplinary action that may be imposed, singly or in combination for student Respondents who are found to have violated this Policy:

- Admonition - a written or verbal reprimand.
- Disciplinary Warning - indicates that further violations may result in more severe disciplinary action. The warning shall not exceed a period of one calendar year and shall be removed automatically when the imposed period expires.
- Disciplinary Probation - indicates further violations may result in additional disciplinary sanctions, up to and including expulsion. Such probation may last longer than one calendar year.
- Restitution - reimbursement for damages, monies owed, or misappropriation of property. Reimbursement may take the form of service in kind.
- Fine – a monetary fine applied to the student's account. Fines are used sparingly, and only if the violation warrants a fine. Fines may also be used if there is a time restraint.
- Educational - an assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence. May include referral to a campus department, educational workshops, or an assignment (i.e. reflection papers, flyer, and journal).
- Loss of Privileges - a temporary or permanent loss of university privileges, including but not limited to loss of privileges to access a building(s), to hold a leadership position in a student group, to participate in study abroad programs, to hold a part-time job on campus, to register as a student group, or to participate in social or extracurricular events/activities; may also result in withholding of an official transcript or blocking enrollment for a specified period of time. This flexible penalty may impose limitations to fit the particular case.
- Residence Hall Suspension – a temporary or permanent removal of a student from a specific residence hall or from all University housing.
- Student Group Suspension – removal of privileges and recognitions accorded to student groups for a specified period.
- Suspension from the University - prohibits the student during the period of suspension from entering the University campus, attending University-sponsored functions, and from registering for or attending classes.

- Expulsion from the University - permanent severance from the University.
- University Withdrawal – a student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering University premises and barred from re-enrollment until specific conditions are met. Reasons for University withdrawal include, but are not limited to, (1) to prevent the disruption of the education process; (2) the student failed to respond to an official summons from a University official; (3) the student has been suspended or expelled from the University.
- Immediate Suspension – immediate removal from all or part of the University premises while the conduct process is pending when a violation reasonable indicates that the student's continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the University community or to the University premises (This is applicable only to Non-Title IX complaints.)
- No-Contact Order – the Dean of Students may impose a limited or campus-wide No-Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media, or telephone. Friends and relatives are also prohibited from contact on behalf of either party.
- Removal of Good Conduct Standing – a temporary or permanent removal of good conduct standing, which may prevent the student from accepting / maintaining leadership roles on campus.
- The following are types of disciplinary action that may be imposed, singly or in combination for employee Respondents who are found to have violated this Policy:
- Oral Warning-For infractions that the University deems to be minor, the employee will at a minimum be issued an oral warning.
- Written Warning Notice-For repeated minor infractions, or a more substantial infraction, the employee will, at a minimum, be issued a written warning notice. The written warning notice, for a more substantial infraction, may include a probationary statement with possible dismissal. The written warning notice should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice, acknowledging receipt. Three copies of the notice will be distributed as follows: (1) employee; (2) supervisor, and (3) personnel file.
- Discharge – For infractions management deems to be sufficiently serious or continued failure to respond appropriately to prior corrective action, discharge is appropriate. The approval of the President or Associate Vice President of Human Resources must be obtained prior to the discharge of an employee under any circumstances.

The Complainant and the Respondent have equal rights to an impartial appeal. All appeals will be referred to an Appellate Decision-Maker appointed by the President. The Decision-Maker for the appeal will not have served as Investigators or Decision-Maker in the previous steps of the process.

A Complainant or Respondent may file a written appeal with the Title IX Coordinator(s) because:

A. Procedural irregularity that affected the outcome of the matter;
B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
C. The Title IX Coordinator(s), investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred. The appellate Decision-Makers may decide to uphold the original decision, to alter the imposed penalty, or to return the case for additional proceedings or other action.

The deadline for filing a written appeal is five business days from the date the Parties are provided the written determination of responsibility. If either Party files an appeal, the Title IX Coordinator(s) will notify the other Party in writing and provide both parties in writing the opportunity to submit a written statement in support of or challenging the outcome.

The Title IX Coordinator(s) will have primary responsibility for interactions with the Parties, for the gathering of information needed for the appeal, and for notifying both Parties in writing of the outcome of any appeal. The written decision regarding the appeal will be provided simultaneously within five business days after the conclusion of the review and will describe the results of the appeal and the rationale for each result.

Record-Keeping and Annual Reports

The University will keep for 7 years, the following:

All information obtained as part of each Sexual Misconduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.

All information regarding any action taken, including supportive measures, and a rationale as to why a Complaint was not filed. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided.

All training materials used to train Title IX Coordinator(s), Investigators, Decision Makers, and those who facilitate the informal resolution process.

Generally, information from a student's discipline file is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Typically, the information that is released to those outside of the University is limited to information associated with findings of "in violation" which resulted in a suspension or expulsion (discipline file). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Personnel files are the property of the University and will not be shared without a subpoena.

