

Thomas
C O L L E G E

**STUDENT
HANDBOOK**

2023-2024

Mission and Vision

“Those we serve are the foundation of our future.”

Thomas College prepares students for success in their personal and professional lives, and for leadership and service in their communities. Thomas provides a supportive learning environment that values the needs and goals of individual students. At Thomas, students discover and fulfill their unique potential. Each program at the College promotes professional excellence, informed by ethics and integrity.

Thomas aspires to be a regional leader in business and liberal arts education. The College is committed to quality teaching and to the application of technology at both the graduate and undergraduate levels. Thomas offers broad opportunities for professional development and promotes economic prosperity through long-term community partnerships.

Diversity Statement

Thomas College is committed to building a diverse, equitable and inclusive community that fosters professional, intellectual, and social advancement. We proudly recognize that our differences as well as our commonalities promote the integrity and resilience to prepare our students for the evolving world we serve. We are committed to providing the necessary leadership, guidance, and resources necessary to promote campus diversity, mutual respect, fairness and appreciation of differences. Thomas College pledges through its policies and procedures to support all efforts to educate its members about our goals, and to hold all members of the community to the standards found in both our *Employee Handbook* and the Student Conduct Code that honor the unique and valuable contributions of each individual member of our community.

Note: The “Safe Space” sticker, as seen on hundreds of college campuses nationally, sends an important message to lesbian, gay, bisexual, and transgender (LGBT+) students, colleagues, and their allies. The message is one of understanding, non-judgment, and knowledge of LGBT persons’ needs and concerns. It is symbolic of willingness and a commitment to provide an atmosphere of unqualified acceptance and assistance and is obtained after completion of a training session provided during the academic year.

College Colors: Black/White/Red

College Mascot: Terrier

Table of Contents

The Student Handbook is intended as an introduction to Thomas College for new students and as a reference manual for upper-class students. We hope the handbook will help you find your way around campus and assist you in discovering resources to expand your intellectual, social, emotional, and physical growth. Since this is a reference manual, it may not include complete information. We hope that you will use it to find your way to the people who can provide you with more information.

The Student Handbook is produced by the Student Affairs Office. Material was supplied by several departments, individuals, and offices of the College and was accurate at the time the copy was sent to the printer. Given the changing and developing nature of the College, complete accuracy past the date of compilation – June 30, 2023– cannot be guaranteed. **NOTE: Any COVID19 related guidelines, policies, and procedures for the health and safety of the Thomas community, as well as the Terrier Pledge, will supersede information in this handbook.**

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Important Phone Numbers

Safety and Security Office	Emergencies	207-859-1399
College Main Switchboard		207-859-1111
College Main Fax		207-859-1114
Health Center		207-859-1401
Health Center Fax		207-859-1126
Student Affairs Office		207-859-1243

THOMAS COLLEGE ACADEMIC

CALENDAR 2023-2024

August 2023

21-25	Mon-Fri	MBA TCI Course
23	Wednesday	Early Start Programs Begins
28 – Sept. 1	Mon-Fri	MBA TCI Course

September 2023

2	Saturday	Orientation/New Resident Move In
3	Sunday	Orientation Continues
4	Monday	Orientation Cont./Returning Students Move in
5	Tuesday	Fall Classes Start, Add/Drop Week Begins
12	Tuesday	Last Day to Add/Drop Fall Courses w/No Transcript Record
29	Friday	Early Warnings Due

October 2023

9	Monday	Indigenous People's Day – No Classes
10-13	Tues-Fri	Fall Diversity Week
20-22	Fri-Sun	Homecoming/Family Weekend
27	Friday	Mid-Semester Warnings Due

November 2023

3	Friday	Last Day to Withdraw from Fall Course with a W
10	Friday	Veteran's Day – No Classes
13-17	Mon-Fri	Pre-Registration for Sp. 2024
21	Tuesday	Residences Close at 6:00 p.m.
22-24	Wed-Fri	Thanksgiving Vacation – No Classes
26	Sunday	Residences Reopen at Noon

December 2023

8	Friday	Last Day of Fall Classes
11-15	Mon-Fri	Finals Week Residence Halls Close 24 hrs. after Last Final or by 6pm on Friday, (whichever comes first)
18	Monday	Semester Break Begins
22	Friday	Fall Grades Due

January 2024

12	Friday	Semester Break Ends
14	Sunday	New Resident Move-in
15	Monday	Orientation/Returning Residents Residences Reopen at Noon
15	Monday	Martin Luther King Day – No Classes

16	Tuesday	Spring Classes Start, Add/Drop Week Begins
23	Tuesday	Last Day to Add/Drop Spring Courses w/No Transcript Record

February 2024

19	Monday	President's Day – No Classes
20-23	Tues-Fri	Spring Diversity Week

March 2024

1	Friday	Residences Close at 6:00 p.m.
4-8	Mon-Fri	Spring Break –No Classes
8	Friday	Mid-Semester Warnings Due
10	Sunday	Residences Reopen at Noon
22	Friday	Last Day to Withdraw from a Spring Course w/W

April 2024

8-12	Mon- Fri	Pre-Registration for Fall 2024
26	Friday	Last Day of Spring Classes
April	Mon -Fri	Finals Week
29-		Residence Halls Close 24 hrs. after Last Final for non-graduating residents or by 6pm on Friday, (whichever comes first)
May 3		

May 2024

3	Friday	Senior Grades Due by Noon
5-10	Sun- Fri	Maymester Intensives
10	Friday	Spring Grades for Non-Seniors Due
11	Saturday	Commencement
11	Saturday	Residences Close for Graduating Students by 5p.m.
27	Monday	Memorial Day
27	Monday	Summer Term Starts, Add/Drop Week Begins

June 2024

3	Monday	Last Day to Add/Drop Summer Courses w/No Transcript Record
19	Wednesday	Juneteenth

July 2024

4	Thursday	4th of July
5	Friday	Last Day to Withdraw from Summer Course with a W

August 2024

2	Friday	Summer Term Ends
9	Friday	Summer Term Grades Due

*Students in the in-person MBA program will follow the calendar for Day students. Students in the Online Master's Program will follow the calendar found here: www.thomas.edu/current-students/registrar/academic-calendar/

STUDENT SERVICES

ATHLETICS

(Sukeforth Family Sports Center, Room AT-214: Christopher Parsons, Vice President of Athletics, Ext. 404)

Mission

Thomas College Athletics enhances academic and professional success through excellence in competition, sportsmanship, leadership, and service.

Support of the College's Mission and Vision

The Department of Athletics supports the institutional mission and vision by recruiting student-athletes who are a “good fit” with the College’s learning environment and academic offerings. As an extension of the traditional learning environment, the Department of Athletics reinforces the values and characteristics necessary for success both while on campus and after graduation. Finally, they support the full integration of student-athletes into the campus community from entrance to graduation.

NCAA Gambling Guidelines

As outlined by the Division III NCAA Manual: Staff members of a member conference, staff members of the athletics department of a member institution, and student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate team.
- Accept a bet on any team representing the institution.
- Solicit or accept a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value
- Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling

COMMUNITY STANDARDS

(Ayotte Center, Room AD-127C: Aracelis Mason-Pollard, Director, Ext. 216)

The office of Community Standards promotes student success and development through upholding the Student Conduct Code to ensure a safe, respectful, and inclusive campus community where students can thrive. The office creates developmental learning opportunities that engage students in ethical decision making through the student accountability process, restorative practices, and campus programming.

COUNSELING SERVICES

(Ayotte Center, Room AD-127A: Carol Jollotta, LCSW Counselor, Ext. 245; Gretchen Fall Sawyer AD-127A Ext. 241)

Mission

Counseling Services promotes the personal, developmental, and psychological well-being of students at the College; contributes to a community atmosphere that maximizes growth and students' educational achievements; and collaborates with other College offices and programs in efforts toward student success and retention.

