

A. Residence Standards and Regulations

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.

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 with 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. 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 community 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 Codes 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, vandalism, 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.

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
A	4.0	Excellent	
A-	3.7	(Nearly) excellent	

			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.
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 submit-

ted 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. Codes of Student Conduct (Academic and Non-Academic Misconduct)

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 Codes of Conduct seek 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 Codes is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Codes 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 Codes of Student Conduct, and for understanding the responsibilities the student assumed 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 non-academic misconduct* shall be subject to disciplinary action by appropriate officers of the University.

The University, in accordance with the procedures outlined in the following policies 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 non-academic 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 non-academic 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 their conduct to those standards as stated in the Student Codes of Conduct.

The University may address student academic and non-academic 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 course based 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 - POLICY ON NON-ACADEMIC MISCONDUCT

Policy Definition

SCOPE: This policy applies to Students of the University.

All Students are required to familiarize themselves with their responsibilities under the Student Non-Academic Misconduct Policy and ensure compliance. Prohibited Conduct is set out in Appendix A.

POLICY STATEMENT

The University endeavours to create and maintain a positive and productive learning environment, an environment in which there is:

1. respect for the dignity of all;
2. fair treatment of individuals; and
3. respect for University resources and the property of individuals.

PURPOSE

The purpose of this policy is to:

- communicate the University's expectations with respect to student behaviour;
- protect the health, safety and security of the University community; and
- preserve the orderly operation and reputation of the University.

DEFINITIONS

In this policy:

- "Advisor" means the individual who attends a Hearing with a Student to act in an advisory and support role.
- "Appeal" means an appeal to the Vice President (Academic and Research) of a decision of Appendix C relating to Student Non-Academic Misconduct.
- "Business Days" means days that the University is open for business, excluding weekends and holiday closures.
- "Complainant" means the person alleging Student Non-Academic Misconduct.
- "Complaint" means a report alleging a breach of this policy.
- "Director" means the Director, Student Services and Residence Life.
- "Hearing" means the process to evaluate and resolve an allegation of Student Non-Academic Misconduct.
- "Hearing Board" means a committee established in accordance with Appendix 3: Hearing Board Composition which is authorized to investigate, review and resolve an allegation of Student Non-Academic Misconduct.
- "Hearing Officer" means an individual employed by the university, who is authorized to investigate, review and resolve an allegation of Student Non-Academic Misconduct.
- "Respondent" means the Student who is alleged to have committed the Non-Academic Misconduct.
- "Professional Program" means School of Social Work and School of Education at the University.
- "Responsible Allegation" means an allegation that: appears to be made in good faith; is based on alleged facts which have not been the subject of a current or previous allegation; and falls within the definition of Student Non-Academic Misconduct.
- "Student Non-Academic Misconduct" means conduct that is prohibited as outlined in Appendix A: Prohibited Conduct of this Policy.
- "Student" means an individual who is registered in a course or course of study at the University or who was registered in a course or course of study at the time the Non-Academic Misconduct is alleged to have occurred.
- "Students' Union" means the St. Thomas University Students' Union.
- "University" means St. Thomas University.

NEXUS TO UNIVERSITY

This policy applies to Student Non-Academic Misconduct that occurs:

- on University premises;
- in a course or course of study;
- as part of an activity offered by the University; and/or
- where a Student is representing the University, including, but not limited to circumstances where a Student is:
 - participating in, or travelling as a part of, a University program;
 - studying abroad as part of a program of the University or an exchange program;

- between the University and an international institution in another country;
- participating in an internship, co-op placement or practicum;
- participating in a University club or organization, or a student club or organization, including student clubs or organizations sanctioned by the Students' Union; and/or
- at a University club or organization event, or a student club or organization event,
- including those sanctioned by the Students' Union.

A Complaint of Student Non-Academic Misconduct which is alleged to have occurred in a University residence, or that is otherwise subject to the Residence Community Standards, will usually be addressed pursuant to the Residence Community Standards process; except where the alleged misconduct, at the discretion of the Manager, Residence Life, is deemed to be sufficiently serious to be directly referred to the Director, Student Service and Residence Life, to be dealt with under this Policy.