Educational Programs and Training of Title IX Personnel

Training for the University Community

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome;

consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels; and

include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students.

Risk Reduction means options designed to decrease perpetration and bystander action, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some strategies to reduce risk of victimization. For example, The Rape, Abuse, & Incest National Network (RAINN) has created a list that can be find by clicking here: https://www.rainn.org/safety-prevention.

Bystanders play a critical role in the prevention of sexual and relationship violence. The University promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.

Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.

Speak up when someone discusses plans to take sexual advantage of another person.

Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.

Training of Title IX Personnel

The University will require that the Title IX Coordinator(s), Investigators, and Decision-Makers and any person who facilitates an informal resolution process receive annual training per the requirements of Title IX, the Clery Act-VAWA and Texas law, and do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

The annual training provided includes but is not limited to the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

Disability Accommodations and Interpretive Services

The University makes every reasonable effort to accommodate individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). In compliance with this commitment, UST employs a Disability Services department to determine reasonable and appropriate accommodations and auxiliary aides for access and participation in college sponsored classes, services, and programs.

Students with a disability who desire an accommodation regarding this Policy must request an accommodation with the Title IX Coordinator(s). The Title IX Coordinator(s) will make a determination regarding the request after consultation with Disability Services and notify the appropriate Parties. An Individual will not be considered to have a disability allowing for an accommodation unless and until the student has met with Disability Services and been noted as a person to whom accommodations should be provided.

Employees with a disability should provide the required documentation to Human Resources.

If you have any questions regarding how to submit documentation with Disability Services or HR so you may receive accommodations pursuant to this policy, please contact the following persons:

Section 504 Coordinator(s):

Primary for Students: Executive Director of Counseling and Disability Services (713) 525-3162

Secondary for Students: Vice President for Student Affairs (713) 525-3570

Primary for Faculty and Staff Employees: Associate Vice President of Human Resources (713) 525-3813

Secondary for Faculty and Staff Employees: Vice President of Finance and Business Affairs (713) 525-6960

Students or Employees who require interpretive services as non-native English speakers should make the request for translation services to the Title IX Coordinator(s).

Revision and Interpretation

UST reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the University.

Any questions of interpretation regarding the Policy shall be referred to the Title IX Coordinator(s). The Title IX Coordinator(s)'s determination is final.

All reports received by the University after August 13, 2023 will be administered in accordance with the procedures described under this Policy.

1st Amendment Considerations

The University is committed to protecting, maintaining, and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this Policy shall be construed to penalize a member of the community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this Policy.

Section 19: Hazing Policy

Hazing of any kind is inconsistent with the University's values and incompatible with the safe, healthy environment that the University of St. Thomas community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. Not only is hazing against the law, but the very act and its outcomes are detrimental to the type of leaders the institution strives to develop. UST is committed to providing a safe environment for all members of the university community and prohibits hazing by any student or student group.

Definitions

1. Appropriate University Official – any UST employee or official who is in a position to stop or remedy hazing; including, but not limited to officials responsible for student housing, student conduct, student organizations; athletic coaches and trainers; and advisors to student organizations.
2. Hazing - any intentional, knowing or reckless act, occurring on or off campus, by one person acting alone or with others, directed against an individual or group that endangers the mental or physical health or

safety of that individual or group for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization regardless of whether the student victim may have consented to or acquiesced in the activity. The term "hazing" includes, but is not limited to:
    - Subjecting the student(s) to an unreasonable risk or harm.
    - Adversely affecting the mental or physical health or safety of the student(s).
    - The destruction of private or personal property or the disruption of a campus community environment.
    - Unreasonably or unusually impairing an individual's academic efforts.
3. Student – any person who (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) had engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).
4. University Student Organization / Group – a number of persons who have complied with the University requirements for official recognition or registration as a student club/organization.

Policy

All students are strictly prohibited from engaging in any hazing activity.

1. **Prohibited Personal Conduct**
   No person may engage in hazing; solicit, encourage, direct, aid, or attempt to aid another to engage in hazing; recklessly permit hazing to occur; or have firsthand knowledge of the planning of a specific hazing incident involving a student at UST, or have firsthand knowledge that a specific hazing incident has occurred, and knowingly fail to report that knowledge to the Dean of Students or other appropriate university official.
   No person who has cause to believe that an incident of hazing may have adversely affected the physical or mental health or welfare of an individual under 18 years of age, shall fail to immediately report the incident to law enforcement authorities in accordance with the obligation to report child abuse or neglect. The obligation to report child abuse or neglect is mandated by state law and a report must be made to law enforcement authorities prior to the notices related to hazing. Reporting an incident of child abuse or neglect to any other institutional official, other than the police department, does not fulfill the legal obligation to report child abuse or neglect.