Personal Counseling

Thomas College offers free, confidential, professional counseling services for all full-time day students. Students seeking this service should email counselor@thomas.edu to schedule. Counseling Services provides in person and teletherapy (student must be in Maine) sessions. Teletherapy is provided via a HIPPA compliant platform and is chosen by students for a variety of reasons, including its convenience. Counseling Services provides an array of services to help students successfully navigate through various academic, personal, and social challenges allowing them to achieve their individual goals. Counseling Services include individual and couples' sessions (when both parties meet eligibility criteria for use of Counseling Services) as well as outreach and programming to the greater Thomas community. Students may seek counseling services for assistance with a variety of concerns to include issues surrounding anxiety, depression, sleep struggles, and stress; interpersonal skills; family and relationships; personal crisis; grief; sexuality/sexual orientation; self-confidence; conflict resolution and anger management; substance use/misuse; or consultations. Counseling Services staff are familiar with a variety of community resources and are available to assist students in connecting with providers in the community, should the need arise.

Substance Use Counseling & Education

Information about alcohol and drugs is available and free of charge to any member of the College community and can be obtained from the Dean of Student Affairs, Director of Health Services, and a Counselor. Any inquiries from a student who is concerned that they have or might be developing a substance use problem, or are concerned about the substance use of another, will be kept confidential. Counseling Services provides assessment, psychoeducation, treatment, and referral to community providers for students who would like support in making changes in their use of substances. These services are voluntary and generally initiated by the student.

DINING SERVICES

(Spann Commons, Dining Center: Jody Pelotte, Director, Ext. 444)

The Dining Center is open to all members of the Thomas College community. Residents are required to be on a designated semester meal/block

plan – [Unlimited meals, 225, 135 or 100 or 75 blocks]. Resident students must present a valid student ID and swipe into the Dining Center at all meals. Swipes associated with a specific meal/block plan may only be used to obtain meals for the resident assigned to the plan.

Commuters can purchase one of our block plans or pay per meal at the door. Commuter block plans come in a 5-meal block with \$500.00 in board bucks, a 25-meal block with \$100.00 in board bucks or a 50-meal block with \$50.00 in board bucks. The Thomas community may add Terrier Bucks to their IDs or pay per meal at the door. No one is allowed in the dining room unless they are paying for the meal through a meal plan, Terrier Bucks, or purchasing a meal at the door.

- No food, dishes, or utensils are to be taken from the dining room including paper plates. A piece of fruit or a cup of coffee or tea may be taken in your own mug from the dining room. Any other needs must be directed to the Dining Services Director.
- Bag meals are available in place of a meal and will require at least a 24-hour notice. Students may also participate in the “Choose-to- Reuse” meal-to-go program.
- Students on a resident meal plan receive two free guest meals to use during the semester.
- Surprise Someone Packages are available with a 5-day notice. Visit the Dining Services website at <https://www.thomas.edu/student-life/residential-life/dining/> for more information.
- No logo merchandise or alcohol can be purchased with Board Bucks (monies associated with Board plans). Terrier Bucks may be used to purchase all goods and services in the Dog Pound, Jeanie’s Café, and Campus Store.
- Board Bucks or Terrier Bucks may be used to purchase meals for a family member or guest.
- The College reserves the right to suspend or terminate a student’s food contract due to behavior that the staff deems inappropriate. The College will not be held responsible for refunds if a student is prohibited from eating in the Dining Center.
- Anyone caught throwing food or being disruptive will be subject to disciplinary action.

DISABILITY SERVICES

(Ayotte Center, Room AD-127: Lisa Desautels-Poliquin, Dean of Student Affairs, Ext. 243)

Upon receiving timely notice of need, Thomas College provides reasonable accommodations for Thomas students with physical, learning, and other qualified disabilities. To request accommodations, contact the Student Affairs Office for information about college policies.

EMERGENCY LOAN FUND

(Ayotte Center, Room AD-104: Student Financial Services, Ext. 105)

Thomas College provides a way for students to borrow up to \$150 from the College when an unexpected expense occurs. To receive an Emergency Loan, the student's prior semester balance must be paid in full and satisfactory payment arrangements for the current semester balance must be made. Applications for the Emergency Loan Fund are available in the Student Financial Services Office and subject to approval by the Senior Director of Student Financial Services and the VP of Finance and CFO.

HEALTH CENTER SERVICES

(1st Floor of Grant Residence Hall: Cheryl Daggett, APRN-CNP, Director, Ext. 401)

The Health Center is staffed by a full time Nurse Practitioner. Services available through the Health Center include evaluation and treatment for common illnesses and injuries, prescriptions, and preventative health care. Referrals are arranged as needed both on and off campus. In addition, health education and prevention programs are sponsored through the Health Center for all students.

Students must have their completed health records (physical exam* within 12 months of entering the college, immunizations, and medical questionnaire) on file in the Health Center to receive services. Maine State Law requires that students have immunization records that include 2 doses of Measles, Mumps, and Rubella (MMR) and a current Tetanus/Diphtheria (TD or Tdap received within the last 10 years) in the Health Center files as well. The presentation of acceptable proof of immunization or immunity must be made prior to a student's attendance at class or participation in other activities conducted by the college. Students who are not in compliance may be administratively withdrawn from the college.

When the Health Center is not open, students may seek health care for minor injuries or illness in the local Outpatient/Express/Urgent or Walk-In Care Department. For severe illness or injury, students can go to the local Emergency Department.

***Student Athletes**

Prior to participation in the NCAA Intercollegiate Athletics, student athletes will be required to complete all NCAA compliance paperwork and Health Clearance forms. The NCAA requires that student athletes entering their first year as a participant complete a physician's physical within six (6) months of participation in that sport. Additional information regarding athletics is available on the Thomas College Athletics website at www.thomas.edu/athletics or by contacting the Director of Athletics.

Sports Injury

Thomas College provides athletic training coverage for student-athletes while they are participating in intercollegiate athletics. The Athletic Trainer's office is in Room AT-110 located on the bottom floor of the Sports Center. In all instances involving injuries, athletes should contact their coach immediately if they are injured and follow up with the Athletic Trainer for treatment.

Student Health Insurance Coverage

Students registered for nine credits or more are required to carry health insurance. A student health insurance plan is available for students without their own health coverage. Students who have a change in policy while enrolled at Thomas must notify Student Financial Services immediately.

International Student Health Insurance

All international students (F1 and J1 visas) are automatically enrolled in the Thomas College Student Health Insurance plan. Students who choose to waive the Thomas College Health Insurance plan **MUST provide proof of a health and accident insurance that is ACA compliant, provides non-emergency care while in Maine, and be US based and administered.** The waiver form, Verification of Medical Insurance Form and insurance policy must be received and on file before moving into campus housing, participating in college activities and/or attending classes (regardless of the number of credits for which they are registered). Students must remain fully covered for the entire time that they are enrolled as a Thomas College student.

- Students who have a change in policy while enrolled at Thomas must notify Student Financial Services immediately.
- Students must have complete and up-to-date health and immunization records on file with the campus Health Center before moving into housing and/or starting classes.

IT SERVICES

(Alfond Academic Center, Room AL-134: Christopher Rhoda, VP of Information Services and CIO, Ext. 124)

The College provides many information technology services to enhance learning and living on-campus including state-of-the-art facilities, cloud-based services, Internet and Internet2 connections, Wi-Fi 6 (802.11ax), e-mail, storage, web-based collaboration systems, e-portfolio systems, smart HD-equipped interactive classrooms, a learning management system, video production and editing systems, a variety of software, 250+ workstations, sign-out equipment, dozens of servers and a secure video conferencing system with dial-in phone and recording capabilities.

Each student is assigned an account giving single-sign-on access to Office 365, Adobe's cloud, Google Apps, Apple iCloud, e-mail, Intranet, Moodle and more. A web-based student information system (MyThomas) provides access to class

schedules, student grades, student bills, and other information. A Microsoft Campus Agreement allows undergraduate and graduate students to upgrade to the latest version of Windows 11, download/install Office 365 and use Office 365 cloud services (including OneDrive, SharePoint, Teams, Office Web Apps and Office Mobile for iPhone/Android/iPad) on five devices for no additional cost while taking courses at the College. Internet and Internet2 access are provided by a 10G connection.