The University reserves the right to take necessary and appropriate action to protect the safety and welfare of the campus community and the learning environment. This may include taking necessary and appropriate action in cases where a student is accused of serious conduct, and there is a clear nexus to the campus community regardless of where the conduct occurred or is alleged to have occurred.

COMPLAINTS OF MISCONDUCT

Any individual, including a Student, employee of the University or member of the public may submit a Complaint to the Student Services Office:

- via the Complaint form available at the Student Services Office; or
- via e-mail to the Director at director.studentlife@stu.ca; or
- via the confidential line of the Director at 506-453-7202.

Campus Security may also forward an incident report to the Student Services Office as a Complaint.

A Complaint should include a detailed description of the incident, including (if known):

- name(s) of the student(s) who is/are the subject of Complaint;
- time(s), date(s) and location(s) of the incident(s);
- description of the alleged misconduct;
- names of potential witnesses; and
- name(s) and contact information of Complainant(s).

The Complaint may be submitted anonymously. However, the Complainant should be aware that this may limit the ability of the Hearing Officer or Hearing Board to investigate, review and resolve the Complaint as a result of the requirements for a fair process, which must be accorded to the respondent against whom the complaint is made.

A Complaint of Student Non-Academic Misconduct must be submitted within ten (10) Business Days of the alleged act or occurrence of misconduct, or as soon as reasonably possible after the act or occurrence of misconduct was discovered. While we encourage students to submit a Complaint as soon as possible, this timeline does not apply to Complaints of

sexual violence. Please refer to the Policy on Sexual Violence for more information.

COMPLAINT PROCEDURE

The purpose of this procedure is to outline the process by which a Complaint of Student Non-Academic Misconduct will be investigated, evaluated and resolved.

Unless otherwise indicated, the University will respond to Complaints of Student Non-Academic Misconduct in accordance with this Policy.

Any timelines established in this Policy may be extended in extenuating circumstances by the Associate Vice-President (Enrolment Management).

A Student may be subject to an investigation pursuant to this Policy and the Student Non-Academic Misconduct Procedure regardless of any parallel action by civil, administrative or criminal authorities against the Student relating to the same or similar conduct.

Nothing in this Policy prevents anyone, including professional licensing bodies, from proceeding with civil, administrative or criminal actions independent of any University action.

Nothing in this Policy prevents Professional Programs at the University from investigating, reviewing and resolving conduct that is a violation of their professional codes, provided such conduct has not been, or is not being, investigated pursuant to this Policy.

Reports and statistics compiled by the Director on the nature and number of Complaints, decisions and sanctions will not include information that identifies a Student.

RESPONSIBILITIES OF THE HEARING OFFICER

The Hearing Officer will evaluate an allegation of Student Non-Academic Misconduct to determine if:

- the allegation is a Responsible Allegation;
- the allegation should be addressed in an informal manner or other manner;
- immediate action is warranted to protect the health or safety of the University community.

The Hearing Officer or Delegate will:

- respond to inquiries and/or questions about making a Complaint of Student Non-Academic Misconduct; and
- receive Complaints of Student Non-Academic Misconduct and coordinate the University's response in accordance with the Student Non-Academic Misconduct Policy.

The Hearing Officer will notify the Complainant in writing within ten (10) Business Days of receipt of a formal Complaint of Student Non-Academic Misconduct to confirm whether the Complaint:

- contains a Responsible Allegation and will be investigated under this Procedure;
- should be addressed in another manner; and/or
- will not be investigated pursuant to this Policy.

Where an investigation proceeds, as part of such investigation, the Hearing Officer or Hearing Board will gather and review relevant information and may conduct interviews as

appropriate with the Complainant, Respondent, employees, Students, witnesses and/or any other persons in relation to the alleged misconduct.

At the conclusion of the investigation process, the Hearing Officer will have sole discretion to determine whether a Hearing is necessary.