2. **Prohibited Organizational Conduct**
   No student group may condone or encourage hazing. No officer, authorized representative, or any combination of members, potential new members, or alumni of the organization commit or assist in the commission of hazing. Both a student group and individuals participating in hazing may be subject to discipline.

3. **Example of hazing activities**, which are explicitly prohibited include, but are not limited to the following:

- Compelling individuals to consume alcohol or drugs.
- Paddling in any form, shoving or otherwise striking individuals.
- Compelling individuals to wear or carry unusual, uncomfortable, degrading or physically burdensome articles or apparel.
- Compelling individuals to engage in sexual behavior, sexual or racial harassment or slurs or exhibitionism.
- Depriving individuals of the opportunity for sufficient sleep, decent edible meals or access to means of bodily cleanliness.
- Activities which impair an individual's academic efforts by causing exhaustion, loss of sleep or reasonable study time, or by preventing an individual from attending class.

- The creation of excessive fatigue by participation in physically demanding activities (calisthenics, runs, etc.)
- Compelling individuals to eat or drink unusual substances or compelling the consumption of undue amounts or odd preparations of food.
- Having substances thrown at, poured on or otherwise applied to the bodies of individuals.
- Morally degrading or humiliating games or any other activities which make an individual the object of amusement, ridicule or intimidation.
- Transporting individuals against their will, abandoning individuals at distant locations, or conducting any "kidnap," "ditch" or "road trip" that may in any way endanger or compromise the health, safety or comfort of any individual.
- Causing an individual to be indecently exposed or exposed to the elements.
- Requiring an individual to remain in a fixed position for a long period of time.
- Compelling an individual to be branded or tattooed.
- "Line-ups" involving intense shouting of obscenities or insults.
- Compelling individuals to participate in activities (pranks, scavenger hunts, etc.) which encourage the defacement of property; engage in theft; harass other individuals, groups of individuals or organizations; or disrupt the normal activities of the University.
- Tests of courage, bravery, stamina or sexuality.
- Intentionally deceiving members, prior to initiation, to make them believe they will not be initiated.
- Intentionally deceiving new members of an organization to make them think they will be struck or hurt.
- Excluding an individual from social contact for prolonged periods of time.
- Compelling an individual to engage in acts of personal servitude.

4. **How to Report Hazing**
   Anyone with knowledge of hazing should immediately report the matter to UST by contacting the Dean of Students Office at 713-525-3570 or the University Police Department at 713-525-3888.
   UST will investigate all reports of hazing involving students, whether the alleged misconduct took place on or off campus and regardless of the victim's acquiescence to the alleged misconduct.

5. **Applicability of Community Standards**
   The terms and concepts (e.g., humiliating, degrading, unusual, uncomfortable, embarrassing, demeaning, etc.) cited in this policy shall be interpreted by university officials in relation to acceptable and applicable community standards.

6. **Immunity for Good Faith Reporting**
   The University may elect not to pursue disciplinary sanctions for a violation of this policy for persons who voluntarily and in good faith provide information related to hazing. A person who makes a report in bad faith or with malice may be subject to disciplinary actions.

7. **Obligation to Report**
   A person who believes that he or she had been subjected to hazing or a person who has knowledge of hazing activities should report the incident(s) to the Dean of Students, the University Police Department or another university official. All university officials must promptly report incidents of hazing to the Dean of Students or UPD.

8. **Reporting By Health Care Professional**
   A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities may report the suspected hazing activities to police or other law enforcement officials, and, in accordance with Texas law, will be immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

9. **Sanctions**
   Students or student groups may be disciplined and sanctioned for the misconduct of hazing under the UST Student Code of Conduct. Violations of this policy may result in disciplinary action, with sanctions up to and including suspension or expulsion from the University.
   All reports of hazing regarding student groups will be investigated by the Dean of Students or a designee. Student groups may also be referred for investigation by the UST Police.

10. **Notification**
    UST will distribute a list of organizations that have been sanctioned for hazing or convicted for hazing on or off the campus of the institution during the preceding three years to each student within the first three weeks of each semester.

Section 20: Emergency and Media Notifications

The safety and well-being of all students, faculty and staff is important to the University. The University of St. Thomas has taken steps to implement an Emergency Notification System (ENS) to communicate important alerts and emergency response information to students, faculty and staff. The system is for emergency use only. Test messages are sent out at the beginning of the fall and spring semesters. Students should watch the University's web site, myStThom, and the weekly student announcements for these test dates.

The ENS system enables campus leaders to immediately send messages to our entire community via four different modes of communication:

- Voice messages to home, work, cell phones and one alternate phone number
- Text messages to cell phones, PDAs and other text-based devices
- Written messages to the UST e-mail accounts and alternate email accounts
- Messages to TTY/TDD receiving devices for the hearing impaired
- Messages to UST social media sites

Students are responsible for updating their emergency contact information in myStThom. Instructions to update ENS information can be found at www.stthom.edu/ens.