The computer labs and clusters at Thomas are comprised of Windows 11 computers running the latest version (21H2). Students have access to printers and computers 24x7 in our Alfond Academic Center and residence hall buildings. Technical assistance, training and sign-out equipment is available from our Service Desk in the center of the Alfond Academic Center. Microsoft Office 365 (Outlook, Word, Excel, Teams, PowerPoint, Publisher, Access), Adobe Creative Cloud, Visual Studio, Project, Visio, Minitab, QuickBooks and many programming languages are available campus wide. The Alfond Academic Center, GPH, Hinman, Bartlett, and Townhouse labs and clusters are accessible 24 hours a day and 7 days a week. Most services are available remotely as well.

Facilities are staffed by several full-time staff and part-time work-study staff. The facilities are generally open Monday through Thursday, 7:30 a.m. to 11:00 p.m.; Friday, 7:30 a.m. to 5:00 p.m.; Saturday, 8:00 a.m. to 5:00 p.m. and Sunday, 1:00 p.m. to 11:00 p.m. Wi-Fi 5 and 6 (802.11ac Wave 2 and 802.11ax) wireless network access is provided throughout campus with individual network speeds up to 850Mbps. 5Ghz connections are strongly recommended. Older 2.4 Ghz connections are also available but may not work in all areas due to limitations with this older technology. Residence hall rooms also have secure high-speed wired network connections and over 100 Internet-based Spectrum TV channels. A student affairs channel is available on lobby monitors around campus. Discounted rates are available to Thomas students for various software, hardware and services detailed on the MyThomas system.

JUDICIAL REVIEW BOARD

(Advisor TBD) The Board is comprised of five - nine students who are approved by the Student Senate. These students meet to review alleged violations of campus policy, which are referred by the Director of Community Standards or Dean of Student Affairs. Using a standard of preponderance, the Judicial Review Board has the authority to determine whether a violation of campus policy has occurred and to recommend sanctions to the Dean of Student Affairs in accordance with the severity and nature of the violation. Note: for 2023-2024 the Board will be undergoing review and may not be functioning.

LIBRARY SERVICES

(Alfond Academic Center: David Smith, Associate Director of Library Services, Ext. 235; Brian Darr, Academic Support and Service Desk Manager, Ext. 215; Marilyn Hudzina, Instructional Designer, Ext 222)

The Thomas College Library manages the College's research collection of electronic, print, and audio-visual resources. In addition to more than 6,000 in-house print and media items, the library offers 24/7 on-and off-campus access to general and discipline-specific online resources containing abstracts, full-text articles, and e-books. The library collection includes a wide variety of computer and audio-visual equipment available for short-term loans to students for course-related activities, such as microphones, laptop computers, tablets, and video-data projectors. Any student, faculty, or staff member with a valid Thomas College ID card may borrow materials from the library.

The library contains computer workstations, a video collection, reference material, a general circulating collection, and the Service Desk. The library offers a variety of sitting areas and study rooms. The library has been designated as a "quiet space" and while quiet talking is permitted, students are encouraged to use other common spaces for activities that may become loud and disruptive to others.

Information Services supports the Student Print Center and campus computer labs in support of student projects. Students are encouraged to contact our professional library staff for group or individual assistance in the use of online and print resources, computer applications, and general research techniques.

Students may request inter-library loan items that are available through the MINERVA consortium as well as members of the Maine INFONET consortium via the Thomas Library online catalog.

A short distance from the Thomas College campus, the city of Augusta is home to the Maine State Library, the Maine Law & Legislative Library, the University of Maine at Augusta Library, and the Lithgow Public Library. Anyone may enter and use materials on site at these libraries; Maine residents may borrow material from the Maine State Library and the Maine Law & Legislative Library at no charge.

Holiday, vacation, and summer hours vary and are posted on the home page of the library website (www.thomas.edu/library) as well as Facebook, Instagram, and on the academic TV located in the Library Commons.

Borrowing Rules

All library materials are checked out and returned to the library at the Service Desk. Books borrowed from the library are due three weeks from the initial loan date and are subject to recall before the three-week due date. Students have ten days from the date of the recall notice to return a recalled book without penalty. DVDs are due seven days from the date of checkout.

Books, videos, journals, photocopies, and other materials assigned by instructors as required or suggested course supplements are placed on reserve and are stored behind the Service Desk. To ensure ready and consistent student access to

materials, reserve materials may not be removed from the library.

Audio-visual equipment and computers are borrowed for a short-term loan period of four hours and may be extended for four additional hours if the equipment is not being reserved. All items are due back by the end of the approved loan period. All equipment must be returned on time, or the patron will accrue fines. Due dates for Interlibrary Loan items vary by the lending library and are determined at the time of check out at the Thomas College Library. The library does not provide long-term equipment loans and does not allow equipment to be taken off campus over breaks. Exceptions to any of these rules may be made at the discretion of the Service Desk Manager or Associate Director of Library Services and will only be considered for patrons in good standing with the library at the time of the request.

Fees and Fines Policy

The purpose of the Fees and Fines Policy is to encourage the prompt return of borrowed library materials and equipment so that they can be available for use by other library patrons. In general, the policy applies to materials and equipment borrowed from the Thomas College Library, to recalled materials, and to all categories of borrowers: students, faculty, staff, and others. When materials are needed by another borrower, the library sends a recall notice to the current borrower with a new due date, which supersedes the original due date.

A borrower's responsibility does not end until material has been returned and discharged by the library service area. Return receipts are available upon request. Please keep in mind that it is also a borrower's responsibility to understand what will occur if borrowed items become overdue, damaged, or lost. Questions should be addressed to library personnel.

Borrowers are expected to respond to all library recall and fine assessment notices. Please report any discrepancies promptly to the library service area from which the material was borrowed. Fines will be tiered, based upon length of time overdue. All fines shall be non-refundable. If an item has been overdue more than 48 hours, the information will be sent to Student Financial Services to be billed for replacement plus all fines. Student library users are subject to the following schedule of fees and fines.

Fines Schedule

- Regular circulating materials (books and movies) - \$1.00 per day, with a maximum of \$10.00 per item.
- Recalled materials - \$5.00 per day, up to a \$50.00 maximum.
- Reserve items - \$5.00 per hour, up to \$25.00 per day.
- Interlibrary loans – overdue fees vary by the lending libraries; some libraries may charge a flat fee of up to \$70.00 for each unreturned item.

Lost, Damaged, or Unreturned Items

- The fee for lost or damaged books and DVDs will be \$75.00 per item, plus a non-refundable \$10.00 processing fee. If the replacement cost of an item exceeds \$75.00, the user will be charged the full replacement cost of the item plus the processing fee.
- If recalled materials are not returned at the time the maximum fee is reached, the user will also be billed for the cost of replacement.
- Users who remove reserve items from the library will be charged the full replacement value of the item plus a non-refundable \$10.00 processing fee.
- Students who do not return inter-library loan materials will be charged a replacement and processing fee set by the lending library.
- Damaged inter-library loan materials are subject to the same replacement charges as items not returned.
- Exceptions to the fine schedule may be made at the discretion of the Associate Director of Library Services or the Service Desk Manager.

Circulating Equipment

The equipment available for loan to Thomas College users supports classroom and academic activities and institutional programs. This equipment is loaned on an hourly basis. Late fines for audio-visual and computer equipment are calculated at the following rate:

- For every hour equipment is overdue, users will be charged \$5.00 per hour up to a maximum of \$50.00 per day, per item.
- Cords and peripherals will also be billed if not returned before 48 hours of overdue status. At the same time, a non-refundable \$10.00 processing fee shall be added to the patron charges.
- Damaged or unreturned items will result in a bill to the user for the full replacement value of the item plus a non-refundable \$10.00 processing fee (for the cost of replacement).

Abuse of Privileges, Theft, or Mutilation

The Thomas College Library may suspend privileges to any user who regularly fails to return materials or equipment in a timely manner and/or may seek criminal prosecution or civil sanctions in cases of theft or mutilation of library materials.

Noise Policy

To support the need for a “Quiet Academic Environment” the library does have a noise policy. This is not the same as a “Silent Academic Environment”. We ask that everyone who makes use of the library space be aware of and respect the needs of those around them. To review the policy for details please visit <https://www.thomas.edu/library/noise/>.