If the Hearing Officer determines a Hearing is necessary, the Hearing Officer will then decide whether the Hearing will be before a (another) Hearing Officer or before a Hearing Board giving consideration to:

- the seriousness of the allegation(s) made in the Complaint;
- whether the alleged incident was related to a single event / incident or is one of several alleged incidents; and
- whether the Respondent has been found responsible for Student Non-Academic Misconduct in the past.

HEARING PROCEDURE

Where a Hearing is deemed necessary, the Respondent(s) will be invited to the Hearing and will be provided written notice of:

- a proposed date for the Hearing and notice of the right to reschedule within reasonable time frames;
- whether the Hearing will be before the Hearing Officer or a Hearing Board;
- the alleged misconduct, as set out in the Complaint;
- a report of the pertinent facts, evidence and particulars gathered during the investigation;
- notice of the right to be accompanied by an Advisor;
- a link to a copy of the Student Non-Academic Misconduct Policy and any other applicable
- University policies; and
- that a decision may be made in the Respondent's absence if the Respondent fails to appear for the Hearing.

During the Hearing the Respondent:

- will have the opportunity to respond to any evidence contained in the investigation report;
- may present any relevant evidence; including witnesses;
- may be accompanied by an Advisor of their choice. If the Respondent chooses to have an Advisor present, the Student shall provide written notice of the Advisor's attendance at the Hearing to the Student Services Office at least two (2) Business Days in advance of the Hearing date. An Advisor may not be a lawyer.

The Respondent will be provided with written notice of the decision of the Hearing Officer or Hearing Board including any sanction(s) applied and the rationale for the decision within ten (10) Business Days of the Hearing. Timelines may be extended in extenuating circumstances by the Hearing Officer or Hearing Board and, if deemed necessary, notice of the extension will be given to the Respondent.

General

The standard of proof for determining whether a Student has violated the Student Non-

Academic Misconduct Policy is the civil standard, being on a balance of probabilities. Hearings will not be open to the public and are required to be kept confidential by the Hearing Officer or Hearing Board.

Consistent with the University's Policy on Release of Information About Students, information about the decision of the Hearing Officer or Hearing Board will be shared only with those who have a legitimate need for the information.

APPEAL PROCEDURE

A Respondent who has been found responsible for Student Non-Academic Misconduct may appeal the decision made by the Hearing Officer or Hearing Board to the Vice-President (Academic and Research) within ten (10) Business Days of receiving the decision.

To file an appeal, a Respondent shall be required to submit the following information, in writing, to the Vice-President (Academic and Research):

- a copy of the decision;
- a statement of the grounds for appeal;
- a statement of facts relevant to the basis of appeal;
- a statement of the remedy sought; and
- any supporting documentation that the Respondent intends to refer to at the appeal hearing.

A Respondent may appeal the decision of the Hearing Officer or Hearing Board on the following basis:

- relevant evidence has emerged that was not available at the time of the original decision
- the Student Non-Academic Misconduct Policy was not followed and the outcome of the case might have been substantially affected by this failure; or
- the severity of the sanction imposed exceeds the nature of the misconduct for reasons identified by the Respondent; or
- any other basis detailed in the written appeal.

The Respondent's rights on an Appeal are the same as those set out above for the original Hearing.

A Hearing before the Vice-President (Academic and Research) will be scheduled within ten (10) Business Days of the Respondent filing the appeal. Timelines may be extended by mutual agreement of the Respondent and the Vice-President (Academic and Research) or in extenuating circumstances by the Vice-President (Academic and Research) with notice to the Respondent.

Appeal Hearings will not be open to the public and will be kept confidential.

If deemed necessary, at the sole discretion of the Vice President (Academic and Research), Appeal Hearings may be adjourned to ensure that essential information can be obtained. If an Appeal Hearing has been adjourned, it will be reconvened within five (5) Business Days.