In the case of an emergency, ENS notifications will be regularly posted on the University's web site, www.stthom.edu and UST social media sites: twitter.com/stthomashouston and stthom.edu/facebook.

If the school is closed, updates will also be recorded on the University's main phone number, (713) 522-7911.

Information regarding school closings will be reported to KTRH, KUHF, Channel 2, 11, 13, 26 and 45 as well as the Houston Chronicle.

Questions regarding problems with the ENS system can be sent to ens@stthom.edu.

Section 21: Demonstration Policy

The University of St. Thomas campus is private property. Our policy is to ensure a peaceful learning environment for all students. The University, at its sole discretion, reserves the right to deny entry onto its campus of anyone who may interfere with the University and its policies. In this regard, the University of St. Thomas is a Catholic institution and community of higher learning, requiring a standard of moral conduct higher than that expected of a secular community.

The University's general policy is to require prior approval for demonstrations on campus. All individuals and groups wishing to demonstrate on campus must request permission in advance from the University Police Department (UPD), who will inform them of the restrictions that govern their activities while on University property, including the following:

1. All demonstrators will remain orderly and peaceful at all times.
2. All demonstrators will remain on the sidewalks and crosswalks, or within such other outdoor paved areas as may be designated by UPD.
3. Demonstrators will not block building entrances or exits, and will not block driveways, public or private streets, or intersections.
4. Demonstrators will obey all campus rules and all instructions of UPD.
5. Demonstrators will not abuse verbally or physically any person or damage any property.
6. Demonstrators will not engage in indecent, lewd or obscene behavior.

The University is under no obligation to permit any demonstration on its private property. If the University elects to permit a demonstration, it may impose such conditions as are deemed appropriate under the circumstances by University officials. These include without limitation: requiring a certified list of the names, addresses, registered agents, and principal officers of incorporated organizations, and the names and addresses of any individual persons, sponsoring the demonstration and who will be responsible for the actions and omissions of all demonstrators. The University may further require an indemnity bond or other security to afford assurance of protection of persons and property during any demonstration.

Demonstrators may be monitored by UPD, who may request assistance from the Houston Police Department. If any demonstrators create a condition believed by the University officials to threaten persons or property, to create a public disturbance or dangerous condition, or which may lead to the creation of a public disturbance or dangerous condition, or which otherwise is believed by the University to unreasonably interfere with the University, or its faculty, staff, employees or students, UPD may order all demonstrators to leave the campus immediately. If demonstrators fail to leave the campus on request, University officials may request assistance from the Houston Police Department to expel demonstrators from the campus.

Section 22: Speaker Policy

The University of St. Thomas is committed to the Catholic intellectual tradition and the dialogue between faith and reason. By instructing students in analytical and logical thinking, we assist in the preparation of UST graduates for important roles in civic leadership and in their quest for truth. Our community is guided by the Basilian values of goodness, discipline, and knowledge. We are also committed to the vision and norms for education as set out in *Ex corde ecclesiae*, and we seek to act in accord with the statement of the United States Conference of Catholic Bishops concerning Catholics in political life. To serve these objectives, members of the University community must be free to engage the full range of views on a variety of subjects and must also strive to maintain clarity about the identity of the University. Speakers may be invited to campus and events produced on campus that promote the University's values, as well as to events that involve the expression of ideas or opinions that are contrary to Catholic doctrines and teachings. From time to time, speakers or events can be problematic because they compromise our Catholic identity or offend our core values. In such cases, the following considerations, modifications, or reasons for prohibition will apply.

Policy/Procedure

1. **Requests**
   A. Faculty interested in inviting guest speakers to campus or hosting events on campus shall seek the timely advice of colleagues, appropriate department chairs, and appropriate deans, before arranging

for speakers or events where it may be anticipated that the speech or event will offend the University's identity, values or mission. If the prospective invitation is questioned by a member of the UST community, the Vice President for Academic Affairs shall make the initial determination as to the propriety of the invitation after considering the matters outlined in sections 2 and 3.

B. Requests by Students or Student Groups. A student or student group intending to invite a guest speaker to campus or to host an event for the public on campus must follow policies and procedures adopted by the Vice President for Student Affairs regarding guest speakers and events including obtaining advance approval from the Vice President for Student Affairs, or designee, so that the modifications will be considered before any invitation is extended.
C. Requests by Staff. Members of the UST staff who wish to invite a guest speaker to campus or to host an event for the public on campus must follow policies and procedures adopted by the appropriate executive regarding guest speakers and events including obtaining advance approval from the executive or designee, so that the modifications will be considered before any invitation is extended.

