

St. Thomas University recognizes its obligation to provide and maintain an environment that fosters the growth and development of the intellect, character, and self-esteem of all those with whom it comes in contact. It is assumed that all people of good faith will subscribe to such aims and will guide their own behaviour in ways that will permit these ends to be achieved. The freedom that is an integral part of the University environment carries with it the concomitant duty and responsibility to behave in a manner that respects the rights and autonomy of others.

To ensure that it can provide a safe and secure environment, St. Thomas University declares that it will not tolerate any behaviour that threatens this environment and that it will take immediate action to remedy such situations. These remedies include not only administrative procedures and procedures set out in collective agreements but also such procedures as may be available through the campus security Department, through the criminal justice system, and through federal and provincial human rights legislation.

A. Policy on University Property

The property of St. Thomas University has been acquired and erected for academic purposes and is specifically devoted to education and research. The Board of Governors of St. Thomas University is entrusted by law with the responsibility for ensuring the success of these ends.

To protect the property of St. Thomas University and to assist the Board of Governors in its role as trustee, it shall be deemed, and the Board assumes, that each of the following is a breach of university regulations and is ground for consideration of suspension or expulsion:

1. Unauthorized use or occupation of any part of the property of the University.
2. Prevention of access to any part of the property of the University by any person not so authorized.
3. Interruption by any unauthorized person of any authorized activity, service, or event on the property of the University.
4. Violence or threat of violence to any person.
5. Prevention of movement on the property of the University by any unauthorized person.
6. Damage or destruction of any part of the property of the University.

B. Policy on Harassment and Discrimination

Harassment and discrimination are violations of acceptable standards of conduct at St. Thomas University and are subject to disciplinary measures.

The intention of the policy is twofold: (A) to provide a means to resolve specific incidents of harassment and/or discrimination, and (B) to provide an educational tool for increasing awareness of and sensitivity to the negative impact of harassment and/or discrimination.

Complaints alleging a violation of this policy may be filed with a Complaint Officer. Upon receipt of an informal complaint of harassment and/or discrimination, the Complaint Officer shall discuss the situation with the parties involved and try to reach a mutually agreeable solution.

In the event a formal complaint of harassment and/or discrimination is lodged with a Complaint Officer, the Complaint Officer will conduct an investigation and submit a report to the President. This report will contain recommendations for action (from warnings up to and including dismissal or expulsion). The President will then impose whatever disciplinary sanctions are considered to be warranted in the circumstances. (A copy of the Harassment and Discrimination Policy is available at www.stu.ca).

C. Policy with Respect to AIDS

The University's policy with respect to AIDS (acquired immunodeficiency syndrome) includes the following general provisions:

1. All members of the University community have a responsibility to avoid the risk of HIV (human immunodeficiency virus) infection and transmission. All who consider it likely that they have been exposed to such infection are urged to seek medical advice concerning their condition.
2. The University will not discriminate against any member of the University community on the grounds of HIV infection. The identity of any person in the University community with HIV infection will be held in strict confidence.
3. The University will provide education and appropriate information on AIDS and related diseases to students and others in the University community. The University has an advisory committee on AIDS policy.

D. Student Accessibility Services Policy

From our Mission...

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 believe that learning engages the whole person; we seek to provide an environment conducive to enriching student life.

...To Our Commitment

St. Thomas University is committed to creating an equitable environment by ensuring that all members of our community have access to the full range of university life. This means supporting students with disabilities in their full participation in the educational, social and cultural life of our university. Sharing responsibility with each student for their success, our accessibility program is consistent with our academic standards as we strive to make reasonable and appropriate accommodations to allow students to enjoy the benefits of higher education.

'Disabilities' shall be defined as those conditions so designated under the New Brunswick Human Rights act and will include physical, medical, learning, and psychiatric disabilities.

1) Mission Statement of Student Accessibility Services (SAS)

St. Thomas University is mandated by law and the aspirations of our community to provide an educational environment that:

- demonstrates professionalism and academic integrity
- values diversity
- respects learning

2) Introduction and Guiding Policies

This policy has been written in accordance with the *Canadian Charter of Rights and Freedoms* (1982) and the *New Brunswick Human Rights Code* (1992)

Canadian Charter of Rights and Freedoms (1982), Section 15 (1)

Section 15 (1) Guarantee of Rights and Freedoms

Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

15(2) Subsection (1) does not preclude any law, program or activity that has as its object the amelioration of conditions of disadvantaged individuals or groups including those that are disadvantaged because of race, national or ethnic origin, colour, religion, sex, age or mental or physical disability.