The Respondent will be provided with written notice of the outcome of the Appeal Hearing

within five (5) Business Days of the decision being reached. Timelines may be extended by mutual agreement of the Respondent and the Vice-President (Academic and Research) or in extenuating circumstances by the Vice-President (Academic and Research) with notice to the Respondent.

SANCTIONS

Sanctions for violation of the Student Non-Academic Misconduct Policy are set out in Appendix B.

If the sanction includes suspension or a trespass order restricting access to the University, the Respondent will be notified of the terms and conditions associated with their return to campus at the time they are notified of the decision of the Hearing Officer and/or Hearing Board.

At the end of the specified period of suspension or trespass order, the Respondent will be eligible to return to the University, provided that:

- all terms and conditions of the suspension or trespass order have been met; and
- all outstanding disciplinary sanctions required to be completed before the end of the suspension or trespass period have been completed.

RECORDS

Records of Complaints, decisions, sanctions and appeals, other than in the case of suspension or expulsion, will not be placed on the Student's academic transcript. Records of all Complaints, decisions, sanctions and appeals will be maintained as confidential records of the Student Services Office until the Student (Respondent) graduates from St. Thomas University, at which time they shall be destroyed. Copies of decision letters will be placed in the Student's (Respondent's) file in the Registrar's Office.

APPENDIX A: PROHIBITED CONDUCT

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Policy. The general categories of prohibited conduct as set out in this Appendix are deemed to include similar conduct using new technology and similar conduct occurring in new or novel situations.

1. ACTIONS AGAINST PERSONS

A Student shall not cause or threaten to cause harm to another individual, or endanger the safety of another individual. Prohibited conduct includes, but is not limited to:

- stalking, bullying or otherwise engaging in a pattern of behaviour directed at a specific person or group of persons that would cause a reasonable individual to fear for their safety or suffer emotional distress;
- assaulting another individual sexually, or threatening another individual with sexual assault or committing an act of sexual harassment toward another individual; or otherwise
- committing an act of sexual violence as defined in the University's Policy on Sexual Violence;
- engaging in hazing or any act that harms, or could reasonably be expected to harm the

- mental or physical health or safety of another person, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; and
- engaging in a course of vexatious conduct, bullying or other harassment that is directed at one or more persons and that is based on grounds protected by the New Brunswick Human Rights Act and the University's Harassment and Discrimination Policy.

2. ACTIONS AGAINST PROPERTY

A Student shall not:

- damage, deface, or destroy the property of another individual, corporation or other entity, including the University;
- create a condition that unnecessarily endangers or threatens destruction of the property of another individual, corporation or other entity, including the University;
- use University property, facilities, equipment or materials for an unauthorized purpose;
- enter or remain in any University building or area without authorization when the building or area is officially closed or restricted for designated purposes or to designated individuals; or
- misuse the University electronic communications system or otherwise violate the ITS Lab Policies.

3. DISRUPTION OF UNIVERSITY FUNCTIONS, ACTIVITIES AND SERVICES

A Student shall not:

- obstruct another individual or group of individuals from carrying on their legitimate activities, or from speaking or associating with others; or
- interfere with the functions, activities and services of the University or a student group or groups such that the function, activity or service is obstructed or disrupted.

Examples of functions, activities and services include:

- social, cultural, academic and athletic events
- field trips
- computing services
- registration services
- library services
- residence and food services
- governance meetings and judicial hearings

4. FALSE INFORMATION AND IDENTIFICATION

A Student shall not:

- knowingly provide false information to any office or individual acting on behalf of the University or student group;
- alter or forge any University document or record, including identification materials, issued by the University;
- allow any University document or record, including identification materials, issued for one's own use to be used by another;
- use any University document or record other than for its authorized purpose; or
- act for or on behalf of the University unless expressly authorized to do so.

5. POSSESSION OR USE OF DANGEROUS OBJECTS, DRUGS OR ALCOHOL

A Student shall not:

- possess, use, manufacture, sell, exchange or otherwise distribute firearms, explosives or other weapons in violation of any applicable law;
- possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug in violation of any applicable law; or
- possess, consume, furnish, manufacture, sell, exchange or otherwise distribute any alcoholic beverages except as permitted by applicable law.