PROFESSIONAL & CAREER DEVELOPMENT

Ayotte Center, Room AD-105 – Office of Professional & Career Development:
Amanda Wrigley, Director of Professional & Career Development, Ext. 464;
Kiara Goggin, Professional & Career Development Program Coordinator,
Ext.106

Professional & Career Development Overview

At Thomas College, students begin preparation for their success on day one and continue through graduation and beyond, with Professional & Career Development (PCD) providing resources, tools, and support. PCD supports students by working with them individually and in groups, presenting workshops on topics such as résumé and cover letter writing, internships, networking, general job searches, and interview skills. PCD hosts a Career Readiness Week each semester and Career Fairs to provide students with opportunities to network and find internships and careers.

Thomas students are encouraged early in their college career to identify professional aspirations and plan career paths to reach their goals. Even in the first year of college, we start conversations with students about skills, interests, abilities, and aspirations, all of which gives students direction in their career decisions.

Professional & Career Development serves students and alumni (assistance from PCD staff is a lifetime benefit) by:

- Providing online job and internship postings
- Maintaining the PCD website, <https://www.thomas.edu/career/>, to offer answers, tips, and resources on career topics 24/7
- Offering individual and group sessions related to career development
- Communicating opportunities to students: networking, on-campus employer visits, internship program information, and more

Guaranteed Job Program and Professional & Career Development

In order to qualify for the Guaranteed Job program, students **MUST** complete the following requirements.

Guaranteed Job Program Requirements:

1. Review and accept the Guaranteed Job Program contract online.
2. Register with Professional & Career Development.
3. Complete an internship for academic credit.
4. Earn an approved professional credential of value OR successfully complete an approved Innovation Challenge
5. Graduate from Thomas with a BA or BS with a cumulative 3.0 GPA (complete 60 credits in the Day Division).
6. Have a student balance of zero upon graduation and no student loans in default.
7. If not employed within 30 days of graduation, meet with PCD with any questions.

Note: Thomas College will honor any valid GJP contract signed prior to fall 2021. Those students also have the option to transfer to the new GJP program with no penalty. Please see Professional and Career Development with any questions.

Meet with Professional & Career Development

Drop-in appointments can be accommodated during the open office hours. Also, you can visit Professional & Career Development on the web at <https://www.thomas.edu/career/> or email the following staff:

- Amanda Wrigley, Amanda.wrigley@thomas.edu
- Kiara Goggin, Kiara.goggin@thomas.edu
- Kerry Smart, Kerry.smart@thomas.edu

For more information regarding **Digital Badging, Innovation, and the FIRE & ICE program** email the following staff:

- Matt Gilley, Matt.gilley@thomas.edu
- Mike Duguay, Mike.duguay@thomas.edu

RECREATION AND INTRAMURAL PROGRAMS

(Harold Alfond Athletic Center: James Delorie, Assistant Vice President of Residence Life and Student Engagement, Ext. 183)

The purpose of the Harold Alfond Athletic Center is to provide recreation and intramural opportunities to Thomas College students. Programs and activities that promote fitness, health, and wellness are the primary focus. Competitive and non-competitive activities serve to promote good sportsmanship, respect for self and others, and teamwork. Learn more about the Department of Recreation and Intramural Program's offerings at: <https://www.thomas.edu/recreation/>

All users of the Athletic Center must have a liability form accepted and agreed upon. The liability form can be found on your My Thomas page under Student Affairs. Please open and review the document and then click *yes* that you read and agree to the terms. This will keep your file up to date.

RESIDENTIAL LIFE AND HOUSING

(Harold Alfond Athletic Center, James Delorie, Assistant Vice President of Residence Life and Student Engagement, Ext. 183; Derek Dalrymple, Resident Director, Ext. 305)

Residential Life and Housing is designed to provide a healthy environment in which to live and to learn. A Residence Life Team comprised of the Assistant VP of Residence Life, professional live-in staff members, and Community

Assistants work with students to accomplish this goal. A member of professional staff within Student Affairs is on call 24 hours a day when residences are officially open. Questions regarding housing, roommates, Room Selection Process, placement, etc. should be directed to the Assistant VP of Residence Life.

SAFETY AND SECURITY

(Ayotte Center, AD-128: Christopher Santiago, Director, Ext. 399)

The Department of Safety and Security is responsible for ensuring reasonable protection of persons, property, and the facilities of the College. The department is staffed 24 hours a day, seven days a week, 365 days a year. Our officers are responsible for policy and parking enforcement, security of facilities, emergency response, and incident investigation. They perform foot and vehicle patrols of the campus and conduct rounds throughout campus buildings. The department is also responsible for campus parking permit registration and audits of campus lighting and life safety devices. The Director of Safety & Security is a member of the Auxiliary Services staff, which strives to provide excellent stewardship, support, services, and reduces risks for the college and its diverse set of stakeholders in a fiscally responsible manner ensuring continued success for the college.

Campus Crime Report

The Jeanne Clery Disclosure of campus security policy and campus crime statistics act (Clery Act) requires all colleges and universities to provide campus crime statistics to current students, faculty, staff, and to prospective students upon request. The Thomas College Security Report is available to the College community by October 1st of every academic year and can be viewed at <https://www.thomas.edu/wp-content/uploads/2022/11/2022-Annual-Campus-Safety-Security-Survey-and-Fire-Safety-Report.pdf> or a hard copy is available in the Student Affairs Office upon request.

Communications

Thomas College strongly encourages students to provide mobile phone numbers as a means of communication for emergency contact and notification.

First Aid, CPR, and Automated External Defibrillator (AED) Classes

The Department of Safety and Security can coordinate CPR and AED classes for interested student(s) or small campus groups. Participation will be limited to allow for an appropriate participant to instructor ratio.

Lost & Found

All items should be brought to or claimed at the Safety and Security Office. Lost and found items will be disposed of 30 days after the end of each semester if they are not claimed.

Motor Vehicle Registration

All members of the Thomas College community must register their vehicle with the Safety and Security Office to obtain a parking sticker. Place the issued decal on the rear window of your vehicle on the driver's side. The fee for parking stickers is \$5/year. Snowmobile and ATV use are not allowed on college property.

To have a vehicle on campus:

- The vehicle must have a valid state registration.
- Disabled or inoperative vehicles are not permitted to be parked on campus.
- Resident students may only have one vehicle parked on campus (exception: residents can have a motorcycle and a vehicle).

Illegal Parking

Students are not permitted to park in the visitor lot in front of the Ayotte Center, along the entrance leading to the residence halls, fire lanes, handicap parking areas, or any other reserved parking spaces.

Parking and Traffic Violations

To ensure the safety of motorists and pedestrians in our community, as well as to maintain effective parking for students, faculty, staff, visitors, and guests, our Security Officers frequently patrol campus and monitor for traffic and parking violations. Violations can result in a written warning or citation with an associated fine. When a citation is issued, the registered vehicle owner (student) will receive an emailed notification of the violation and fine amount. Fines will be automatically added to student accounts within 7 days. Students may appeal a fine within 7 days from the date that the citation was issued by contacting the Director of Safety and Security and requesting a meeting in person.

Please be advised that the Thomas College Department of Safety and Security reserves the right to tow vehicles from specific lots or from campus entirely at the owner's expense in the event of repeated or significant traffic & parking violations. In addition, parking privileges on campus may be revoked at the discretion of the College.

Additional parking information can be found on the Thomas College Safety and Security web page.

Self Defense Classes

The Office of Safety and Security offers self-defense classes during the academic year. Students will be notified by e-mail of the class date and time. Additional workshop offerings can be made available to interested student groups through coordination with Safety and Security.

Snow Removal Policy

On the day when a Snow Removal Protocol is requested by Maintenance, Safety and Security will post signs and send an e-mail to students. Students are

expected to move their vehicles for Maintenance to plow the parking lots by specific times. Vehicles should be moved to other campus lots as directed by the times designated below. Vehicles should not be returned to the resident lots until snow removal is completed.

- Vehicles parked in the GPH, A, B and C Lots must be moved by 9:00 a.m.
- Vehicles parked in the Bartlett, Hinman and Village Lots must be moved by 11:00 a.m.
- Vehicles parked in the Townhouse Lots must be moved by 1:00 p.m.

Owners of vehicles that are not removed from these lots by the designated time will be fined \$50.00.