New Brunswick Human Rights Code (1992), Section 5 (1)

5(1) No person, directly or indirectly, alone or with another, by himself or by the interposition of another, shall

- (a) deny to any person or class of persons any accommodation, services or facilities available to the public, or
- (b) discriminate against any person or class of persons with respect to any accommodation, services or facilities available to the public, because of race, color, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, sexual orientation, sex, social condition, political belief or activity.

3) Accessing Accommodations through Disability Services

Students with documented disabilities that interfere with their ability to participate in and benefit from the University's educational services may obtain assistance from Student Accessibility Services.

3.1) Documented Disabilities

Disabilities must be supported by documentation no older than 5 years, from a licensed health or mental health professional that is deemed qualified to diagnose the disability.

Prior to receiving assistance, students must provide documentation that:

- validates a disability
- outlines the student's cognitive and/or physical restrictions
- recommendations for appropriate accommodations

Documentation and identification may come from a variety of licensed health professionals including:

- Physicians
- Medical specialists
- Psychologists
- Psychiatrists
- Speech/language pathologists
- Audiologists

3.2) i-Reasonable and Appropriate Accommodations

The purpose of academic accommodations is to reduce the barriers to education.

Accommodations do not modify the University's academic standards, nor do they alter the core requirements of the program.

The accommodation process is a shared responsibility that requires the student and the Coordinator of Accessibility Services to work together to reach appropriate and reasonable accommodations. When determining the suitability of an accommodation, the following factors are taken into account:

- is the accommodation related to the disability?
- does the student require the accommodation to participate in education at the university?
- can the accommodation be provided without undue hardship?

Accessibility Services cannot guarantee accommodations to students who make requests after the deadlines stated in the procedural manual for Student Accessibility Services.¹

3.2) ii-Temporary Accommodations

Students may register with Student Accessibility Services to receive accommodations for a temporary disability. Documentation supporting the need for temporary accommodations must come from a licensed health or mental health professional and include information pertaining to the duration of the disability. Students requiring temporary accommodations will be required to return to the SAS each semester to provide updated documentation and to have their accommodations reviewed and reinstated.

3.3) Accommodations Agreements

- 3.3)i Students and professors shall wherever possible agree to the appropriate accommodations.
- 3.3)ii In cases where the instructor and the student cannot agree about the provision of accommodations, the instructor shall meet and discuss the recommended accommodations with an advisor from Student Accessibility Services. If they are unable to reach an agreement, the Dean of the Faculty shall be consulted.
- 3.3)iii Students receiving academic accommodations are required to follow all procedures as contained in the SAS procedural manual.¹

3.4) Disclosure/Non-Disclosure of Disability

The University has no responsibility to provide accommodations for students who do not disclose their disabilities to Student Accessibility Services or to their professor(s). Students who disclose their disability after the stated deadlines of University Policy may not claim retroactive accommodations.

Students may disclose their disability to Student Accessibility Services but may request that the information not be shared with their professors. In these cases, only those accommodations which do not require the Professor's knowledge (e.g., e-text, tutoring) can be provided.

3.5) Confidentiality

All agents involved at St. Thomas University (i.e. faculty, staff, students as well as students employed as tutors and/or note takers) must treat all information pertaining to a student as confidential. The exceptions to this policy are:

- when an individual becomes aware of current children at risk of abuse
- when an individual clearly presents danger to self or others

- when we are subpoenaed for records or testimony by the courts

If a breach of confidentiality occurs then the individual is subject to disciplinary action.

Consent Forms

Consent forms must be signed by the students to disclose any information to any University staff and/or outside parties (such as family members or other individuals). Consent forms are available at Student Accessibility Services.

*Please contact Student Accessibility Services regarding the manual.

E. Policy on Release of Information About Students

The University has adopted a detailed policy on the collection, maintenance, and security of the information contained in the individual student's records. The general principle underlying the policy is that the student has a right to privacy and the release of information about the student is guided by the University's respect for the welfare and privacy of the student. The various data items on the student record have been classified under three general categories for disclosure: (a) confidential, (b) restricted, (c) public.

