A. Residence Discipline

Community living requires the establishment of guidelines by which members of the community may live in mutual respect for one another. Breaches of these guidelines can lead to disciplinary action.

Discipline for the violation of residence guidelines is under the direction of the Residence Managers. Disciplinary sanctions imposed upon residents may include: community service; cash bonds (which are returned to students after a stipulated period of acceptable behaviour); fines; ban orders from residences; or expulsion from residence. Criminal offences may be turned over to police.

A damage deposit of $250.00 is required of new students upon first coming into residence. This deposit is subject to charges for damages to the University property while students are in residence. Damages attributed to an entire house as well as damages attributed to an individual may be charged against this fee. Damage charges in excess of $250.00 will be billed to the student responsible for the damage. The unexpended portion will be refunded, upon request, within one year of withdrawal from residence. For all other information please see the St. Thomas University Residence Guide.

B. Course Regulations

All academic decisions affecting a student's work in course shall be made by the individual faculty member teaching that course, subject to the concurrence of the Vice-President (Academic).

The following general regulations apply with regard to class attendance, withdrawal from course, dismissal from course, and repeating a course.

Class Attendance and Class Cancellation

1. Class Attendance

Regular attendance is expected of students at all classes. The responsibility for meeting this obligation rests with the student. It is the responsibility of students to notify their instructors when they expect to be, or have been, absent from class for any justifiable reason. Students should consult the written course outline provided by the instructor at the beginning of each course for the specific details of the attendance requirements in the course. It is the prerogative of the instructor to determine when a student's scholastic standing in any course is being affected adversely by repeated absences. The Registrar's Office may, in exceptional circumstances, issue a notice to instructors on behalf of a student if that office is informed by the student, student's parent, physician, counsellor or someone with knowledge of the student's health or emotional status that the student's attendance and/or ability to focus on academic work has been compromised. In such cases the appropriate documentation is held at the Registrar's Office.

Students may use laptops and related electronic note takers responsibly within the classroom for taking notes. Laptops and other electronic devices are not to be used in class for activities unrelated to the class.

Students whose use of electronic devices distracts other students and/or the instructor may be required by the instructor to discontinue use of those devices.

2. Class Cancellation

Courses at St. Thomas University are scheduled to provide students with approximately 150 minutes of instructional time per week Instructional time includes, but is not limited to, the following: lectures, discussions, seminars, tutorials, laboratory sessions, library instruction, field trips, audiovisual and multimedia presentations, computer-assisted learning, and any other organized learning activity with the instructor available.

As students have a right to expect that full instructional time will be provided, scheduled class meetings will be maintained throughout the academic year. Class cancellations or shortened classroom periods should only result from legitimate personal or professional reasons.

The decision to cancel classes for inclement weather will be made by the University. The University administration will undertake to notify faculty and students of this decision.

If a class must be cancelled because of an unexpected occurrence such as the illness of the instructor, the instructor will notify the Vice-President (Academic)'s secretary who will attempt to notify the students by posting the class cancellation on www.stu.ca. The instructor will also notify the Department Chair.

If an instructor may reasonably foresee his or her absence from a scheduled class, the prior approval of the Vice-President (Academic) is required. These requests will be in writing, with a copy to the Department Chair, and should include the dates of the instructor's planned absence, the reasons for the instructor's absence, the alternative activities which will take place during the absence or, if a class or classes are to be cancelled, the make-up activities which have been planned for the students. It is the instructor's responsibility to inform the students of these class cancellations and the alternative and/or make-up instructional activities which have been planned.

In the event that the sum of all class cancellations for a particular course exceeds five hours in one semester, it is expected that the Department Chair will meet with the instructor involved to review the situation and to plan alternative and/or make up instructional activities for the students enrolled in the course.

3. Written Assignments

Written assignments that have not been returned during regular class periods will normally be kept by the professor for one semester following the completion of a course. Students who wish to pick up their written work should arrange to come for it during a professor's regular office hours.

Exit from Aquinas Program

Students who wish to exit from the Aquinas program at Christmas may petition the instructors to have credit awarded for the work done in Semester 1. The petition must be received by December 21.

The instructors will make a decision to award 0, 3, 6, or 9 credit hours for the work performed to that point. The decision shall be communicated to the student by the first day of classes in Semester 2.

In the case of 3 credit-hour courses, students will receive credit for any courses passed and a final grade will be assigned by the instructor. In the case of 6 credit-hour courses, any credits conferred shall appear on the transcript either as general credit in the designated discipline (with no grade) or as "unassigned arts" credit (with no grade).

A student who wishes to appeal a decision as to the number of credit hours to be awarded shall lodge that appeal with the Vice-President (Academic) by March 1. The appeal will be heard by the Aquinas program Committee.

Withdrawal from Course

A student may withdraw from a course, with no academic penalty, by withdrawing before the deadline as outlined by the Registrar's Office. In order to withdraw from a first or second-semester course without academic penalty, such withdrawal must be completed within eight weeks after the first day of lectures in each semester. In order to withdraw from a full-year course without academic penalty, such withdrawal must be completed within two weeks of the beginning of second semester courses.

The academic penalty for withdrawal after these dates, except for substantial medical or compassionate reasons, will be to have WF (valued at 0 grade points) recorded on the student's transcript of marks.

Dismissal from Course

A student may be required to withdraw from a course for repeated absences. No action to dismiss may be taken without due warning. A letter of warning is to be issued by the instructor with a copy to the Registrar's Office.

No final decision to dismiss may be taken without consultation with the Vice-President (Academic). Notice of dismissal from a course must be in writing.

Repeating Courses

Students require the permission of the Department Chair in order to register for a course already taken. Where the first course was completed with a passing grade, no further credit toward the student's program is granted upon successful completion of the repeated course. The new grade does not replace the old grade on the student's transcript of marks.

There may be circumstances where the student will be denied permission to retake a course. The student's appeal of this decision is to the Senate Committee on Admissions and Academic Standing (see H. Appeal Procedures).

C. Evaluation and Grading

The method of evaluation of students in a course and the actual grading of a student's performance are essentially the responsibility of the course instructor, subject to the following regulations.

Evaluation of Students' Performance

1. *Method of Evaluation*

For every course offered at St. Thomas the professor is to provide to the students at the beginning of the course the following written information: (1) method of evaluation; 2) course requirements and value towards the final grade. Because competent, sensitive, and accurate use of language has always been, and continues to be, the hallmark of an educated person, it is St. Thomas University's policy that in the evaluation of any piece of writing, submitted in any course in the University, form as well as content (insofar as they can be separated) will be considered. Students should expect to do a substantial amount of writing in any course, and expect as well to have papers which are clearly below acceptable levels of literacy returned for revision.

2. Scheduling Essays and Class Tests

A minimum notice of six weeks on the part of the professor is required for any major essay or term paper. No class test or examination (oral, written or "take-home") is to be held during the last fifteen days prior to the first day of regular examinations without the permission of the Registrar's Office. The petition for any such test shall be given in writing to the Registrar.

3. Final Examinations

The value assigned to the final examination will normally not exceed sixty percent of the final grade. A professor may change this percentage for a given course with the approval of the Chair of the Department.

4. Scheduling Final Examinations

Examinations are held each year in December and April. The examination schedule is determined by formula and announced in advance of the start of classes. In December, Christmas examinations are held in six-credit hour courses, and final examinations are held in first-semester, 3 credit-hour courses. In April, final examinations are held in 6 credit hour courses and second-semester, 3 credit hour courses. No student is required to write more than two examinations in a twenty-four hour period. The student may request that an examination be moved to a date set aside for those make-up examinations after the established examination period. Such requests shall be directed to the Registrar's Office. The Registrar's Office will determine which examination will be moved. The date and time set for the return of completed take-home examinations shall normally coincide with the scheduled examination timetable.

5. Special Final Examinations

Students seeking to write special final examinations for reasons of proven illness or compassion and in the case where they are scheduled to write more than two examinations in a twenty-four hour period, must apply to the Registrar's Office. If approved, the Registrar's Office will notify the professor and request an appropriate alternative evaluation arrangement

Grading System

1. Grade Point Average

In calculating the grade point average, a letter grade in a 3 credit-hour course is assigned only half the grade points that are assigned to the same letter grade in a six credit-hour course.

The "annual grade point average" is used to determine the academic standing of each full-time student. This average is calculated on all courses taken during the academic year. (September - April) Mid-term results in 6 credit-hour courses are not recorded on the student's transcript.

Students should note that the final grades of repeated courses will be counted in the annual GPA but the course credit will be counted only once towards the minimum number of credits required for a degree.

A student accepted as a transfer student from another university may be given credit towards a degree for acceptable previous courses, but the annual GPA will be based only on courses taken at St. Thomas University.

2. Grade Point Average: Part-Time Students

For part-time students, the grade point average (GPA) used to determine academic standing is calculated on the basis of each 30 credit hours attempted, rather than the annual GPA

calculated for full-time students.