2. **Review by Faculty and Administrators**
   In reviewing any request for a guest speaker or event, where the speaker, event, or speech may compromise the Catholic identity and mission, the faculty, department, staff, Vice President for Academic Affairs, Vice President for Student Affairs, or designee, shall seek, where possible, modifications to the speech or event which, short of prohibiting it, would address the concerns and give consideration to:
   A. The educational content and value of the proposed speech or event
   B. The degree of faculty involvement in planning the speech or event
   C. The academic or educational context for the speech or event
   D. The amount of co-sponsorship by faculty and campus organizations.
3. **Modifications**
   The concern about compromising our Catholic identity and mission may be addressed by applying the following modifications:
   A. Issuing disclaimers
   B. Requiring that a question and answer period immediately follow the speech or event
   C. Creating counter programming at a different time
   D. Balancing the speech or event with opposing views
   E. Changing the date or venue of the speech or event, or otherwise providing appropriate context for those attending
   F. Other appropriate options
4. **Prohibition of Speech or Event**
   If the application of modifications from 3a is not possible or is inappropriate, an invitation may be withdrawn, or permission to invite a guest speaker or to host an event may be denied altogether if:
   A. By advocating positions or activity contrary to Catholic teachings, the speaker, speech or event is likely to compromise or offend the University's core values or mission as a Catholic liberal arts institution, and the person or group seeking permission refuses to accept modification
   B. There is a substantial risk that the speaker, speech or event would conflict with University policies concerning the creation of a hostile learning environment; iii. The speech or event poses a substantial risk to the physical safety of members of the community
   C. There is a substantial risk that the speech or event would disrupt University classes or obstruct access to campus facilities
   D. The speech or event would violate the civil or penal laws of the City of Houston, State of Texas, or the United States.
   Notice: A decision by an administrator to deny or condition permission for a guest speaker or event must be provided in writing to the interested University party.
5. **Appeal**
   The administrator should strive to give the persons and groups supporting or opposing the speech or event, an opportunity to be heard. A party may appeal the administrative decision to the President. The President shall have final authority to grant, deny, or condition usage of University property for any guest

speaker or event. When the President exercises his authority to permit, condition, or deny permission for a guest speaker or event that has been questioned, the President will state his reasons in writing to the appropriate members of the University community.

6. **Academic Freedom**
   This policy supplements the policy on academic freedom.
7. **Annotations**
   Example of Disclaimer: *An invitation to a guest speaker or the production of an event does not express or imply approval, endorsement, or sponsorship of the views expressed by the speaker or any aspect of the event by the University of St. Thomas or any of its community*.

Section 23: Political Speakers Policy

It is the policy of the University of St. Thomas not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of, or in opposition to, any candidate for public office (or any proposition) whether the election is local, city, state or national. The University cannot endorse or appear to endorse any political candidate or take a stated position in any political campaign. Therefore, the University will not grant official recognition to any group formed exclusively to promote or to oppose the campaign of a candidate for public office (or a proposition). In the absence of official recognition, organizations may not reserve University facilities for any purpose or use any finances collected by the University of St. Thomas.

However, provided that the University's formal neutrality in elections and campaigns is clearly stated, officially recognized student organizations may reserve University facilities to conduct organizational meetings, or to sponsor and publicize the appearance of a candidate (or his or her representative). But no organization or individual may:

1. Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.
2. Use University facilities for planning or participating in the operational process of a political campaign. Examples of operational processes include but are not limited to the following:
   A. Use of a University facility and University-owned equipment to host an organizational meeting of a campaign's staff or for the purpose of planning activities or politicking for the said campaign, or to store campaign materials of any campaign.
   B. Use of a University facility as a location for a political fundraiser.
   C. Use of University grounds, property, or structures to display an advertisement, billboard, or sign urging voters to support or oppose a specified political campaign.
3. Use recognized University organization or University funds to pay honoraria or cover transportation, accommodation or meal expenses for candidates for public office or their recognized representatives or provide other financial or symbolic support.
4. Use recognized University organization or University funds to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
5. Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, or facsimile and duplicating machines, for political purposes such as solicitation of funds for political campaigns or solicitation of endorsement of candidates for public office.

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums or debates provided they are sufficiently non-partisan in nature and are conducted for the purpose of educating voters. Where recognized University organizations sponsor and/or use University facilities to hold political forums or debates, such organizations are expected to follow the following guidelines:

1. The format and ground-rules should be fair and impartial and should be agreed upon by the participants and relevant parties in advance of the event.
2. All of the major candidates and relevant constituencies should be invited to participate.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the University, and that sponsorship of the forum is not intended as an endorsement of any particular candidate by the University.

When the University as a whole officially invites one candidate to speak on campus, then all major candidates should be invited, although not necessarily at the same time. Defining who is a candidate is not always easy. Normally, candidates from major parties are obvious candidates, as are individuals who amass a certain degree of support. Incumbents are candidates at times during the season of elections, which may be sometimes difficult to judge. When questions arise on matters such as these, it is generally safer to ask the Vice President for Student Affairs or others for guidance.