6. AIDING IN THE COMMISSION OF AN OFFENCE

A Student shall not:

- encourage or aid another Student in the commission of Student Non-Academic Misconduct.

7. CONTRAVENTION OF OTHER LAWS AND UNIVERSITY POLICIES

A Student shall not:

- contravene any provision of the Criminal Code of Canada or any other federal, provincial, or municipal law;
- contravene any University Policy except that a contravention of the Student Academic Misconduct Policy shall be dealt with under that policy and not as Student Non-Academic Misconduct.

8. FAILURE TO COMPLY WITH A SANCTION

If a Student disregards or ignores a sanction imposed in accordance with the Student Non-Academic Misconduct Policy, the Student shall be deemed to have committed a breach of this Policy and such non-compliance shall constitute fresh Prohibited Conduct.

APPENDIX B: SANCTIONS

Capitalized terms in this Appendix are defined in the Student Non-Academic Misconduct Policy.

1. Sanctions may be applied independently or in combination for any violation of the Student Non-Academic Misconduct Policy.
2. Repeated or multiple breaches of the Student Non-Academic Misconduct Policy may result in sanctions that are more severe than would be imposed for a single breach.
3. The following sanctions may be imposed by a Hearing Officer or Hearing Board:
 - written warning;
 - written reprimand;
 - discretionary sanction – work assignments, educational assignments, restorative measures, service to the University or other discretionary assignments that are considered appropriate by the Director, Hearing Board or Vice President (Academic and Research);
 - letter of behavioural expectations – an undertaking not to engage in certain behaviour

and setting out the consequences if the requirements set out in the letter are not followed;

- monetary compensation for loss, damage or injury or replacement of damaged or destroyed property;
- monetary fine;
- trespass from campus;
- loss of privileges – denial of specified privileges for a designated period of time;
- withdrawal from one or more courses;
- restrictions on participating in a University club or organization or in certain activities of a University club or organization;
- suspension of the Student from the University for a specified period of time, after which the Student is eligible to return. A permanent or temporary transcript notation may be placed on the official University transcript. Conditions for readmission may be specified;
- expulsion – permanent separation of the Student from the University. A permanent transcript notation may be placed on the official University transcript;
- other appropriate sanction as determined by the Hearing Officer and/or the Hearing Board

APPENDIX C: HEARING BOARD COMPOSITION

Capitalized terms in this appendix are defined as set out in the Student Non-Academic Misconduct Policy.

COMPOSITION AND MEMBERSHIP

- The Hearing Board is chaired by the Associate Vice-President (Enrollment Management) or delegate and a sitting Board must be comprised of the following:
 - one faculty;
 - one Student;
 - the chairperson.
- The Director serves as the administrator to all Hearing Boards, but does not vote.
- The Student member of the Hearing Board must be in good academic standing and good conduct standing.
- No member may continue on the Hearing Board if found responsible for conduct that would constitute a violation of the Student Non-Academic Misconduct Policy or another University policy.
- The Hearing Board will always sit with three members to reach quorum.

SELECTION FOR THE HEARING BOARD

- The Student Services Office will recruit up to 10 members each year to serve on the Hearing Board, with the Students' Union invited to participate in the call for nominations.
- The panel of Hearing Board members will normally be selected in September by the Student Services Office and members will be part of the panel until the panel is selected the following year.
- The Student Services Office will select Hearing Board members based on recommendations received through a call for nominations.
- Hearing Board members selected to hear a specific Complaint will declare a relation-

ship with the Respondent or Complainant that may constitute a conflict of interest. The Chair of the Hearing Board will determine if a conflict of interest exists and, if so, will select an alternate Hearing Board member from the panel.

APPEALS

- Any decision by the Hearing Board may be appealed to the Vice-President (Academic and Research) whose decision will be final.

APPENDIX D - 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

- 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.
- 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 illegal performance-enhancing drugs and techniques (e.g., blood doping), as are outlined 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.