Walking Escort Services

If you are returning to campus late in the evening or simply walking from one building to the next, our officers provide walking escorts upon request.

STUDENT LIFE

(Alfond Athletic Center: James Delorie, Assistant Vice President of Residence Life and Student Engagement, Ext. 183; Spann Commons, Room 115: Michael Sales, Senior Coordinator of Student Activities, Ext. 247)

The Office of Student Life seeks to enhance the out-of-classroom experience for all students. The Assistant Vice President of Residence Life and Student Engagement and the Senior Coordinator of Student Activities work with students to collaborate and empower them to take an active part in developing social, cultural, intellectual, physical, and outreach programs on campus. Opportunities for leadership development are designed to assist students with their personal and professional goals. Students are encouraged to take part in campus activities and leadership and service opportunities. There are many ways to get involved in campus life and new members and ideas are always welcome.

Student Clubs and Organizations

The clubs and organizations available may vary from year to year depending on student interest. Contact the Senior Coordinator of Student Activities if you have a need or interest that is not being met by any of the current active clubs and organizations or for contact information for club leaders and advisors.

- **Active Minds:** Active Minds at Thomas College is dedicated to saving lives and to building stronger families and communities. Through education, research, advocacy, and focus on young adults ages 14-25, Active Minds is opening the conversation about mental health and creating lasting change in the way mental health is talked about, cared for, and valued in the United States.

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- **Alpha Chi Honor Society:** A national college honor society that admits, by invitation, the top 10% of juniors and seniors from all academic disciplines; it promotes and honors academic excellence and exemplary character.
 - **Art Club:** The Art Club strives to offer creative outlets for students to express themselves. Programs center around collaborative creation of art through exploration, creativity, and fun.
 - **Black Student Union:** This organization promotes unity through sharing black culture and providing students with a safe platform to express their diversity and learn about other cultures, social injustices, and the advancements of the minority population.
 - **CAB (Campus Activities Board):** The Campus Activities Board (CAB) is a student group responsible for programming campus-wide social and cultural activities. CAB members plan, coordinate, and oversee all aspects of most special event programming that occurs throughout the year. Membership is open to all students wishing to have a voice in the types of events sponsored on campus.
 - **Campus Christians:** The purpose of Campus Christians is to build a fun, welcoming, and passionate Christian community at Thomas. Our goal is to bless the students, professors, and employees of Thomas College and help with needs that arise. We hope to create an atmosphere of compassion and friendliness that welcomes EVERYONE.
 - **Community Assistants:** Community Assistants (CAs) are undergraduate student staff who live in the residence halls and act as peer advisers, resources, and programmers to resident students. Their primary responsibility is getting to know the students they live with and helping them to make the most of their Thomas College experience by fostering a sense of community. The CAs are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the CA on duty for their building/area, provide programming opportunities for the residents and can mediate roommate and floor issues as needed. Students must be selected to participate.
 - **Criminal Justice Club:** The Criminal Justice Club provides opportunities for students who have a common interest in law enforcement. The group participates in activities and seminars that enable them to make contacts and learn valuable information that will assist them in their chosen career path.
 - **Dance:** This Performing Arts organization provides the opportunity for students to learn various dance styles and perform them for the campus and community. The director provides a comfortable, relaxed, and energetic atmosphere for students to learn and develop.

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- **Educators Rising:** A space for future educators to collaborate with the campus and community through fundraisers, activities for children, and workshops that expand their knowledge in the field of education.
 - **Gaming Club:** For students who enjoy any type of gaming, whether that be console, PC-based, board and card gaming, or all the above, Gaming Club hosts gaming hangouts and tournaments on weekends.
 - **International Club:** Open to all students wishing to share a global experience with fellow Thomas College students, the club promotes diversity and inclusion through fun and educational campus events and activities in which participants can share aspects of their cultural backgrounds.
 - **JMG (Jobs for Maine Graduates) Club:** Open to all students, regardless of JMG status, this club helps students grow their skill sets through community outreach, leadership opportunities, and volunteer work.
 - **Orientation Leaders:** Orientation Leaders (OL) are selected in the spring to help plan and later implement the Fall Orientation Program for incoming students. OL selections are based upon a student's demonstrated potential for student leadership and involvement at Thomas College. The OL Team participates in a leadership training program during August to assist them in their development as student leaders. Students must be selected to participate.
 - **Peer Tutors:** During drop-in hours, at the Student Success Center and by appointment, tutors assist students in various subjects as well as Praxis preparation. Peer tutors receive extensive training so they can help students develop their academic skills, prepare for quizzes and exams, and plan how to approach papers and other projects. Students must be selected to participate.
 - **Phi Beta Lambda (PBL):** Members will develop vocational competencies in business as well as civic and personal responsibility. Programming includes sponsored speakers, a joint professional conference with students at other business institutions, and regional business-teacher conferences, and the organization also contributes to the Business Education Association of Maine, promotes social events throughout the year, and maintains a liaison with area high schools.
 - **Rotaract:** A group tied to Rotary; membership regularly participates in service projects that make an impact in the local community. Rotaract fosters professional and leadership skill development opportunities as well.

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- **Special Olympics Club:** The Special Olympics Club coordinates on-campus Special Olympics competitions and promotes inclusivity on campus. The club supports and advances Special Olympics initiatives and promotions when necessary.
 - **Student Ambassadors:** The first voice and face of Thomas College, ambassadors provide a warm welcome and campus tours to prospective students, families, and alumni, sharing college facts, their personal story, and how Thomas College has provided opportunities for them to learn and grow. Ambassadors are a vital part of the Admissions staff as well as the entire college community. Students must be selected to participate.
 - **Student Athlete Advisory Committee:** Members promote a positive student-athlete image and facilitate communication between student-athletes and the administration. The group also plans and co-sponsors events, activities, and community service efforts on and off campus.
 - **Student Athlete Inclusion and Diversity Committee:** The Thomas College Student Athlete Inclusion and Diversity (TC SAID) Committee believes in fostering a community where everyone is welcomed. We are committed to educating and promoting inclusivity and diversity.
 - **Student Philanthropy Team:** SPT aims for peer-to-peer education about philanthropy, while also raising money for the Thomas Fund. The group organizes unique fundraisers to enhance the Thomas experience for all.
 - **Student Senate:** Elected annually by the student body, it is the governing body for all students. Working closely with representatives of the College administration and faculty, Student Senate members inform them of student opinions and reactions while also representing their peers in the formation and execution of policies concerning general welfare. It also assists with funding for student clubs and groups. Students must be elected to participate.
 - **Terriers Talk:** The Terriers Talk club is for students who want to learn more about the field of communications, specifically in the area of podcasting. Additionally, this club uses campus technology to provide music and disc jockey services to other clubs, groups, and departments for campus events.
 - **Thomas College Republicans:** Members of the Thomas College Republicans encourage active citizenship in the political processes that define the United States. Members will have the opportunity to meet other members of College Republicans through networking and conventions while also serving as advocates for voting and political activism s on campus.

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- **Thomas Stage Company:** The mission of Thomas Stage Company (TSC) is to promote and encourage involvement with and appreciation of the dramatic arts in the Thomas College community through theatrical events and productions.
 - **Yearbook (*The Thomasonian*):** Created for students by students, the yearbook offers opportunities for experience in photography, layout design, sales, and many other production positions. The yearbook provides a way for students to have life-long memories of their Thomas College experience.

Yearbook (*Thomasonian*)

The *Thomasonian* is created for students by students. Each student at Thomas College receives a yearbook. If a student does not wish to receive a yearbook, the student must sign and return a waiver slip by September 30, 2023 (new students for spring semester must sign and a return waiver by February 3, 2024) requesting that the yearbook charge be removed from their bill. Waivers received after the deadlines will not be processed and the yearbook charge will remain on their bill. Yearbooks are distributed in the fall to returning students and are mailed to graduated seniors.

STUDENT CLUB AND ORGANIZATION GUIDELINES/PROCEDURES

Advertising On/Off Campus

Only those events which have been approved by the Senior Coordinator of Student Activities, or their designee, will be permitted to be advertised on campus or in the local community. All advertisements must be consistent with the information submitted for approval. Advertising should be neat and appropriate and should not serve as a fire hazard or obstacle to fire exits. Advertisements may not in any way advertise alcohol or the collection of money for the purpose of purchasing alcohol. Please cooperate to keep our campus looking clean/neat.