3. Letter Grades

A candidate's final standing in a course is indicated by the following letter grades:

Grade	Grade Point	Short Definition	Detailed Definition
A+	4.3	(Exceptionally) excellent	Demonstrating an exceptional knowledge of subject matter, the literature, and concepts and/or techniques. In addition, it may include: outstanding powers of analysis, criticism, articulation, and demonstrated originality. A performance qualitatively better than that expected of a student who does the assignment or course well.
A	4.0	Excellent	
A–	3.7	(Nearly) excellent	
B+	3.3	(Very) good	Demonstrating considerable knowledge of subject matter, concepts, techniques, as well as considerable ability to analyze, criticize, and articulate; performance in an assignment or course which can be called "well done."
B	3.0	Good	
B–	2.7	(Fairly) good	
C+	2.3	(Better than) adequate	Demonstrating a reasonable understanding of the subject matter, concepts, and techniques; performance in an assignment or course which, while not particularly good, is adequate to satisfy general University requirements and to indicate that the student has learned something useful.
C	2.0	Adequate, satisfactory	
C–	1.7	(Barely) adequate	
D	1.0	Minimally acceptable	Marginal performance, demonstrating a low level of understanding and ability in an assignment or course; less than adequate to satisfy general University requirements, but sufficient to earn a credit.
F	0.0	Unacceptable	Wholly below University requirements.
WF		Withdrawn with failure	Failing grade awarded to student who withdraws from a course after the deadline.

4. Incomplete Grade

An incomplete (INC) is a temporary notation and as such will not remain on the student's academic record beyond the date set for completion of the course work. Since academic decisions concerning such matters as scholarships and academic standing are made within a reasonable time after the end of term, it is necessary that final grades be recorded on the student's academic records prior to those decisions being made.

Students are expected to complete all course work by the deadlines prescribed by the instructor. There may be special circumstances (e.g. a serious illness of the student or the death of a close relative) in which the instructor has agreed to allow late work to be submitted by the student. In these approved cases, the instructor will submit a temporary notation of INC in place of a final grade.

In all cases where the temporary notation of INC has been submitted, the incomplete or late work must be completed by the student by the following deadlines:

First semester courses	February 1
Second semester and full courses	June 1
Intersession (May-June) courses	August 1
Summer School (July-August)	October 1
Special schedule courses	No later than one month after the completion of the course

Within one month of the above dates, the instructor must submit a final grade in place of the temporary notation of INC. Unless the final grade is submitted by these deadlines, the Registrar's Office will record a grade of F in place of the INC. This F will have a 0 grade point and will be used in computing the student's G.P.A. Beyond these deadlines, the Registrar's Office will not accept or record any grade changes (other than those due to appeals or errors).

If there are exceptional circumstances, the student may petition for an exemption by following the procedures outlined in the calendar under Section G. Appeal Procedures.

Electronic devices such as laptops, cell phones and blackberries shall not be taken into examination rooms except in special cases with the prior permission of the instructor. Instructors who invigilate examinations shall ensure that all unused examination booklets are removed from examination rooms and securely stored.

D. Academic Standing

The annual grade point average (GPA) of students determines their academic standing. There are four types of academic standing: good standing, academic probation, deferred dismissal and academic dismissal.

1. Good Academic Standing

In order to maintain good academic standing full-time students must earn a minimum annual GPA of 2.0 in each year of their program. Part-time students must earn a minimum GPA of 2.0 on each block of 30 credit hours attempted.

2. Academic Probation

Academic probation follows upon notice of unsatisfactory academic performance and is a

warning to the student that improvement is required in order to avoid academic dismissal. Students placed on academic probation shall have their participation in extracurricular university activities restricted in such a manner as the Registrar may determine. A student whose annual GPA falls below 2.0 but above 1.5 is placed on academic probation. A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University.

3. Deferred Dismissal Policy

i. Categories of Students to Whom Deferred Dismissal Applies

1. Students in good academic standing in the previous academic year who have attempted between 18-30 credit hours, and whose current annual grade point average is 1.0 through 1.5 inclusive, will be placed on deferred dismissal.
2. Students on academic probation during the current academic year who have attempted between 18-30 credit hours, and whose annual grade point average is 1.8 or 1.9, will be placed on deferred dismissal.

ii. Requirements for Deferred Dismissal

1. Course load in the first semester will be limited to a maximum of 12 credit hours.
2. A remedial course, University Studies 1010 (UNST 1010), will be required in the first semester. Students will be graded on a Pass/Fail basis. The course will not be counted toward the 120 credit-hour requirement for the Bachelor of Arts degree. Attendance in this course will be mandatory.

iii. Requirements to Proceed into Second Semester

1. Students who have achieved a grade point average of 2.5 or above in their first-semester courses, and a Pass in UNST 1010, will not be required to take the second-semester remedial course, UNST 1020. Instead, they may take a maximum of 15ch in the second semester.
2. Students who have achieved a grade point average of 2.0-2.4 inclusive in their first-semester courses, and a Pass in UNST 1010, will be permitted to continue to second semester. Course load will be limited to 12 credit hours. Students will also be required to take the second-semester remedial course, UNST 1020. Students will be graded on a Pass/Fail basis. The course will not be counted toward the 120 credit-hour requirement for the Bachelor of Arts degree. Attendance in this course will be mandatory.
3. Students who have achieved a grade point average of less than 2.0 in their first-semester courses, or who have received a Fail in UNST 1010, will be required to withdraw from the University for a period of 12 months.

iv. Requirements for Proceeding to the Bachelor of Arts Program

Students who have achieved an annual grade point average of 2.0 or above and who have received a Pass in UNST 1020 may proceed to the Bachelor of Arts Program.

Deferred Dismissal is a one-time opportunity. Students whose annual grade point average falls below 1.6 in any subsequent year will be required to withdraw from the University for a period of 12 months.

4. Academic Dismissal

There are two circumstances in which students may be required to withdraw from the

University because of unsatisfactory academic performance:

a. A student whose annual GPA falls below 1.0 in any year will be required to withdraw from the University.

b. A student who has been placed on academic probation and whose annual GPA in any subsequent year falls below 2.0 will be required to withdraw from the University. A student who is required to withdraw from the University is eligible to apply for readmission subject to the regulations below.

5. Application for Readmission

Students required to withdraw from the University as a result of obtaining an annual GPA of less than 1.0 will be required to spend at least one year away from the University before being eligible to apply for readmission. Students who had been on academic probation and were required to withdraw from the University as a result of their annual GPA falling below 2.0 in a subsequent year, will normally be required to spend at least one year away from the University before being eligible to apply for readmission. Any student who has been required to withdraw a second time will normally be required to spend at least two years away from the University before being eligible to apply for readmission.

Students who seek readmission after having been asked to withdraw must apply in writing to the Admissions Office. Such applications are subject to the guidelines of the

Senate Admissions and Academic Standing Committee. In cases of readmission, special conditions for entry, course load and GPA performance may be required. Students who have been required to withdraw from the University will not be granted credit for any courses taken while required to be away from the University.

E. Code of Student Conduct

Preamble

The Mission Statement of St. Thomas University describes our community in this way:

> *We are a university primarily concerned with people, ideas, and values. We are an institution with a social conscience. We are united in the belief that women and men of divergent backgrounds and abilities should have an opportunity to learn and practice critical thought and to realize their intellectual potential in an academic setting that is both responsive and stimulating. .... We strive to preserve the tradition of academic freedom. We seek to provide a learning and working atmosphere that is free of discrimination, injustice, and violence, and that is responsive, understanding, open, and fair.*

In order to make these ideals effective, all members of this community have responsibilities as well as freedoms. For example, the Statement of Mutual Expectations of Instructors and Students in the Academic Calendar sets out the commitments and responsibilities of students and instructors required to create a strong academic culture. The following Student Code of Conduct seeks to support our mission statement by clearly setting forth our expectations for the responsible conduct of students both academically and socially.

The purpose of the Code is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Code reflects the University's mission and identity, and it exists to guide conduct, safeguarding and promoting the University's educational activity. Each student is responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities he or she assumes by enrolling in the University.

St. Thomas University students are held responsible for their conduct at all times. Any student who engages in *academic or social misconduct* shall be subject to disciplinary action by appropriate officers of the University and/or the Committee on Student Conduct.

The University, in accordance with the procedures of the Admissions and Academic Standing Committee and the Committee on Student Conduct, reserves the right to withdraw from any student the privilege of attending St. Thomas University. Neither the University, nor any of its members, shall be under any liability whatsoever for such exclusion.

The following considerations constitute the foundation of the University's justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

1. The University's mission establishes its identity as an independent academic community with a distinctive history and culture.

2. The University's standards of conduct and the procedures for determining responsibility for academic and social misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the University has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The University is committed to the fundamental principles of natural justice in its student conduct procedures.

3. By registering at St. Thomas University, students voluntarily enter an educational and residential community with standards of academic honesty and respect for persons and property. In choosing to enroll in the University, each student becomes responsible in his/her conduct to those standards as stated in the Student Code of Conduct.

The University may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the University. The University reserves the right to deal with misconduct, whether or not law enforcement agencies are involved and whether or not criminal charges may be pending.