The student may apply to the Registrar's Office for the following:

1. a detailed policy statement on the breakdown of the various data elements in each of the categories and the conditions governing the release of academic information;
2. procedures for the student to request inspection of the data held on the personal student record;
3. procedures for the student to petition that public or restricted data be classified as confidential and thereby not released without the student's explicit consent;
4. an interpretation of the implementation of any aspect of the policy concerning the release of student information.

I. Confidentiality, Security, and Control of Student Academic Records

Definition: The student academic record is the official academic record of the student used for admission to the University and the academic performance while at St. Thomas University. This record includes all information however recorded or stored, whether in printed form, on film or on a computerized database, which constitutes a record of the student's admission and academic standing. The academic records are the property of the University. The Registrar's Office shall retain custody of the academic records and shall be responsible for their security and maintenance. For purposes of this policy, data items on the student academic record have been classified under three general categories for disclosure:

1. confidential, 2. restricted, 3. public.

The University does retain the right to publish aggregate student data.

1. Confidential

Except as provided in this policy, a student's academic record is confidential and privileged information and is not released to any third party without the explicit consent of the student concerned being first obtained. In general, such information may be inspected by the student by application to the Registrar's Office. The student has the opportunity to

correct or comment on the accuracy of any information therein. The student's access would be restricted in cases such as letters of reference which have been submitted in confidence. The referees, however, would be identified.

2. *Restricted Information*

Some information may be required by and shall be provided to various internal or external institutional offices or service offices. The federated campus library system, for example, requires access to the student's registration status, addresses, and phone numbers. Normally, this access would be limited to specific information screens on the computerized student information system of St. Thomas University. The Registrar's Office would authorize the access and monitor use of the restricted information, without the authorization of the student.

3. *Public Information*

This information may be released without authorization of the student. Such public items would include: whether or not a student is registered at St. Thomas; full or part-time status; program; year of study; whether or not a student has graduated and with what credential. In exceptional cases, the student may petition the Registrar's Office to restrict or deny access to these public information items.

II. Internal Access

Faculty members and members of staff of the University have access to the student's academic record as may be required in the legitimate performance of their duties as determined by the Registrar on the understanding that such information shall not be released to others. All persons with access to the student record are required to respect confidential information about students which they acquire in the course of their work. Professors would not normally have access to the student's complete transcript without permission.

III. Student Transcripts

Students have the right to obtain unofficial copies of their transcript of marks from St. Thomas University. Proper request forms and any required fees must accompany the request to send an official copy of the transcript to another institution or employer. Diplomas, final grades, unofficial, and official transcripts will be withheld for students and former students who have not cleared their financial obligations to the University.

IV. Notification of Disclosure of Personal Information to Statistics Canada and the Maritime Provinces Higher Education Commission

Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access

to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact Statistics Canada:

Via Mail:

Institutional Surveys Section
Centre for Education Statistics
Statistics Canada

150 Tunney's Pasture, Main Building, 2100-K, Ottawa ON K1A 0T6

Via Email:

PSIS-SIEP_contact@statcan.gc.ca

Maritime Provinces Higher Education Commission

The MPHEC collects the data described above on behalf of Statistics Canada. In addition, it archives these data and uses them to generate basic statistics, research products, as well as the sampling frame for its graduate survey. These activities support its mandate, which is to assist institutions and governments in enhancing the post-secondary learning environment. The legal authority for these activities is provided by the Maritime Provinces Higher Education Commission Act. The Act also requires that all data received by the Commission is kept confidential, and ensures the protection of personal information. More information about the MPHEC and its Standard for Maintaining Confidentiality may be found at www.mphec.ca.

Regarding those students who do not wish to have their information used, Statistics Canada will notify the MPHEC of any student choosing to have their personal information removed from the national database, and their information will subsequently be removed from the MPHEC's database.

Registration forms

Under the federal Privacy Act, individuals can request access to their own individual information held on federal information banks, including those held by Statistics Canada. Students who do not want their information utilized can ask Statistics Canada to remove their identifying information from the national database:

Via Mail:

Institutional Surveys Section
Centre for Education Statistics
Statistics Canada

150 Tunney's Pasture, Main Building, 2100-K, Ottawa ON K1A 0T6

Via Email:

PSIS-SIEP_contact@statcan.gc.ca