Fundraising Policy

Any student group including clubs, organizations, classes, etc. (athletic teams should consult the Athletic Director) or individuals wishing to sponsor a fundraiser on or off campus need to consult with the Senior Coordinator of Student Activities, or designee. Approval must be granted by the Senior Coordinator of Student Activities at least two weeks prior to the start date in order for the fundraiser to be conducted on or off campus by a student group or individual. All fundraisers must also be approved by the student group's advisor or coach. Registered clubs and groups should use the Plan of Action Form to request a fundraiser.

All student groups wishing to fundraise must be registered with the Student Life Office (Athletic teams do not need to register but are required to consult the Athletic Director). Groups or individuals who fail to follow the Fundraising

Policy may be subject to disciplinary action. Contact the Senior Coordinator of Student Activities for more information or to learn more about how to organize a fundraiser for your student group.

Funds and Accounts

Only student groups with approval from the Student Senate and the Financial Affairs Department are permitted to open an account through Thomas.

No individuals or advisors should have institution monies in their personal account. All fundraising monies should be reported to the Financial Affairs Office and the Student Life Office for recording via an Event Report Form. Only recognized, registered groups/clubs/organizations may request funding from Student Senate. Student Senate typically receives requests at the beginning of each semester.

Monies provided by the institution or fundraised by organizations may not be used to purchase alcohol or drugs, promotional materials for alcohol or drugs, or gambling in any form. All funds must be used within the fiscal year and may not be carried over from year to year.

Planning Events

Registered student groups may meet with the Senior Coordinator of Student Activities or the Assistant Vice President of Residence Life and Student Engagement to plan and coordinate any student sponsored event. A group leader must complete the ***Plan of Action*** (POA) form **no later than two weeks in advance**.

Approval must be obtained by the advisor, instructor, or coach (excluding athletics) of the group and the Senior Coordinator of Student Activities or designee. Completing the POA with approval will recognize and reserve your event on the master activities calendar and on the master campus calendar (if needed). The Senior Coordinator of Student Activities or designee will also be able to assist in reserving facilities and additional planning if necessary.

Registering Student Groups

All student groups must be registered with the Student Life Office to be recognized on campus. Registering your group will also allow a group to reserve and use College facilities and vehicles, to post advertisements for events on campus, and for inclusion into the Student Handbook. Each student group must register at the start of each semester and only registered groups will be eligible for Student Senate funding. Contact the Senior Coordinator of Student Activities for additional information.

STUDENT SENATE

(Ayotte Center, Room AD-127: Lisa Desautels-Poliquin, Dean of Student Affairs, Advisor, Ext. 243)

The Student Senate represents the general welfare of the students at Thomas College. It keeps the faculty and administration informed of student opinion and reactions concerning the needs of the students. It also provides funding for a diverse program of social, cultural, educational, and recreational activities to the Thomas College community to help meet the needs of the student body.

The Student Senate officers consist of elected offices of President, Vice President, and Secretary. The Treasurer is selected under the advice of the advisor. Officers must be Senate members for at least one year. Student Senate members include up to three representatives from the first year/sophomore/junior/senior classes, three commuter representatives and one Day Graduate representative elected at large by the student body.

Student Senate is responsible for allocating programming funds to student organizations that are registered with the Student Life Office. Proposals are submitted to Senate and presented during a predetermined meeting during the first weeks of each semester. Funds must be spent during the semester they are allocated (receipts of funding must be submitted to the Accounting Office before the close of each semester). For more information on allocations and use of Senate funds please refer to the Club/Organization Handbook available through the Office of Student Life.

STUDENT SUCCESS CENTER

(Alfond Academic Center, Room AL-121: Matthew Nash, Student Success Specialist, Ext. 375; Room AL-124: Hailey Mealey, Intensive Program Coordinator, Ext. 209; Room AL-111: Audrey Kimball, Title III Program Specialist, Ext. 376; Room AL-122: Debbie Cunningham, Sr. Vice President of Student Success, Ext. 297)

The Student Success Center (SSC) offers academic assistance and support to all Thomas students. The Center provides peer tutoring for all students and professional academic coaching upon request. The SSC also administers the Early Start, Maymester, and Peer-Led Team Learning (PLTL) programs.

Peer tutoring and small group study sessions are available for a wide range of subjects, including general education and courses within the majors. These services offer students opportunities to review, prepare for tests, work on papers and other projects, and strengthen skills.

The Peer-Led Team Learning Program is provided in designated classes and utilizes collaborative workshops to increase student understanding and help all students master course concepts. During the workshops, students will

complete real-world, problem-solving exercises that are tied directly to course content under the guidance and support of a Peer Academic Leader (PAL).

The SSC professional staff also offer academic coaching for students that desire the opportunity to strengthen their academic skills, including reading comprehension, note taking, organization, time management, and test taking.

TITLE III STRENGTHENING INSTITUTIONS PROGRAM PR Award #P031A180069

(Room AL-110: Kaitlyn Draper, Title III Grant Specialist Ext. 352)

Thomas College was awarded a \$2.3 million grant (to be received over five years) from the United States Department of Education's Title III Strengthening Institutions Program to support the success, retention, and graduation of their students. The grant has allowed Thomas College to increase services for currently enrolled students; develop data analytics to support success and on-time graduation of students; and support faculty and staff development to increase the on-time graduation of students that are first-generation and/or from low-income families.

The Title III Strengthening Institutions Program grant assisted Thomas College in the development and improvement of academic success through programs such as the Early Start Academy (ESA), the Peer-Led Team Learning (PLTL) Program, and the Title III May Intensive, which will be institutionalized when the grant ends on September 29, 2023.

TRIO STUDENT SUPPORT SERVICES

(Alfond Academic Center, Room AL-115: Lexie Hinnners-Mucci, TRIO SSS Director, Ext. 169; Tony Staffiere, TRIO Coordinator, Ext. 205; Nate Eury, TRIO Specialist, Ext. 218)

The TRIO Student Support Services (SSS) program is federally funded through the United States Department of Education . The TRIO SSS program at Thomas College cultivates an inclusive atmosphere for students by inspiring personal achievements, fostering community, and advocating for participants. Students are eligible for TRIO SSS if they will be the first in their family to earn a bachelor's degree, if their family income is within program guidelines, or if they have a documented disability.

TRIO SSS participants work with a TRIO Specialist to create individualized success plans focusing on academic development, financial literacy, personal development, and professional development to help translate personal goals into action. The TRIO SSS program also includes free educational workshops, cultural events, May intensive courses, scholarship opportunities and leadership development opportunities. Students can apply through the TRIO application link found on the web page of their MyThomas page.

ACADEMICS

(Ayotte Center: Academic Affairs Office, Thomas Edwards, Provost, AD-204, Ext. 362)

CORE COMPETENCIES

"Those we serve are the foundation of our future."

"Thomas College prepares students for success in their personal and professional lives, and for leadership and service in their communities."

~ From the Thomas College Mission Statement

I. Communications

Thomas students communicate effectively and persuasively, demonstrating an awareness of the audience and the use of a variety of forms, oral and written, print and electronic. Students demonstrate their creative skills as well as their abilities in organization, presentation, and the development of form and content.

II. Leadership and Service

Thomas students exhibit a command of interpersonal, leadership, and teamwork skills, and demonstrate a commitment to community service.

III. Critical Thinking, Analytical Reasoning, and Problem-Solving

Students demonstrate the ability to conduct research, to collect, evaluate, and organize appropriate information, and to apply analytical, scientific, and mathematical concepts using both traditional and technologically based models. They exhibit an ability to approach questions in a creative and logical manner and to use innovative approaches to problem solving. Students communicate their findings using the appropriate tools for a specific problem or project.

IV. Community and Interpersonal Relations

Thomas students demonstrate an awareness of individual responsibility, and the relationship of the individual to the community and to society. They demonstrate an ability to consider influences such as personality, economics, politics, religion, race, class, or gender in issues that affect the individual and the community.