SECTION I - ACADEMIC MISCONDUCT

Intellectual honesty is fundamental to scholarship. Academic dishonesty, in whatever form, diminishes the integrity of education at the University. Accordingly, the University views plagiarism or cheating of any kind in academic work as among the most serious offenses that a student can commit. Such conduct is subject to disciplinary action.

1. Plagiarism

The following Statement of Policy on Plagiarism appears in Section Five E of the University Calendar: Plagiarism is "to use another person's ideas or expressions in your writing without acknowledging the source" (The Modern Language Association Handbook for Writers of

Research Papers, J. Gibaldi, 1999, p. 30).

Some examples of plagiarism are:

1. Presenting another person's ideas, words, or other intellectual property, including material found on the Internet, as one's own.

2. Writing an essay, report or assignment, or a portion thereof, for someone else to submit as their own work.

3. Submitting an essay, report, or assignment when a major portion has been previously submitted or is being submitted for another course at St. Thomas or any other university without the express permission of both instructors.

A student who is in doubt as to what constitutes plagiarism should discuss the matter with the professor concerned before submitting the assignment.

2. Cheating

During an examination, test, or any other written assignment used to judge student performance, the following actions are examples of cheating:

1. The use of unauthorized material such as books, notes, or electronic devices.

2. Obtaining by improper means examinations, tests, or similar materials.

3. Using or distributing to others examinations, tests, or similar materials obtained by improper means.

4. Discussing with another student tests or examination questions that have been obtained by improper means.

5. Either writing a test or examination for another student or having another student write a test or examination.

6. Either using answers provided by another student or providing answers to another student.

7. Copying answers from another student during examinations or tests.

Procedures in Cases of Cheating or Plagiarism

1. As soon as a professor believes that academic misconduct has occurred, the professor will contact the student via email, with a copy to the Registrar's Office. In the email, the professor will:

- state the problem;
- ask for a meeting with the student;
- specify that a response is required within 7 days;
- state that if the student has not replied within 7 days, then an admission of guilt will be presumed and a penalty will be imposed.

Note: The professor will keep a copy of the email, and the Registrar's Office will place a copy in the student's academic file.

2. At the meeting between the professor and the student, the professor will:

- present the evidence of misconduct, and the student may respond;
- ask the student to complete and sign the Student Statement on Academic Misconduct form, which is available on the STU website at http://w3.stu.ca/stu/administrative/vp_academic/academic_misconduct.pdf (Administrative Offices ⋯› Vice-

President Academic & Research ⇢ ⇢Policies ⇢⇢ Academic Misconduct; scroll to Appendix B).

3. Within 7 days after meeting with the student, the professor will:
- discuss the matter with the Department Chair, and they will decide on a coursebased penalty (up to and including a failing grade in the course);
- submit evidence of academic misconduct to the Department Chair;
- submit the completed Student Statement on Academic Misconduct form to the Department Chair.

4. Within 7 days of meeting with the professor, the Department Chair will:
- inform the student in writing of the decision (regarding guilt or innocence) and penalty, and also of the right to appeal the decision (and/or penalty) to the Senate Student Academic Grievance Committee;
- indicate in the letter to the student that appeals must be initiated within 2 months from the date the letter was sent;
- submit a copy of the letter to the Registrar's office for inclusion in the student's academic file;
- submit a copy of the completed Student Statement on Academic Misconduct form to the Registrar's office for inclusion in the student's academic file;
- submit copies of all evidence of academic misconduct for inclusion in the student's academic file;
- contact the Registrar's office to ascertain whether a previous offense has occurred.

5. If a previous instance of academic misconduct has occurred, then:
- the Department Chair will notify the Vice-President (Academic & Research) in writing;
- the Vice-President (Academic & Research) may impose a University-based sanction up to and including expulsion, which would be in addition to the penalty imposed by the professor and Department Chair;
- the Vice-President (Academic & Research) will notify the student in writing, with a copy of the letter sent to the Registrar's office for inclusion in the student's academic file.

6. If a student submits an appeal, the Senate Student Academic Grievance Committee shall:
- solicit and consider relevant material from the student, the Department Chair, the Professor, the Registrar's office, and other material as deemed necessary;
- reach a decision concerning the appeal of the decision or the penalty imposed;
- communicate its decision in writing to the Vice-President (Academic & Research), Department Chair, the professor, the student, and the Registrar's office for inclusion in the student's academic file.

Note: The decision of the Senate Student Academic Grievance Committee shall be final.

7. In all cases of alleged academic misconduct or academic grievance concerning the Department Chair, the Vice-President (Academic & Research) shall appoint an individual to act as Department Chair under these procedures.

SECTION 2 - SOCIAL MISCONDUCT

St. Thomas University students are held responsible for their conduct. For purposes of handling disciplinary matters, a "student" is defined as someone who has registered and has not formally severed recognized student status with the University.

The University reserves the right to investigate and discipline alleged misconduct, even when it occurs off campus. The University ordinarily will only apply the Code in instances where the off-campus misconduct:

- occurs in connection with a University-sponsored event or when students are acting as representatives of the University, or
- adversely affects the functioning of the University, or
- causes another person or persons to have legitimate fear for her or his safety or the safety of another person known to her or him while on the premises of the University or in the course of activities sponsored by the University or by any of its faculties, schools, departments or divisions, clubs or societies, or causing another person or persons to be impeded in exercising the freedom to participate reasonably in the programs of the University and in activities in or on the University's premises, knowing that her or his conduct will cause such fear, or acting recklessly as to whether such conduct causes such fear.

General Categories of Social Misconduct

Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the University and provide examples of misconduct subject to University discipline. Many of these categories, and the accompanying examples, may have a counterpart in the Criminal Code of Canada. The stipulated definitions of the Criminal Code, as well as provincial law and the processes of the criminal judicial system are not part of St. Thomas University. Addressing a violation of the *Student Code of Conduct* does not exempt the individual from prosecution by proper authorities under criminal or civil law.

Additionally, students enrolled in professional programs, such as Social Work and Education may be subject to codes and professional rules of practice, appropriate to their disciplines.

1. Actions against persons
2. Actions against property
3. Dangerous or disorderly conduct
4. Actions against the University
5. Obstruction of the University's judicial or disciplinary procedures

1. Actions Against Persons

Conduct that involves force, threat of force or intimidation directed at an individual or group of individuals may constitute an "Action Against Persons."

Examples of Actions against Persons include:

- Assault - This includes any intentional application of force if the recipient does not consent. A threat can also be an assault.
- Sexual Assault - The University provides to each student a brochure describing how the terms "sexual harassment," "sexual assault," "consent" and "force" are defined and acted upon within the University community.
- Hazing - St. Thomas University prohibits hazing. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. For example, hazing may occur when a group of students requires or pressures newcomers to undergo actions that tend to demean, embarrass, humiliate

or otherwise compromise the emotional or physical well-being of the persons who perform them. Such behavior includes coerced consumption of alcohol. A more detailed list of examples can be found below within the STU Athletics Code of Conduct.

- Harassment - St. Thomas University prohibits harassments of all types. Details of our policy may be found below and on our website.

2. Actions Against Property

Conduct that results in damage to property of another individual or of the University, or conduct that improperly converts another's property to personal use may constitute an "action against property."

Examples of Actions against Property include:

- Theft;
- Damaging the property of another person or of the University. Students may be subject to disciplinary action for damage to University property, including their own rooms, in addition to any monetary damages assessed by the University to repair such damage;
- Illegally entering University facilities;
- Unauthorized possession, use, or duplication of University keys or cards, passwords or other means of access.

3. Dangerous or Disorderly Conduct

Conduct dangerous to self or others or conduct that creates a disturbance or disrupts the ability of the University to carry on its essential functions may constitute "dangerous or disorderly conduct."

Examples of dangerous or disorderly conduct include:

- Illegally possessing, using, or distributing any illegal drugs. Possession, distribution or use of illegal drugs and narcotics, renders a student liable to disciplinary action, including confiscation of materials, disciplinary action up to and including expulsion, and/or referral to local police authorities.
- Violating the University's alcohol policy. St. Thomas University observes all laws governing the use of alcoholic beverages within the Province of New Brunswick and does not condone violation of these laws by any student at any time. Students are held personally responsible for complying with all aspects of New Brunswick and Canadian laws and St. Thomas University's alcohol policy. The prohibitions of the St. Thomas University Student Code of Conduct and New Brunswick law include, but are not limited to, the following:
  1. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;
  2. The sale of alcoholic beverages by any person to a person who has not attained the age of 19 years;
  3. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 19 years;
  4. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who has not attained the age of 19 years;
  5. The furnishing of, procurement of or delivery of alcoholic beverages to a person who is intoxicated;
  6. The presentation of any written or oral evidence of age which is false, fraudulent

or not a person's own for the purpose of ordering, purchasing or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 19 years;

7. Transportation by automobile of alcoholic beverages by any person who has not attained the age of 19 years.

- Violations of New Brunswick law at University facilities or at scheduled events occur at the risk of the individuals involved and are not the responsibility of the University. Violators of these policies may be subject to disciplinary action, including the revocation of the privilege of using University facilities for such events and/or referral to the Dean of Students or the Committee on Student Conduct. The University reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy.
- Possessing a weapon on campus. Weapons prohibited on campus include but are not limited to: firearms, ammunition, BB or pellet guns and slingshots. These items are forbidden.
- Conduct that may result in fire or explosion. Possessing or producing explosives and setting fires are prohibited. Any action that might cause a fire in a University building will be considered a serious offense and may be met with disciplinary action, includ ing suspension or expulsion. Firecrackers, flares and explosives are prohibited on campus. Misuse of fire extinguishers will result in a fine plus the cost of replacement and may lead to additional disciplinary action. Setting off a false fire alarm incurs a fine that increases for repeated incidents.
- Disorderly conduct. Conduct that infringes on the freedom and activities of others, or conduct that is disruptive, harassing or a nuisance may constitute disorderly conduct.
- Conduct that disrupts normal operations of the University, including instruction, and/or impedes access to University facilities

4. Actions Against the University

Conduct that involves the unauthorized accessing or alteration of documents and records controlled by the University, including class papers and examinations, may constitute an "action against the institution."