These policies are normally self-policing. That is, all members of the campus community are expected to comply with their substance and spirit. Allegations of violations of these policies should be brought to the attention of the Vice President for Student Affairs, preferably in advance of any presumably inappropriate activities. The Vice President for Student Affairs will investigate the facts of any allegation. Should the Vice President of Student Affairs believe that there is reason for concern the Vice President will consult with a specially formed Political Speakers Committee (PSC). The composition of the PSC is normally the Vice President for Student Affairs (Chair), the Vice President for Academic Affairs, the Chair of the Political Science Department, the Past Chair of the Faculty Senate, the President of the Student Government Association, the Chair of the Council of Clubs, and two members designated by the President of the University. The Chair will call meetings of this *ad hoc* committee should the need arise.

It may rarely be the case that either the PSC or the University administration determines that due to the controversial nature of an invited political speaker (or speakers), the University may not be able to assure the adequate safety of either the University community or the speaker. Similarly, the University administration may decide that a given speaker or presentation threatens or conspicuously undermines the mission and identity of the University. In such exceptional cases, the University of St. Thomas reserves the right to reschedule, reformat or relocate the presentation or, in rare instances, cancel the event. The PSC is encouraged to suggest such solutions and the administration to consider or propose such compromises as well. In all cases, the decision of the President, to whom any decision may be appealed, is final.

Section 24: Acceptable Use Policy for Technology Resources

Acceptable Use Policy for Technology Resources (G.06.01)

Scope

All Staff, Faculty and Students.

Purpose

This policy constitutes a University-wide policy for the acceptable use of the University of St. Thomas technology resources. This policy reflects the ethical principles of the University community and indicates in general, what privileges and responsibilities are characteristic of the University technology environment. This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

Policy/Procedures

All technology resources are intended to further the mission of the University and must be used in an ethical and responsible manner. Users are responsible for the care and security of all technological resources provided by the University.

Institutional Purposes

Authorized users may use the University technology resources to share information and knowledge in support of the University's mission of education, research and public service, to conduct the University's business and other University-sanctioned activities.

The University acknowledges that incidental and occasional personal use of University technology resources may occur. Such activity must not interfere with University operations, nor compromise the functioning of the University's technology resources, or interfere with the user's employment or other obligations to the University. Any such incidental and occasional use of University technology resources for personal purposes is subject to the provisions of this policy.

The University's technology resources are not to be used for personal financial gain or commercial use that is not directly related to University business. In addition, candidate or party fund-raising, and use by outside organizations not authorized to use University technology resources are prohibited. Authorization for other external uses of University technology resources requires written approval of the Vice President for Information Technology or designee. The University is not responsible for any loss or damage incurred by an individual as a result of personal use of University computing resources.

Users are responsible for using University technology resources in strict accordance with University policies and local, state, and federal laws. These laws cover such areas as illegal access to computer systems, networks, files, copyright, and harassment issues.

Security

The user is responsible for correct and sufficient use of the tools available for maintaining the security, privacy and integrity of data. University personnel should exercise diligence in the physical security of all technological resources assigned to them.

Confidentiality and Privacy

The University reserves the right to access any University owned or administered technological resources and information contained within these resources.

The University regards information stored on computers as confidential. Requests for disclosure of information will be honored under any of the following conditions:

1. authorization by the owner(s) of the information
2. approval by the President
3. requirement by local, state or federal law
4. requirement by a valid subpoena or court order

Violations
Violation of this policy will subject users to existing University disciplinary procedures and may result in loss of technology privileges. Illegal acts involving University technology resources may also subject violators to prosecution by local, state, and/or federal authorities.

APPROVED: Dr. Robert Ivany
Date of Original Formation: 9/1/2010
Revision Number:
Revision Date:
Effective Date:

Section 25: Student Clubs and Organizations

All students are encouraged to become involved in campus life through the many activities, clubs and organizations at UST. All student clubs and organizations, including those affiliated with outside groups, must be consistent with the Catholic mission of the University of St. Thomas. All clubs and organizations must register in the Office of Student Activities. All-student clubs are encouraged to be members of the Registered Student Organizations. All clubs and organizations must have a full-time faculty or staff advisor. The Office of Student Activities can assist students with starting a new campus club or organization. In order to be considered, new clubs or organizations will need to write a constitution, select a full-time faculty or staff advisor, and provide contact information for those students responsible for initiating the club. The Vice President for Student Affairs holds the ultimate responsibility and authority for final approval of any University recognized student club or organization.

Registered clubs will have the following benefits, subject to the approval of the Office of Student Activities:

- Use of University facilities for meetings and for promotion of membership
- Authorization to conduct on-campus fundraising
- The ability to request student activity fee monies from the appropriate ESO
- A separate e-mail account for member communications

In order to maintain active status, clubs and organizations are required to update their information with the Office of Student Activities at the start of the fall semester. Additional policies and procedures governing approved student clubs and organizations may be found in the Code of Student Conduct. Additional information, policies, and procedures are available in the Office of Student Activities.

All clubs and organizations are required to have representatives attend a Risk Management Training session. Details are available in the Office of Student Activities.