Thomas College Diversity Statement

Thomas College is committed to building a diverse, equitable and inclusive community that fosters professional, intellectual, and social advancement. We proudly recognize that our differences as well as our commonalities promote the integrity and resilience to prepare our students for the evolving world we serve. We are committed to providing the necessary leadership, guidance, and resources necessary to promote campus diversity, mutual respect, fairness and appreciation of differences. Thomas College pledges through its policies and procedures to support all efforts to educate its members about our goals, and to hold all members of the community to the standards found in both our

Employee Handbook and the Student Conduct Code that honor the unique and valuable contributions of each individual member of our community.

ACADEMIC HONESTY

Students are expected to do assigned work themselves, to write papers in their own words (extensive quoting suggests a failure to master the material), and to cite sources appropriately and accurately. Taking credit for work not one's own is a serious offense. It can take several forms:

1. **Plagiarizing.** According to the 2009 *MLA Handbook*, "To use another person's ideas or expression in your writing without acknowledging the source is to plagiarize" (30). The *Handbook* continues, "Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording or particularly apt phrase, when paraphrasing another's argument, or when presenting another's line of reasoning" (30). A student's failure to properly cite and document sources may constitute plagiarism, even if there is no deliberate attempt or intent to misrepresent the work in question.
2. **Aiding and abetting plagiarism.** Permitting others to use your work.
3. **Recycling your own work.** Submitting, without permission, in one course work originally done for another.
4. **Cheating.** Copying from another student's exam paper; permitting others to copy one's work; bringing unauthorized material to exams; accepting or giving unauthorized assistance on coursework and/or assignments.
5. **Subbing.** Replacing another student, or asking another student to replace you, for the purpose of taking a quiz or exam.
6. **Altering.** Changing grades or marks on papers or exams; unauthorized use or alteration of College add/drop or other forms.
7. **Falsifying.** Falsification or fabrication of research results, quotations, facts, and/or references.

Penalties

First offenses of academic misconduct in the context of a course will be dealt with by the course's instructor. Instructors are expected to inform the Academic Affairs Office of any instance of alleged academic misconduct.

Once a faculty member has made a determination of academic misconduct, students will be informed as soon as reasonably possible of the offense and penalty in writing and may appeal in writing to the instructor within 72 hours. Penalties for the first offense may range from failing the particular assignment at issue to failing the course. A student normally will not be allowed to withdraw from a course to avoid the consequences of a finding of academic misconduct.

Should the student wish to appeal the instructor's finding of academic misconduct, they may file a written appeal with the School Chair within one calendar week of the decision of the instructor. After consultation with the instructor and the student, the School Chair may deny the appeal (in which

case the decision of the faculty member stands) or accept the appeal and recommend an appropriate course of action. (If the faculty member in question is the School Chair, an alternate Chair will function in their capacity during the appeals process.)

Should the faculty member or the student wish to appeal the decision of the Chair, that appeal should be made in writing to the Provost within one calendar week of the Chair's decision. The decision of the Provost is final.

Students who are reported to the Academic Affairs Office for an alleged second offense (or any alleged subsequent offense) will have their cases automatically referred to the Academic Affairs Committee for review. In cases where the Provost has been involved in a formal appeal of the incident in question, they will be replaced on the committee by the Chief Student Affairs Officer. The Academic Affairs Committee may choose to recommend an additional penalty to include academic disciplinary probation or dismissal.

Decisions of the Academic Affairs Committee may be appealed to the Appeals Board within one calendar week of the decision of the Academic Affairs Committee.

Appeals must be based on new evidence or when there is reason to believe that proper procedure has been violated but may not be appealed solely on the basis of dissatisfaction with the sanction. There is no further appeal beyond the Appeals Board.

Gibaldi, Joseph, ed. *MLA Handbook for Writers of Research Papers*. 7th ed. NY: Modern Language Association of America, 2009.

SELECTED ACADEMIC POLICIES

For a full statement of academic policies, please consult the college catalog.

Satisfactory Academic Progress

The Academic Affairs Committee considers this combination of credits and grade point averages as guidelines for satisfactory academic progress. Any student who adheres to the terms of their academic plan is considered to be making satisfactory academic progress.

Four-Year Programs

0 - .99 Cum GPA	Subject to academic dismissal (no appeal)
0 - 5 earned credits	Subject to academic dismissal (no appeal)
6 - 29 earned credits	Below 1.31
30 - 61 earned credits	Below 1.75
62 - 91 earned credits	Below 1.90
92 credits or above	Below 2.00

Two-Year Programs

0 - .99 Cum GPA	Subject to academic dismissal (no appeal)
0 - 5 earned credits	Subject to academic dismissal (no appeal)
6 - 29 earned credits	Below 1.31
30 credits or above	Below 2.00

The Academic Affairs Committee will consider dismissal of any student who fails to meet these guidelines for satisfactory academic progress.

Academic Dismissal Guidelines

When, in the opinion of the Academic Affairs Committee, a student is not making satisfactory academic progress, the student may be dismissed from the College, whether they had been previously placed on academic probation. Dismissal may occur at the end of any academic term. The Academic Affairs Committee makes decisions about academic dismissal on a case-by-case basis. The guidelines outlined above (under Satisfactory Academic Progress) are considered (but are not binding).

In addition, a full-time student who earns fewer than twelve credits per semester jeopardizes their good academic standing, financial aid, and right to on-campus housing, and may be dismissed from the College at the discretion of the Academic Affairs Committee.

A probation student who fails to achieve the minimum cumulative grade point average described in this section may be dismissed after only one semester on probation.

A student dismissed from the College for academic reasons who is eligible to appeal may do so by submitting a written request to the Chief Academic Officer (CAO). At that time, students may present new evidence of their ability to satisfactorily continue their studies. The student may meet with the CAO, at which time the CAO may allow the dismissal decision to stand, reverse the decision, or readmit the student under specific conditions. A student dismissed a second time may not appeal the dismissal unless the CAO makes an exception. At this point, VA benefits will no longer be certified, until such a time that the reason for unsatisfactory progress is resolved.

A student who has been dismissed from the College because of poor academic performance may apply for readmission after one full semester away (not to include the summer session). The CAO must approve the readmission of an academically dismissed student.

Unless otherwise restricted by the Academic Affairs Committee, a student on academic probation is permitted to participate in college activities if the student is making satisfactory academic progress. Any upper-class student athlete who is making satisfactory academic progress when a sports season begins shall be eligible until the end of the season.

Students, including part-time students and those in the Graduate and Professional Studies division, whose lack of reasonable academic progress (measured by earned credits) cannot be attributed to extenuating, non-academic circumstances (such as military service, medical leave, or financial hardship) may be placed on probation upon review by the Academic Affairs Committee.

Academic Probation Guidelines

The Academic Affairs Committee makes decisions about academic probation on a case-by-case basis. The following guidelines are considered (but are not binding):

Four-Year Programs

0 - 29 earned credits	1.31 - 1.99
30 - 61 earned credits	1.75 - 1.99
Above 61 earned credits	1.90 - 1.99

Two-Year Programs

6 - 29 earned credits	1.31 - 1.99
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A student on probation receives a letter from the CAO prescribing cumulative grade-point averages and other conditions that must be met to ensure the student's continued enrollment. A student who fails to meet the terms of their academic plan may be dismissed from the College unless the Academic Affairs Committee makes an exception because of extenuating circumstances. A probation student who fails to achieve the minimum cumulative grade point average described in the dismissal section may be dismissed after only one semester on probation.

Academic Warning

A student whose semester grade-point average is below 2.00 but whose cumulative grade-point average remains 2.00 or higher will receive an academic warning.

Academic Disciplinary Dismissal

Students who violate academic policies or in some other way behave inappropriately in any academic setting may be placed on disciplinary probation by the CAO. Students who violate disciplinary probation will be referred to the Academic Affairs Committee (including the Chief Student Affairs Officer) to be considered for dismissal from the College.

Faculty may drop a student from a course because of excessive absences or because of student conduct judged inappropriate by the faculty member.

Graduation Information

The responsibility for meeting the various prerequisite, degree, and graduation requirements rest with the student. It is the student's responsibility to submit an Application for Graduation to the Registrar's Office no later than January of the year in which they expect to graduate.