Examples of Actions against the Institution include:

- Altering a University ID
- Tampering with University documents or records by hand
- Information, network, computer and telephone violations. Violations may include improperly accessing, or changing access to, or improperly changing information on or removing information from another's computer or telephone.
- Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be grounds for sanctions against members of the academic community. Any user who either accesses information to which they have no right or uses an excessive amount of system resources is acting in an unethical manner. The IT Department reserves the right to take whatever actions are necessary to prevent a user from violating the rights of other users. Students who violate these standards for use of information, network, and computers may also be subject to disciplinary action by the Dean of Students or the Committee on Student Conduct. The Student Handbook provides a detailed description of the responsibilities of users of the University's computing resources.

- Misrepresentation to gain access or use of a service or facility. Violations may include lying in order to gain access to a University building, office, or lab.

5. *Obstruction of University Disciplinary Procedures*
   Conduct that interferes with investigation of alleged offenses, the process by which they are resolved or their outcomes may constitute an "obstruction of University disciplinary procedures."

Examples of Obstruction of University Disciplinary Procedures include:

- Refusing to identify oneself to a University employee in the pursuit of his or her duty or to comply with appropriate instructions (e.g., refusing to provide your name or to disperse when asked to do so by Campus Security.)
- Refusing to appear before University administrators or security personnel charged with authority in matters of student conduct.
- Knowingly providing false information during any phase of the student conduct process (including the investigatory stage) or conspiring with others to do so.
- Harassing witnesses or others involved in the disciplinary process at any time during the student conduct process, including the time during which any penalty is in effect.
- Violating the terms of any sanction imposed by appropriate authority (i.e. the Office of the Dean of Students or the Committee on Student Conduct) in a disciplinary matter.

Notwithstanding the above, additional regulations may be adopted and enforced by different sectors of the University, such as the Athletics program or the Residence system. In all cases, however, such additional regulations may not abrogate those principles and regulations contained in the *Code of Student Conduct*.

At any time, the Vice President (Academic and Research) may remove or suspend any student from campus, class or residence where there is reason to believe that there is imminent danger to other members of the university community or where the student is interfering with the learning environment.

Disciplinary Process for Cases of Social Misconduct

Procedures for Resolving Alleged Social Misconduct

A review by the Committee on Student Conduct (CSC) is not the only method for resolving disputes between members of the University community. The University provides several methods for addressing alleged violations of the *Code of Student Conduct*. Cases of social misconduct that are that are not resolved by the residence process or the Director of Students Services and Residence Life review are addressed by the CSC.

1. *Residence Level Discipline*
   Appendix A describes the process for addressing some kinds of student misconduct, especially issues related to daily life in Residence. Examples include: minor cases of residence damage, noise disputes, and misuse of housing facilities.

2. *Dean' s Review*
   The Director of Students Services and Residence Life shall have authority to render decisions in minor cases of misconduct. Alternatively, the Director may refer any case to the CSC.

   A minor case of misconduct is any case wherein, in the judgment of the Director, appropriate disciplinary action if taken would involve only some form of censure or required action (as explained in Section C below). These penalties may include, but are

not limited to, letters placed in a student's file, loss of various privileges, referral to counseling, community service, or removal of a student from University housing or dining.

The "Director's Review" method of resolution is not a formal hearing. Rather, it provides an opportunity for a student accused of minor misconduct to meet with the Director, discuss the allegations of misconduct, and have the Director determine the appropriate penalty, if any. Any student called upon to speak to the Director in connection with a disciplinary matter may ask another member of the current St. Thomas University community to serve as his or her advisor.

The decision in a minor case of misconduct shall not be recorded on the student's permanent record, but will remain in the student's confidential file until graduation. The Director shall send the student a letter identifying the misconduct, stating the Director's decision regarding penalties, and notifying the student of the right to appeal to the CSC.

If the Director makes a decision in a minor case of misconduct that the student accused of misconduct feels is unjustified, that student may appeal the decision to the CSC. The student appealing the decision must submit the appeal in writing to the Chair of the CSC within fourteen calendar days from the time at which the original decision was communicated to him or her by the Director. The Committee will act on this appeal using the full procedures outlined herein. The Committee may affirm, reverse, or otherwise modify the original decision of the Director. In such cases, the information obtained at the Director's Review would be admissible at the Committee on Student Conduct hearing.

The Director shall halt any investigation if it discovered that the incident in question occurred more than two years before the complaint was brought to his or her attention (unless the Director believes that the CSC could find exceptional grounds for such a delayed investigation).

3. *Committee on Student Conduct*
   Cases of social misconduct that are not resolved by the Residence process or the Director's Review are addressed by the Committee on Student Conduct (CSC). All major cases of social misconduct shall be referred by the Director to the CSC. A major case of social misconduct is any case wherein, in the judgment of the Director, appropriate disciplinary action if taken might involve banning, probation, suspension or expulsion. The CSC may make use of any of the penalties in Section C below.

   The CSC is charged with the responsibility to determine whether or not a violation of University policy has occurred, and to mete out appropriate penalties where appropriate.

The Committee on Student Conduct – Constitution and Authority

The CSC shall not deal with cases involving harassment or academic misconduct.

1. The Committee on Student Conduct shall consist of the following five members:
   i. the Chair, to be appointed by the President and to be drawn from the administration of the University, excluding the Director of Students Services and Residence Life;
   ii. one member of the University staff, to be appointed by the President;
   ii. one member of faculty, to be appointed by the President;
   iii. two students, to be appointed by the President following nomination by the Students' Union. An additional two students will be named by the President as alternates, again following nomination by the Students' Union.

The term of office for the student members shall be a maximum of one year; the term of office for faculty members shall be two years maximum. The Chair is responsible for seeking replacement of CSC members should the situation arise.

i. No individual member of the CSC can serve if they are involved in the case as complainant, respondent, or witness.
ii. No individual can serve on the CSC who has been found guilty of an offence by the CSC.
iii. Any individual who is in a position of bias or conflict of interest with anyone whose case is being considered by the CSC (e.g., financial gain, kinship relation, close personal friendship) must recuse him/herself from the case.
iv. All student members who serve on the CSC must be and remain full time students in good academic standing.

2. Quorum
A quorum shall consist of any three members of the CSC including the Chair. Every effort shall be made to ensure that a consistent quorum of members follows each case to its conclusion. The CSC is authorized to extend the terms of members for this purpose.

3. Secretary
The Director of Students Services and Residence Life shall make provision for a CSC Secretary who will record the minutes of all meetings. However, the Secretary shall not participate in the discussions and shall not have a vote.

4. The CSC will be active from the first day of the Fall semester to the last day of the second term of summer school. Cases arising outside this period will normally be heard at the beginning of the following semester.

5. General Powers
The general powers of the CSC shall be:

i. to review all cases referred to it by the Director,
ii. to review the type and severity of sanctions imposed by the Director, and
iii. to review complaints filed by members of the University community concerning student conduct.

6. Decisions
Decisions of the CSC shall be by simple majority of the voting members. The Chair shall not vote except in the case of a tie.

CSC Procedures

1. The Chair of the CSC, having received a case from the Director or another complainant, or having received notice that a student is contesting a sanction imposed by the Director, shall convene the CSC; shall set the time, dates and locations for all meetings; and shall arrange for the presence of the secretary and for the recording of all meetings.
2. The CSC will hear review all evidence pertaining to the complaint, including statements from witnesses that are pertinent to the case at hand. Such statements shall be restricted to reporting the facts pertinent to the incident or accusation in question.
3. All evidence, including any submissions from the respondent will be in writing. The CSC will not entertain direct or from either complainants or respondents.
4. The respondent shall be notified by the Chair of the CSC of the nature of the complaint

against him/her and the date that matter is to be dealt with by the CSC. A period of at least seven calendar days shall be allowed between the incident and any meeting to address the matter. All notices will be hand delivered or sent by registered mail.