Section 26: Student Travel Guidelines

The University of St. Thomas has developed the following guidelines and procedures for UST students traveling to a University sponsored or University supported activity. These guidelines and procedures are designed to ensure the safety of all University members attending events, outline University expectations for student behavior at events, and minimize the liability and risk associated with student travel. These guidelines and procedures apply regardless of funding for the event (i.e. even if student activity fee money is not used, this policy remains in effect).

Clery Compliance Reporting

The University of St. Thomas is required by the Jeanne Clery Act to gather and report crime statistics for student travel of trips more than one night and/or repeated use of a location for a school-sponsored yearly trip. The definitions below are from the 2016 Handbook for Campus Safety and Security Reporting governed by the Department of Education (DOE):

- Short-stay "away" trips: are institutional trips of more than one night for its students, all locations used by students during the trip, controlled by the institution during the trip and used to support educational purposes.
- Study abroad programs: are trips whereby the institution rents or leases space for your students in a hotel or student housing facility, you are in control of that space for the time period covered by your agreement.
- Repeated use of a location for school-sponsored trips: are trips whereby the institution sponsors students on an overnight trip every year and the students stay in the same hotel each year. III. GENERAL

Guidelines

Organized student travel refers to students carpooling and traveling beyond 60 miles from campus for a university event, academic or otherwise.

Can the university vans be used?
If a university van is being used to provide the means of transportation, these guidelines and procedures are effective. There are specific van procedures that can be obtained from the University Police Department, which include having a university approved driver.

What is needed by a student driver?
If students drive their own vehicles for the organized student travel, they must have a valid state driver's license and possess personal automobile insurance coverage as mandated by the State of Texas. Copies of both will need to be submitted to the Office of Student Affairs. Vehicles must also have a current state inspection and registration.

Can a student group travel out of the country?
Yes. All rules within this packet apply to both domestic and international student travel.

Can a student group stay in an AirBnB? No. All travelers must stay at a hotel/motel.

What do we need to do to organize a trip? Each student trip will need to identify a "trip coordinator" who will be the primary contact for the organization. This person may be a student or faculty/staff advisor. The trip coordinator is responsible for completing all paperwork at least 3 business days prior to the planned trip. A pretrip meeting is recommended prior to your trip. This meeting could be attended by the "trip coordinator" and/or the Advisor/Coach.

Organized Student Travel Paperwork Includes:

- UST Student Travel Form and Driver Information (if applicable)
- Signed travel release, waivers, and indemnity forms for each participant
- Copies of the drivers' automotive insurances and licenses
- Complete emergency contact information on every student traveling

Copies of paperwork should be provided to the Office of Student Affairs a minimum of 3 business days prior to the departure date. Originals will stay with trip coordinator during the trip.

What is expected of students participating in student events away from campus?
As a Catholic university, we expect the students will act in accordance with our core values and Catholic mission at all times. As representatives of the University, students are expected to abide by the Code of Student Conduct while attending or participating in activities that represent the University of St. Thomas. Students may be subject to disciplinary action should these expectations be violated.

UST Safety Guidelines for Drivers and Occupants

Drivers and occupants participating in a UST organized student travel trip are expected to act responsibly and use sound judgment while traveling.

Drivers must:

- Possess a valid driver's license
- Obey all traffic laws and regulations, including posted speed limits
- Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons
- Confirm that the vehicle in which the group or individual is traveling has appropriate insurance as mandated by the State of Texas, as well as a current state inspection and registration

Drivers and occupants must:

- Wear seat belts at all times; the number of people in the car cannot exceed the number of seat belts
- Confirm that the vehicle's recommended capacity is not exceeded
- Avoid any distractions (i.e. texting, talking on the cell phone, horseplay, racing, etc.) or aggressive behavior

Drivers are encouraged to follow these safe driving and traveling practices:

- Begin the trip well rested
- Notify Advisor upon departure and arrival
- Avoid driving when conditions are hazardous; stop the trip and find lodging if weather conditions or fatigue prevent the trip from continuing safely
- Plan routes in advance; if carpooling, ensure that all drivers are aware of the route prior in advance
- Divide the trip into segments and stop for rest as needed
- Make sure at least one person in each vehicle has a charged cell phone for emergency purposes
- Establish a reasonable departure and arrival time to and from the activity or event (i.e. avoid driving between Midnight and 6:00 a.m.)
- A passenger should remain awake with the driver at all times
- Carry a flashlight, fire extinguisher and other recommended travel safety items
- Avoid taking medication that may harm your ability to drive safely

Questions? Contact Student Affairs at studentaffairs@stthom.edu **/ 713-525-3570.**

Student Travel Guidelines and Documentation can be found at www.stthom.edu/StudentAffairs.