5. The Chair will accept evidence from a complainant or witnesses in the form of written statements. The respondent will in this instance be notified of this fact and be given the opportunity to respond to such evidence.
6. General minutes shall be taken of the meeting and of all motions of the CSC. Copies of the minutes will be provided to all parties upon request.
7. All documents, evidence, deliberations and minutes of the CSC are confidential to the CSC and to the parties involved, and all participants are enjoined to respect this confidentiality.
8. All meetings of the CSC shall be held in closed session. Observers are excluded unless all parties agree otherwise. No one may record the proceedings without the consent of the CSC.
9. Copies of all documents submitted by each party to the Chair will be made available to all members of the CSC, to the complainant, and to the respondent during the meetings.
10. Any part of academic, counselling, or medical records may be submitted only with the concerned party's consent, if found relevant to the case. Rulings on relevance will be made by the Chair.
11. All incident reports pertinent to each case kept by the Director or Campus Security are admissible as evidence before the CSC.
12. All documents provided by either party will become evidence for the CSC unless one party objects on the grounds that such documents are forged or false or made with malicious intent. Such documents may become evidence before the CSC only after the CSC receives written confirmation of their authenticity by the original author. The CSC reserves the right to accept or reject all documents.
13. The CSC will request written evidence concerning the alleged incident(s) from all parties including the Director and the Director of UNB Security.
14. The CSC will reserve the right to request evidence from any other party and to request and receive any other document it deems may assist in its deliberations and all such evidence shall be made available to all members of the CSC, to the complainant, and to the respondent.
15. In the case of new documents brought to the CSC during the meeting, the CSC shall determine whether such documents are admitted. If new documents are admitted, both parties and all members of the CSC will have the right to review such documents before proceeding with the case.
16. Following the CSC's final decision in each case, all documents including the written evidence will be retrieved by the Chair and, together with the minutes, shall be deposited in the Director of Student Services and Residence Life Office where they will be made available to the CSC members, to the complainant and to the respondent. The Director shall arrange for the safe-keeping of all CSC documents until such time as the appeals process is finished and until the student graduates or otherwise leaves the University.
17. Onus and Standard of Proof
    The onus is on the complainant and/or the University to establish that the respondent was responsible for the incident(s) or events in question. The standard of proof to be

used by the CSC shall be the "balance of probabilities" or "preponderance of evidence". By this is meant "more likely than not" in the sense that an unbiased observer, having reviewed all the evidence and having heard all sides of the story should, in the end, be able to say: "the fair decision in this case is 'X' more likely than not".

18. At the end of its deliberations, the CSC shall decide on the complaint and impose any sanction it sees fit. The CSC may do one or more of the following:
    i. exonerate the student,
    ii. reprimand the student,
    iii. levy a fine not to exceed $500,
    iv. require up to 4 hours/per week of non-academic community or university service, for a specified period, not to exceed 40 hours/semester,
    v. require the student to rectify any situation that he/she has created (e.g., by letters of apology),
    vi. require the student to make monetary restitution for any damages caused,
    vii. place the student on conduct probation.
19. In the case of the most serious offences the CSC may *recommend* one or more of the following:
    i. a campus ban, including specified areas of the campus and a specified time period,
    ii. suspension of the student for a period not to exceed one year,
    iii. expulsion of the student with no possibility for re-admission.
20. Normally, the CSC will make its decision within thirty days of receipt of the complaint. Once the decision is made (and subject to 8.8.19), the Chair of the CSC shall forthwith, but within the next seven calendar days, inform the complainant, the respondent and the Director in writing of the CSC's decision.
21. All sanctions imposed by the CSC, with the exception of recommendations to ban, suspend, dismiss or expel, shall take effect at a starting time as decided by the CSC. The CSC may, at its discretion, take into account the period of time during which the student may have already been under restriction. The Director shall be responsible for the implementation of these sanctions.
22. Should they so decide, the complainant and the respondent shall then have a period of fourteen calendar days to appeal any sanction imposed by the CSC, with the exception of recommendations to ban, suspend, dismiss or expel. Such an appeal will be forwarded in writing to the Vice-President (Academic). The decision of the Vice-President (Academic) is final and not subject to appeal.
23. Where the recommendation of the CSC is to ban, suspend, dismiss or expel the student, this recommendation shall be forwarded to the Vice-President (Academic) for confirmation. The Vice-President (Academic), having reviewed all aspects of the case, may then accept, remit or mitigate the sanction when he/she considers it warranted. The Vice-President (Academic) shall communicate his/her decision to the complainant, respondent, and the Dean with a copy to the chair of the CSC within seven calendar days of receiving the decision from the CSC.
24. The complainant and the respondent then have the right to appeal the decision of the Vice-President (Academic) to the President within fourteen calendar days. The decision of the President is final and not subject to appeal.
25. All hearings and deliberations of the CSC, as well as documents, evidence, and testimony, are strictly confidential to the CSC. Beyond the CSC's annual public report and educational efforts, all CSC members will respect the strict confidentiality of the

proceedings of the CSC. Should there be a breach of confidentiality, the Chair can request that the member(s) responsible step down from the Committee.

26. Once proceedings of the CSC have begun, the Chair will inform all parties in writing of the confidential nature of the case involved. Except for purposes of the inquiry no action shall be taken by any person involved in the proceedings that would divulge the identity of individuals or the nature of the complaint in question. Such actions would be subject to disciplinary action.
27. Any penalties that result in an interruption of study (i.e., suspension, dismissal) shall be recorded on the student's academic transcript. No other penalties shall be recorded on academic transcripts.
28. The University will indemnify and save harmless any CSC member against all costs, charges and expenses including an amount paid to defend or settle a claim or action or satisfy a judgment arising in respect of any civil, criminal or administrative action or proceeding to which a member has been made a party by reason of being or having been a member of the CSC if he or she acted honestly and in good faith with a view to the best interest of the University.

APPENDIX A - ST. THOMAS RESIDENCE STANDARDS AND REGULATIONS

The following section provides an overview of Residence Standards and Regulations; It does not fully cover all of them in detail. Failure to comply may result in disciplinary action. Please note that since not all specific circumstances can be anticipated, some situations may be left to the discretion of the Residence Life Staff.

Absence from University

In the event of a prolonged absence from classes, please notify the Registrar's Office at 452-0530 or registrar@stu.ca. If you will be missing several days of classes due to illness or family emergency, please notify the Registrar's Office. If for some reason you are unable to do this personally, give the message to your Residence Advisor and she or he will pass it along for you.

Access to Student Rooms

If access to another student's room is required by a resident, permission may be granted only by the person assigned to that particular room in the presence of a member of the Residence Life Team.

Alcohol-Free Welcome Week

Residence will be alcohol-free during welcome week. This is to allow all students the opportunity to socialize and participate in activities without the pressure and influence of alcohol. It is hoped that students will come to understand that their university experience involves a need to balance social, recreational and academic needs. Residence Life Team members reserve the right to confiscate any alcohol found during this time. Alcohol will not be returned to individuals under the age of 19.

Alcohol Use in Residence

In the Province of New Brunswick the legal drinking age is 19. Students are responsible for knowing, understanding and complying with Provincial laws and University regulations regarding alcohol. All students consuming alcohol are responsible for their behaviour and actions. The Residence Life Office requires that students limit alcohol consumption to their rooms.

Drinking games, funnels and/or speed drinking devices and brewing equipment are not permitted. Possession and/or consumption of "common source" alcohol (e.g. keg, large containers of pre-mixed alcohol, etc) within residence is prohibited.

Balconies
For the protection of all students, no items may be thrown over, stored, or hung from the balconies. This includes bottles or garbage. Students should not congregate on balconies.

Bicycles
For fire and safety reasons, bicycles are not allowed inside the residence halls at any time for any reason, except locked in the storage room. Bicycles can also be locked outside.

Damage Deposit
Each first-year residence student must pay a $250.00 damage deposit with their residence fees. This deposit is transferred to the next year provided the student stays in residence and there are no damages to the room.

Damage to Property
Damage to property other than your own is prohibited and may result in disciplinary action and the cost of replacement/repair of damaged property. A pricing list is available at the Residence Life Office if requested.

Dangerous Activity
Activities which are considered dangerous or potentially harmful to any person, including the resident engaging in the activity, are prohibited. These activities include, but are not limited to, breaking glass, dangerous horseplay, climbing in/out of residence windows, setting off fireworks, etc.

Drugs and Narcotics
St. Thomas University has a zero tolerance for the use, possession and/or trafficking of drugs or narcotics. Students found in conflict with this policy are subject to disciplinary action which may include, but is not limited to, eviction from residence. Hosts will be held accountable for guests in violation with this policy. The University reserves the right to involve local law enforcement.

Emergency Situations
In the event of an emergency in your room, please contact your Residence Advisor or Residence Coordinator who can help as they have been trained in emergency response. If you will be missing several classes as a consequence of the particular emergency, please notify the Registrar's Office. If, for some reason, you are unable to do this personally, give the message to your Residence Advisor or Residence Coordinator and he/she will pass it along for you.

Fire Safety and Regulations
The floors of all residence buildings are equipped with manual fire alarm pull stations as well as an automatic smoke detector system. In the event of a fire alarm, all residents and guests must exit the building promptly and remain outside of the building until informed by a Fire Department representative, Security member or Residence Life team member that it is acceptable to return indoors. House meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures. False, malicious

or prank alarms will not be tolerated. All hallways/stairwells are to be kept clear at all times. Nothing is to be stored or temporarily placed in hallways or stairwells. Flags/posters are not permitted to hang from ceilings obstructing the smoke detector or sprinkler system and nothing is to be hung from the sprinkler system. No open flame/elements are permitted in residence. Tampering with fire equipment, including but not limited to smoke detectors, fire extinguishers, sprinklers and emergency exits, may result in disciplinary action.

Garbage

Each resident is responsible for the disposal of garbage from his/her room. There are designated disposal sites at each residence for garbage. Please tie and place bagged garbage at the designated site. Room garbage is not to be taken to common areas or lounges.

Grade Point Average (GPA) Requirements

The minimum annual GPA for re-admission to residence and University is 2.0 in the current year. Students with GPAs that are below 2.0 may be re-admitted on probation. Further details are available by contacting the Residence Life Office.

Guests in Residence

You are welcome to have guests in residence. Please inform guests of residence rules and regulations and escort them at all times. Keep in mind that residents are held accountable for the actions of their guests. Guests are to leave by midnight on weekdays and 2 a.m. on weekends unless signed in with a Residence Advisor. Lending your keys to a guest is prohibited. You may have overnight guests. Since most residents share accommodations with a roommate it is of utmost importance and respect for this person to have their permission prior to having an overnight guest. The stay of your guest may not be any longer than three consecutive days. A guest slip is available from your Residence Advisor. Once you've filled it out, your roommate must sign the slip and bring it to a Residence Advisor. Upon the Residence Advisor receiving verbal and written consent from your roommate you will receive a copy. Overnight guests are not permitted during 21 Quiet Hours. Guests (including parents) must be escorted by the resident.

Keys

Residents are reminded to keep their keys with them at all times. In order to prevent thefts, it is also recommended that your door be kept locked. For security reasons keys must not be copied. If you are locked out of your room, please see the Residence Advisor on duty. A charge of $1 or a non-perishable food item may be applied, all of which are donated to the Campus Ministry Food Bank. If you lose your keys, replacement keys can be bought at the Registrar's Office for $25 each and picked up at the Facilities Management Office in Edmund Casey Hall Room 18.

Music

To accommodate every resident and in keeping with the confines of respect for others, the following parameters are to be observed: acceptable volume to limit sound to one's room, volume with low bass level and earphones can be used when louder music is desired.

Interior Residence Room Doors

Room doors must be closed during quiet hours.

Exterior Residence Doors

For security purposes, propping exterior (outside) doors open is prohibited.

Open Flame

Burning candles, incense or having any other open flame in residence is not permitted.

Personal Safety

Although personal safety is not a regulation or standard, it is a subject of which all residents should be concerned. The following tips should be regarded as behaviours which need to be adopted:

- Keep your door locked when you are not in your room
- Carry your keys with you at all times
- Keep blinds closed when appropriate
- Walk with a friend
- Do not admit people into your residence when you do not expect to escort them during their entire visit
- Report any suspicious visitors or activities to the Residence Advisor on duty

Pets

Pets are not permitted except non-dangerous tropical fish kept in a small aquarium. Special permission may be granted for service animals.

Quiet Hours

In order to accommodate an appropriate amount of study and sleep time, the residence community has specific quiet hours. During quiet hours, please keep your door closed and TVs and stereos turned down. It is the primary goal of residence to promote an academic community and quiet hours helps us to achieve this goal. Every member of the residence community is expected to work together and help each other to maintain quiet hours.

Weekdays 10:00 p.m. until 10:00 a.m. Weekends 12:00 a.m. until 12:00 p.m.

If you have any questions or concerns about the appropriate noise levels, please see your Residence Advisor/Residence Coordinator or the residents on your floor. It is this kind of consideration which enhances the residence community. During exam periods, the residence community modifies quiet hours to reflect the need for extreme quiet so that study, sleep and relaxation may be priorities. Moderate noise will be permitted between 4 and 7 p.m. Overnight guests are not permitted at this time.

Recyclables

Any bottles or cans that are recyclable are to be rinsed and placed in the designated storage area in your residence. For instructions as to where, when, how, etc., please see your Residence Life Team.

Removal of University Property

Removing furniture or property from lounges and other common areas is not permitted. Taking university property out of residence areas is disrespectful to the community and may result in disciplinary sanctions. Please do not remove furniture from your room as you will be held responsible for any missing items at the year-end. Also signs, posters, etc. are considered University property and must not be removed.

Small Appliances

Small appliances without open elements, such as bar fridges and microwaves, are permitted in rooms as long as they do not pose a safety hazard. Other items which are not permitted include candles, incense and toasters. When in doubt, seek the advice of the Residence Life team.

Smoke-Free Residences
Our residence community is smoke-free. Smoking is only allowed in designated smoking areas outside the residence buildings. Residents are reminded to inform their guests of the smoking policy. Breaches surrounding this policy will result in disciplinary consequences. All smokers are asked to dispose of their cigarette butts in the appropriate disposal containers.

Theft
Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card, PIN, or Calling Card number. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the residence life community are subject to disciplinary action.

Please report any thefts to the Residence Coordinator or to your Residence Advisor immediately.

The University is not responsible for any lost or damaged goods, theft or otherwise, in residence. We strongly recommend you obtain insurance for your property. Ask your parents or guardian to contact their insurance company regarding coverage of your belongings.

Throwing Objects
Throwing, dropping, kicking or knocking objects from or towards residence buildings, windows, balconies or stairwells is prohibited and will result in disciplinary sanctions. Throwing snowballs is also prohibited.

Violence
In accordance wit h the *Code of Student Conduct* and the Harassment Policy of St. Thomas University, there is zero-tolerance for written or verbal threats, physical aggression, violence and/or sexual assault at. Anyone engaging in such behaviours in residence, on campus or electronically, may be evicted from residence, subject to further disciplinary proceedings and may be referred to police authorities.

Weapons
Firearms, knives, explosives or other weapons are not permitted in residence. This includes weapons for “self-defense” purposes.

Windows/Screens
Hanging objects from the inside or outside of windows is not permitted. Objects may be hung in front of windows only if they do not interfere with the blinds provided by the University. Window screens are not to be removed or opened.

General Residence Norms of Behaviour

- Respect Yourself, Respect Others
- Alcohol is not to be consumed in the hallways
- Respect the house quiet hours
- Keep your keys to yourself instead of lending them to others. Follow the residence’s guest policy
- Clean up any messes you make
- Respect house property
- Keep outside doors locked and not propped open
- Do not pass or throw things through the windows/balconies

- Only smoke in the designated smoking areas (outside)
- Do not light candles or incense
- Know your limits
- Please show respect to all members of the residence community
- Respect all municipal, provincial and federal laws

Discipline

Students are expected to conduct themselves in a manner which respects the University commu¬nity and its members. Disciplinary action, when required, takes the form of warnings, sanctions, fines, performance bonds and eviction from residence. Residence Advisors, Residence Coordinators, as well as the Residence Life Supervisors and the Director of Residence Life & Conference Services handle disciplinary situations depending upon the seriousness of the incident. Police are involved in criminal offences. Students may appeal, in writing, disciplinary decisions first to the Residence Coordinator of the particular residence hall within 24 hours of receiving the decision. The appeal will then be reviewed by the Residence Council. Appeals will result in one of three outcomes: upholding the original decision, overturning the original decision or modifying the original disciplinary action.

Warning

A verbal/written warning is given to remind students of an existing policy and the importance of compliance. Repeated warnings could result in disciplinary action.

Fine

A fine is a non-refundable sum of money that is charged to a student's account following a policy violation. The fine levels, and examples (which are not intended to be exhaustive) are as follows:

Level 1 = $10.00:
Examples: alcohol consumption in the hallways/balconies; violation of quiet hours; giving keys to others.

Level 2 = $25.00:
Examples: breach of guest policy; mess left (plus cleaning mess); intentional property damage (plus cost of repair).

Level 3 = $50.00:
Examples: propping open outside doors; throwing things out of windows/balconies smoking in residence/balconies; candle or incense burning.

Level 4 = $50.00 plus Automatic Meeting with Residence Life Office where further disciplinary action, in accordance with the Student Code of Conduct, may take place:
Examples: breach of municipal, provincial and/or federal laws; pulling of fire alarm (false alarm); disrespect or abuse of other residents; unauthorized room changes; drinking games.

Sanction

Possible sanctions may include requiring a student to take corrective measures, restricting them from certain activities or implementing a probationary period.

Performance Bond

A performance bond is a sum of money placed on a student's account to ensure compliance with a policy. If no further discipline is necessary the money is refunded. Bonds can be forfeited if future discipline is necessary.

Eviction

Students can be evicted from residence for conduct-related issues. Examples include, but are not limited to, multiple rule violations, disrespect towards staff, physical violence, vandal¬ism, theft or possession of or involvement with illegal substances. Any recommendation to evict a student from residence must be made by the Manager or Supervisor of Residence Life. The decision on eviction will be made by the Director of Students Services and Residence Life. Eviction does not relieve the student of financial obligations owing to living in residence.