Section 27: Sign Posting Policy

The purpose of these guidelines is to make it known to all parties what can and cannot be posted on the University of St. Thomas campus. The policy covers all signs, posters, flyers and banners of any type designed to advertise a special event or election. It is intended to make advertising by signs, posters, flyers and banners more effective and reduce clutter that detracts from the beauty of the campus.

Definition - The term "posting" here refers to all written and pictorial messages, (e.g. flyers, banners, signs, etc.) which are used for the purpose of advertising campus events.

Guidelines

1. Procedure for submitting materials for posting on campus:
   Any member of the UST community may advertise a University-sponsored event by using the University bulletin boards (locations follow). All members who wish to use these boards must comply with the following regulations:
   A. All postings must be approved by the Office of Student Activities (first floor of Crooker Center). Approval may be obtained during regularly scheduled office hours. Postings around campus are checked daily and removed if not properly approved and stamped. Improper posting could result in the temporary loss of posting privileges on campus.
   B. Postings should be for University sponsored events / activities and must include the sponsoring organization / department name or logo.
   C. Limit size of material to 8 1/2 x 11. Smaller sizes are preferable. No more than 15 flyers will be posted per event.
   D. Postings cannot be posted for more than fourteen days and are typically posted no more than two weeks prior to the event/activity date. The Office of Student Activities will post flyers at least once per week. For a posting schedule, please contact them directly.
   E. When the amount of material exceeds the space, first priority will be given to those members who are promoting events that are in direct association with UST, or the "date order" of the event.
   F. Taping on the outside glass of the bulletin board is absolutely prohibited. Members who violate this may lose posting privileges for the remainder of the academic year.
   G. Should there be a question as to the nature and content of the material(s), the Vice President for Student Affairs or his/her designee should be consulted for approval/disapproval.
2. For UST events or elections:
   A. Signs may be posted on sticks placed 4 to 5 feet from the sidewalk one week prior to event.
   B. Be aware of the sprinkler system, which is located all around the mall area.
   C. Large signs may be attached with durable hooks to second level metal work on the mall.
   D. Signs may not be posted on the sides of buildings.
   E. Other posting restrictions may be imposed by the student electoral guidelines.
   NOTE: All the above must be approved with the signature of the Vice President for Student Affairs or his/her designee.
3. Outside of Buildings other than Bulletin Boards
   The only type of signs allowed outside of buildings other than those on bulletin boards will be signs placed on sticks 4 to 5 feet from the sidewalk. Signs may be placed within the mall, from in front of the library to the north side of Welder and Malloy Halls and along each side of the sidewalks connecting Mt. Vernon and Graustark Streets. Signs may also be placed along the sidewalks in front and to the side of Guinan Hall on Branard and Graustark Streets.
4. Posters inside academic buildings and classrooms
   A. Limit size of material to 8 1/2 x 11. Smaller sizes are preferable.
   B. Signs will be posted on the bulletin boards only.
   NOTE: All the above must be approved with the signature of the Vice President for Student Affairs or his/her designee.
5. Posters inside of Crooker Center
   A. All signs should be approved by the Office of Student Activities.
   B. They may be posted on bulletin boards or hung with string from the second level metal railings (tape should not be used). Signs should not touch the floor or block exits.
6. Banners/Tarps
   A. Banners or tarps must be approved by the Office of Student Activities **prior** to hanging.

B. Banners or tarps cannot hang in the walkway or intrude upon people's ability to pass through the area safely.
C. Banners or tarps cannot be posted for more than fourteen days.

Restrictions

1. Postings may not be placed on painted surfaces, glass windows or doors, trees, sidewalks, benches, poles, outside walls of buildings, trash receptacles, lamp posts, vehicles or windshields, bathroom stalls, and walkways, stairways or entrances unless otherwise authorized.
2. Advertising should not be posted earlier than two weeks prior to the event.
3. In the event of high priority or emergency situation, to be defined by University Administration, posting may be permitted on doors, windows, or walls in any building.

Sign Removal

1. The group or individual that places a "posting" (including tarps or banners) is responsible for its removal (including tape, hook or string) no later than two days following the event.
2. In the case of an election, the signs should be removed when the polls close on Election Day.
3. Signs without appropriate approval may be removed by a person in charge of the building or a representative of the Office of Student Affairs.

Exemptions

1. Exemptions from the above policy will rarely be given, and then only by the Vice President for Student Affairs or his/her designee.
2. Building supervisors may alter posting regulations within their facilities as needed, but the Vice President for Student Affairs should be informed of any changes in writing.

Locations for Posting on Campus

1. Ten outdoor campus bulletin boards (glass cases) around campus on the Academic Mall, Moran Center, Crooker Center and Jerabeck Athletic and Activity Center.
2. Bulletin boards located in Malloy basement, Anderson basement, Center for Science and Health Professions, Crooker Center, Jerabeck Center, Cullen Hall, Doherty Library, O'Rourke, Robertson, and Welder Hall and in various classrooms across campus.
3. All residence halls and townhomes. (must be approved by the Residence Life Administrative Staff).