APPENDIX B - PROCEDURES WITH RESPECT TO SEXUAL ASSAULT COMPLAINTS BY STUDENTS

This document is intended to assist in the development of a safe and healthy environment at St. Thomas University, free of sexual assault; and to provide awareness and guidance to members of the community so that incidents of assault are dealt with quickly, effectively and fairly.

Sexual assault is defined as engaging in, or attempting or threatening by act or gesture to engage in, acts of a sexual nature with another person without that person's consent, whether or not force is used. The definition of consent for sexual assault requires ongoing, conscious and present consent to the sexual acts in question. If is therefore sexual assault to have physical contact of a sexual nature with a person who has refused or is unable to give informed consent for any reason (including being asleep, unconscious or incapacitated due to the use of alcohol or drugs). Consent can be withdrawn at any point in the course of relations and if at any point consent is withdrawn, any continued sexual acts shall be considered as sexual assault for the purpose of this Policy. In determining whether the conduct in question has the requisite sexual nature, the part of the body touched, the nature of the contact, the situation in which it occurred, the words and gestures accompanying the act, the intent, purpose or motive of the accused and all other circumstances surrounding the conduct, including threats which may or may not be accompanied by force, will be relevant.

Some examples of sexual assault include, but are not limited to, unwanted contact of a sexual nature such as intercourse, patting, touching, pinching or brushing against.

1. Scope and Procedures
   a) The Sexual Assault Procedures apply to all students of the St. Thomas University community who are alleged to have committed a sexual assault on University property, or off University property where the assault would be a violation of the Code of Conduct.
   b) A person who alleges that he or she has been sexually assaulted by another St. Thomas student may make a written complaint under the St. Thomas Harassment and Discrimination Policy (Students), and the complaint will be dealt with in accordance with that Policy.
   c) Notwithstanding the existence of the Sexual Assault Procedures, every person continues to have the right to seek recourse through external resources (e.g., Police and the Courts).
   d) A student who alleges that he or she has been sexually assaulted may discuss the allegation in confidence with a Complaint Officer.
   e) A student who alleges that he or she has been sexually assaulted may file a complaint with the Director of Student Life & Retention whether or not the matter has

been discussed with a Complaint Officer.

f) Sexual assault is a University offense, and St. Thomas University may investigate a student for a sexual assault covered by the Sexual Assault Procedures and/or Harassment and Discrimination Policy whether the person assaulted makes a complaint or not.

g) Witnesses or third-parties to sexual assault may make a complaint under the St. Thomas Harassment and Discrimination Policy (Students).

h) In the course of an investigation, the dress or sexual history of the complainant will not be a factor in determining whether an event was consensual, nor will it be considered relevant.

2. Emergency Procedures

In some cases of sexual assault, emergency procedures will have to be followed. The following provides guidance on how to handle such cases:

a) Look after needs of the person who has been assaulted - In any such case of sexual assault, the first person to come in contact with the person who has been sexually assaulted should look after the needs of that person as a first priority to the best of their ability, which may include a referral.

b) Medical assistance and ensuring privacy
Those dealing with a person who has been sexually assaulted should encourage that person to obtain medical attention for their own protection. The severity of the incident may require taking steps to limit as much as possible further trauma for that person by obtaining necessary medical attention as quickly as possible and by limiting the number of people who come into contact with him or her (other than those providing support).

c) Contacting the Police
Those dealing with a person who has been sexually assaulted should encourage that person to contact the Police.

d) Report the incident
As soon as he or she is able to do so, the first person to come into contact with the person who has been sexually assaulted should report the incident. The incident should be reported to a Complaint Officer, the Director of Student Life & Retention, or a member of the Residence Life staff, as applicable, who in turn should contact the Director of Students Services and Residence Life for further guidance. Once contacted, the Director of Students Services and Residence Life may immediately assume responsibility for handling the situation, although they may assign someone else to deal directly with the person who has been sexually assaulted.

e) Be supportive; be helpful
The person dealing directly with the person who has been sexually assaulted should be supportive, but should not take any particular steps without the person's consent. If requested to do so, the person dealing directly with the person who has been sexually assaulted should contact his or her family or friends or the Police, and inform the person of other support resources (e.g., Fredericton Sexual Assault Crisis Centre; UNB/STU Counselling Services).

f) Make notes
Whether or not the Police are called, all those involved should document their involvement, the names of witnesses, the date, the time, and all other circumstances.

3. Education and Resources

It is the joint responsibility of the Director – Student Life & Retention and the Harassment and Discrimination Education Committee to promote among St. Thomas University students prevention, an awareness and understanding of, and a sensitivity to the issue of sexual assault.

It is the responsibility of the Complaint Officer and/or the Director – Student Life & Retention to advise students who are involved in a sexual assault incident (e.g., complainants; respondents; or witnesses) of counseling and support resources available to them on or off campus, and to assist them in finding counseling.

APPENDIX C - STU ATHLETICS CODE OF CONDUCT

1. Introduction

The Varsity Athletics program at St. Thomas University is an environment of coaches, student athletes and staff engaged in a competitive setting designed to offer another experience for students to grow and mature.

Varsity and club athletes are not only representatives of their sport, but are considered ambassadors of St. Thomas University and the Department of Athletics. In all three roles, they are expected to display exemplary conduct which reflects the privileged position that they occupy. The Athletics Code of Conduct (hereinafter "the Code") has been implemented to facilitate a clear understanding regarding what is appropriate behaviour both on the field of play and as representatives of St. Thomas University and the Department of Athletics off the playing field.

2. Purpose

The purpose of this Code is to ensure consistency regarding the expected behaviour and actions of varsity and club athletes who are representing St. Thomas University both on and off the field of play. The Code sets out resolutions for inappropriate behaviour that are primarily corrective and educational, however punitive measures may be utilized if deemed appropriate by the administrators of the Code. The Code also sets the means of appeal for athletes.

3. Scope

The Code will apply to the conduct of varsity and club athletes while on St. Thomas University premises or off campus when acting as delegates or designated representatives of the University. The code will also apply to non-sanctioned off campus events where one or more team members or team alumni are associating, where the central purpose of the association is to promote or facilitate team cohesion, camaraderie, or fellowship. The Code will always apply when a varsity or club athlete is alleged to have engaged in misconduct while wearing the uniform and/or accoutrements of their team or sport, regardless of the location or time in which the problematic conduct is exhibited.

4. Harassment & Hazing
    1. Harassment, for the purposes of this Policy, means engaging in a course of comment or conduct that is known or ought reasonably to be known to be unwelcome. This includes any unwelcome comments, conduct or gestures that provoke, irritate, threaten, annoy, insult or demean, or result in some other form of discomfort, or words or actions that demean or cause humiliation, offense or embarrassment to another person and/or which adversely affects the employment or academic status of the individual.

2. Hazing is prohibited at St. Thomas University. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. For example, hazing may occur when a group of students requires or pressures newcomers to undergo actions that tend to demean, embarrass, humiliate or otherwise compromise the emotional or physical well-being of the persons who perform them. Such behavior includes coerced consumption of alcohol. St. Thomas University and the Department of Athletics maintain a zero tolerance stance towards hazing or team Initiation activities, events, or rituals of any kind.

This list of prohibited practices is intended to provide examples of hazing that can occur during any initiation/training process and active membership to an organization/team. Because it is impossible to anticipate every situation that could involve hazing, this list should not be considered all-inclusive. Any infraction of the below can result in disciplinary sanctions.

Psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of another; (b) cause embarrassment or shame to another; (c) cause another to be the object of malicious amusement or ridicule; (d) or cause psychological harm or substantial emotional strain.

- Line-ups of the new members/recruits, or grilling individuals or groups with questions of any kind.
- Deception prior to the end of an initiation process to convince a new member that he or she will not complete initiation/training.
- Forcing, coercing, or permitting students to disrupt scheduled classes, public forums, or other facets of the University's academic programs such as creating activities that are so time consuming that students cannot go to class, do homework, sleep, etc.
- All forms of physical activity not a part of an organized athletic contest and not specifically directed toward constructive work (push-ups, sit-ups, morning walks, calisthenics, etc.). No one truly knows the physical limitations of individuals and the safety of our students must always come first.
- The application of foreign substances to the body, such as throwing food, spraying water of any temperature, etc.
- Such activities, such as scavenger hunts that result in illegal activity, new member ditches, kidnaps, unity walks, blindfolding, etc.
- Forcing, coercing, or permitting students to be deprived of sufficient sleep. (Eight consecutive hours per day is the required standard.)
- Any paddling, swatting, or individual or collective spanking.
- Personal errands run by new members for returning organization members.
- Assigning pranks such as stealing, painting objects, or harassing another team/organization.
- Depriving students of access to their residence hall rooms such as taking their keys, making them spend the night in another's rooms or at a house, etc.
- Not providing decent and edible food (i.e., no unusual combinations or preparation, colored foods, raw food, strange combination shakes, etc.).
- Depriving student access to means of maintaining a normal schedule of bodily

cleanliness (including a minimum of one shower per day).

- Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onion, hot peppers, baby food, etc.
- Forced nudity and/or forcing, allowing or suggesting that students dress in a conspicuous, embarrassing, and/or degrading manner.
- Forcing, coercing, allowing, suggesting, or permitting students to drink excessive amounts of alcohol.
- Branding/Tattooing any part of the body, whether voluntary or involuntary.
- Forcing, coercing or permitting an individual to be "buried alive", for any period of time.
- Forcing, coercing or permitting students to disrupt the operation of the University dining halls.
- Any form of punishment/and or demerit system is prohibited.
- Any activity or ritual that involves the abuse or mistreatment of an animal

5. Violations

Student athletes who are participating in a formal or informal team or sporting event on campus or off and who violate this Code will first be subject to the processes and if necessary sanctions under the Code. The Policy and its procedures may be employed where there are questions about the application of the Athletic Code of Conduct and/or other related policies following consultation between the Director of Athletics and the Director of Students Services and Residence Life. All varsity and club athletes are required to review, sign and abide by ten (10) expected behaviours, outlined in the following document: Code of Conduct for Varsity and Club Athletes at St. Thomas University. The Agreement which outlines the Code is the measure that will be used to assess and issue Code violations.

6. Sanctions

Appropriate sanctions for violations of the Code include, but are not limited to one or a combination of the following:

- A letter of reprimand by the athlete's coach copied to the Director of Athletics;
- Suspension of the individual or team for one or more competitions;
- Suspension of the individual or team for an entire season;
- Removal of funding from the team;
- Revoking an Athletics facility privilege (e.g., access to J.B. O'Keefe Centre);
- Mandated individual or team community service;
- Any additional sanction imposed as a consequence of proceedings according to the St. Thomas University Code of Student Conduct.
- Due to the time-sensitive nature of the sporting season, every effort will be made to render a decision before the athlete or team's next competition.

7. Appeals

Individual athletes or teams may appeal a sanctioning decision in writing within three working days of the decision. Appeals to be submitted to the Director of Students Services and Residence Life.

CODE OF CONDUCT AGREEMENT FOR VARSITY AND CLUB ATHLETES AT ST. THOMAS UNIVERSITY

Participation in varsity and club sport is a privilege and not a right. Expectations for conduct for varsity athletes, in addition to those set out in the policies applicable to all students of the University (including varsity and club athletes) are as follows:

- Varsity and club athletes are required to conduct themselves in accordance with St. Thomas University policies and with this Code of Conduct.
- Varsity and club athletes are expected to devote themselves to their team throughout the year, during the entire training period for their sport, and to bring to the attention of their coach any conflicts or problems which they foresee might reasonably interfere with the fulfilment of these expectations.
- Varsity and club athletes are expected to separate themselves from any conduct that might be considered unsporting or that might bring their own reputation, the reputation of the team, the University or their sport into disrepute. Examples of unsporting behaviour include participation in any form of hazing, or any initiation rite which would be considered demeaning, humiliating or disrespectful as measured by the standard of the reasonable person. (Participation will be deemed to include passive participation or failure to act to end such behaviour by others where one reasonably knew or ought to have known it was taking place.)
- Varsity and club athletes are expected to treat everyone with courtesy and respect within the context of their sport, regardless of gender, place or origin, colour or ethnicity, religion, political belief or economic status. This requirement prohibits any form of harassment or discrimination by a varsity or club athlete.
- Varsity and club athletes must abide by the rules and regulations of their sport, as set out by the regional and/or national sport-governing body. Varsity and club athletes, who perceive any conflict between the Policy and/or the Code, and the requirements of the rules and regulations of their sport, must immediately seek clarification from their coach.
- Varsity and club athletes are expected to avoid the use of anabolic steroids or other il legal performance-enhancing drugs and techniques (e.g., blood doping), as are out lined by the Centre for Ethics in Sport. Varsity and club athletes who engage in or observe the use of such substances or techniques by another student varsity or club athlete are required to report the conduct to the Director of Athletics.
- Varsity and club athletes are expected to avoid any negative interaction or conflict with members of opposing team except as they occur in the actual course of competition and which constitute, on behalf of their teams, the legitimate expression of the competitive spirit of their teams or team members.
- Varsity and club athletes are expected to avoid the illegal use of “recreational” drugs (e.g. marijuana, cocaine, hashish) as well as the illegal and/or excessive consumption of alcohol. Varsity and club athletes are expected to refrain from providing recreational substances, including alcohol, to anyone who has not attained the age of majority.
- Varsity and club athletes are expected to exhibit conduct at all times which complements or adds to the University’s reputation and resources.
- Varsity and club athletes are expected to recognize and to pursue academic success while a student varsity or club athlete at the University.

F. Withdrawal From University

Students who choose to withdraw officially from University should contact the Registrar's Office. The student will be assisted in notifying the various offices of the University, including Residence, Financial Services, and the professors. The effective date of withdrawal is the date on which the Registrar accepts the withdrawal. A student who withdraws may be entitled to a partial refund of tuition fees.

G. Academic Appeal Procedures

In any academic appeal procedure, the University is committed to the principles of natural justice. The officers and committees of the University will hear the appeal in a fair and impartial manner, with due respect for the parties' rights and sensitivities. There are two Senate committees that deal with student appeals: the Senate Admissions and Academic Standing Committee and the Senate Student Academic Grievance Committee. The Senate Admissions and Academic Standing Committee decides appeals related to admissions; academic standing; and academic regulations of the University. The Senate Student Academic Grievance Committee decides appeals related to academic misconduct; final grades; and all other academic matters. Students who wish to appeal may do so by submitting a written appeal care of the Admissions Office (for appeals related to admission) or the Registrar's Office (for all other academic appeals) to the appropriate committee. Appeal procedures are described below.

Appeal of Admission Decisions

The evaluation of the various documents and the decision concerning the acceptance of an applicant for admission rests with the Admissions Office. An appeal of that decision may be submitted care of the Admissions Office to the Senate Admissions and Academic Standing Committee. For more detailed information about the appeal procedure, students may contact the University Admissions Office.

Appeal of Academic Dismissal

Students who wish to appeal their academic dismissal from the University may do so by submitting a written appeal care of the Registrar to the Senate Admissions and Academic Standing Committee. Appeals should be based on substantial medical or compassionate reasons with supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

Appeal to be Re-admitted to the University after Academic Dismissal

Students who seek readmission after having been asked to withdraw must apply in writing to the Admissions Office. Such applications are subject to the guidelines of the Senate Admissions and Academic Standing Committee. In cases of readmission, special conditions for entry, course load and GPA performance may be required. Students who have been required to withdraw from the University will not be granted credit for any courses taken while required to be away from the University. For more detailed information about the appeal procedure, students may contact the Admissions Office.

Appeal for Exemptions to Academic Regulations

Any petitions from students who seek exemption from the academic regulations of the University are to be submitted to the Registrar's Office. The Senate Admissions and Academic Standing Committee advises the Registrar's Office on these petitions. Students seeking an

exemption for substantial medical or compassionate reasons will be required to provide supporting documentation, if applicable. For more detailed information about the appeal procedure, students may contact the Registrar's Office.

Appeal of Final Grade in Course

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade;
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible;
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with other professor(s) appointed by the Chair **(Note: when the appeal concerns the Chair, the Vice-President Academic shall act as Chair)**;
4. If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects; the decision of the Committee will be final.

Other Academic Appeals (not covered above)

The normal sequence of procedures for students to follow in an academic appeal of matters not described above is:

1. to discuss the matter with the professor concerned (if any); if no satisfactory agreement is reached;
2. to discuss the matter with the Chair of the Department concerned (if any); if no solution is reached,
3. to appeal to the Senate Student Academic Grievance Committee which will review the matter in all its aspects; the decision of the Committee will be final.

Note: Appeal procedures related to Academic Misconduct are described in Section Five (E).

H. Scholarship Renewal Policy for Study Abroad

Scholarship Renewal Policy for Students Participating in a St. Thomas University Exchange Program

Students who study at another university as a participant in an official St. Thomas University exchange program, while paying tuition fees to St. Thomas University, may hold their renewable scholarships during the exchange program study period, provided they have met all the normal requirements for scholarship renewal.

Students who successfully complete 30 credit hours during the academic year in which they are on exchange will be considered, by the Registrar's Office, for the renewal of their scholarships. The decision to renew the scholarship will be based on course-work taken during the academic year (September to April) in which the exchange program study period took place. Students who complete fewer than 30 credit hours during their exchange program year of study are not eligible for renewal of their scholarships.

Scholarship Renewal Policy for Students Participating in an External International Study

Opportunity

Students who choose to pursue an international study opportunity while paying fees to another institution will be ineligible to hold their renewable scholarships during the period in which they study abroad. On return to St. Thomas, students may apply to the Registrar's Office for the reinstatement of their scholarships as follows:

(a) If students have been away from the university for a full academic year (September to April), their eligibility for scholarship reinstatement will be considered based on course work (minimum of 30 credit hours) completed during the academic year prior to the study abroad year.

(b) If students have studied abroad for one term (September to December or January to April) during an academic year, their eligibility for scholarship reinstatement will be considered based on their grade point average on the most recent 30 credit hours completed at St. Thomas.

Students who seek exemption from these regulations may appeal, in writing, to the Senate Admissions and Academic Standing Committee.