A student who is substantially certain to complete their degree requirements during that calendar year will be permitted to participate in commencement exercises in May. Substantial certainty exists when, at the time the degree

candidate list is published, the Registrar certifies that in their opinion the student will satisfactorily complete the required course work by the end of that calendar year. If the student fails to do so, the degree cannot be awarded. In such cases, the date when the degree requirements are met will be indicated on the student's transcript, and the degree will be awarded the following year.

A graduation fee is charged to the degree candidate during the semester or trimester prior to the intended graduation date and is payable whether the student participates in the graduation ceremony or not.

ATHLETIC POLICY

Thomas College recognizes the importance of intercollegiate athletics in the overall educational and leadership development of its students. At the same time, Thomas endorses the primary importance of a student's classroom activities. Therefore, the College establishes as its policy the following:

Student-athletes and their coaches will make every reasonable effort to provide timely notice to faculty to request permission to miss class, and to make prior arrangements for work, for any sanctioned intercollegiate event for eligible team members. In most cases, faculty should be able to expect 72-hour advance notice of any scheduled event.

Faculty are requested to make reasonable allowances for eligible student-athletes with regards to absences dictated by scheduled competitions, including tournament games. In all cases, the student is responsible for all missed work. Students anticipating the possibility of tournament play should be in contact with faculty to discuss contingency plans for missed work. "Reasonable allowances" are dictated by the specifics of course requirements, a student's overall performance and attendance record in the course, and the timeliness of the student's notification to the faculty member.

In all instances, the primary responsibility for clear communication belongs to the student athlete.

Practices are not considered as part of this policy.

RIGHT TO PRIVACY

The purpose of the Family Education and Rights and Privacy Act of 1974 (FERPA; the Buckley Amendment) is to protect the students with regards to the release and access of student records.

Annual Notification

Students will be notified of their FERPA rights annually by publication in the *Student Handbook*.

Definitions

For the purposes of this policy the following definitions apply:

Student - any person who attends or has attended Thomas College.

Education Records - any record (in handwriting, print, electronic, tapes, films, or other medium to include any video surveillance footage that is used for disciplinary or other official purposes.) maintained by Thomas College or an agent of the College that is directly related to a student, except:

- 1) A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to other persons except a temporary substitute for the maker of the record.
- 2) Records created and maintained by Thomas College Safety and Security for law enforcement purposes.
- 3) An employment record of an individual, whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the individual's employment.
- 4) Records made or maintained by a physician, psychiatrist, licensed counselor, psychologist, other recognized professionals, or a paraprofessional, if the records are used only for treatment of a student and made available only to those persons providing the treatment.
- 5) Alumni records that contain information about a student after they are no longer in attendance at the College, and which do not relate to the person as a student.

Disclosure of Educational Records

Thomas College will disclose information from the student's educational records only with the written consent of the student, except to:

1. School officials who have legitimate educational interests in the records.

A school official is:

- A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

A school official has legitimate educational interest if the official is:

- Performing a task specified in their position description.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

2. To officials of another school upon the student's written request, in which

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- a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported programs.
 4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 5. To organizations conducting certain studies on behalf of the College.
 6. To accrediting organizations to carry out their functions.
 7. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 8. To comply with a judicial order or a lawfully issued subpoena.
 9. To appropriate parties in a health or safety emergency.
 10. Directory information so designated by the College.
 11. The results of any disciplinary proceeding conducted by the College regarding sexual violence, to the complainant and respondent.

Directory Information

Thomas College designates the following items as Directory Information: student name, address, email, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, e-mail address, web address, and other similar information. Unless the Student Affairs Office is notified in writing, the College may disclose any of those items without prior written consent.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of privacy rights. Following are the procedures for the correction of records. [Note: see Disciplinary Procedures for Appeal Process related to Disciplinary Records.]

1. A student must ask the appropriate record custodian of Thomas College to amend a record. In doing so, the student should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights.
2. Thomas College may comply with the request, or it may decide not to comply. If it decides not to comply, Thomas College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's right.
3. Upon request, Thomas College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution.

The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. Thomas College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Thomas College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Thomas College discloses the contested portion of the record, it must also disclose the statement.
8. If Thomas College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Procedure to Inspect Education Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Students should submit to the record custodian, or an appropriate College staff person, a written request that identifies as precisely as possible the record or records they wish to inspect. The record custodian or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record(s) which relate to themselves.

Maintaining of Disciplinary Records

Student Discipline (or conduct) Records are maintained by the Dean of Student Affairs in the Student Affairs Office. These files are maintained under the Family Educational Rights and Privacy Act (FERPA). All student discipline and related files are held for a period of no less than 3 years after separation from the College. Records may be destroyed at that time. Disciplinary records may be retained for longer periods or permanently if deemed necessary by the Dean of Student Affairs.

Right to Refuse Access

Thomas College reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived their right of access, or which were placed in the file before January 1, 1975.

3. Records connected with an application to attend Thomas College if that application was denied.
4. Other records excluded from the FERPA definition of education records.

Refusal to Provide Copies

Thomas College reserves the right to deny transcripts or copies of records required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of Thomas College.
2. The student has an unpaid financial obligation to the College.
3. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The College may charge a reasonable fee for copies (the usual rate charged for non-College business as determined by the Accounting Office).

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following is a list of the types of records that Thomas College maintains and their locations.

TYPE	LOCATION
Admissions Records , Registrar	Registrar's Office
Alumni Records , Director of Alumni	Alumni Office
Athletic Records , Director of Athletics	Athletic Office
Counseling Records , Campus Counselor	Counselor's Office
Cumulative Academic Records , Registrar	Registrar's Office
Disciplinary Records , Dean of Student Affairs	Student Affairs Office
Financial Aid Application Student Financial Services Assistant	Student Financial Services
Financial Records Senior Director of Student Financial Services	Student Financial Services
Health Records Director of Health Services	Health Center

Publicity Waiver

Thomas College assumes authority to use photos/videos of students taken on campus or at college related functions/events. These photos may be used for inclusion in the Thomas yearbook, publications, displays, exhibits, advertising, website, social media, or other similar marketing and promotions through various offices including Public Relations. Students who do not wish to have their photo used for these purposes must notify the Office of Student Affairs in writing.

STUDENT CONDUCT CODE

STATEMENT OF GENERAL PRINCIPLES

All members of the College are governed by college regulations, local ordinances, and state and federal laws. It is expected that students will conduct themselves as responsible members of the College community and to respect the rights of others in the community. Students are expected to comply with the philosophies and guidelines for living and learning at Thomas College. Thomas College views as unacceptable any behavior which infringes on the right, safety, property, and respect of another person or which impedes the educational process of any member of the College community. Students may be accountable to the Statement of General Principles alone or in addition to other policies and any departure from these guidelines may subject a student to disciplinary action which may include permanent dismissal from the College. In addition, individuals in violation of state and federal laws may be subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurred on or off-campus.

JURISDICTION

To Whom Policies Apply

The Thomas College Student Conduct Code shall apply to the following:

1. Any person(s) enrolled in any course or program offered by the College.
2. Any recognized student organization or club that is responsible for compliance with college policy, rules, and regulations.
3. Guests of any person, organization, or club shall be expected to comply with college rules, policies, and regulations.

The Conduct Code applies for all actions:

1. Occurring on any real property held by the College or on college-related real property.
2. Involving College-held or College-related personal property.
3. Occurring at activities pursued under the auspices of the College.
4. Involving any activity that results in a substantial danger of physical harm to persons or property within the College community.
5. Occurring off campus that have an impact on campus to the Thomas community or a member of the Thomas community.

Authorized Personnel

Any member of the Thomas community may hold another accountable for policy violations. They should contact any of the personnel listed below to file an Incident Report.

*Safety and Security Officers *Dean of Student Affairs *Residence Life Staff
*Assist VP for Residence Life /Student Engagement *Dir. Community Standards

Disciplinary Records

Student Discipline (or conduct) records are maintained by the Dean of Student Affairs in the Student Affairs Office. These files are maintained under the Family Educational Rights and Privacy Act (FERPA). All student discipline and related files are held for a period of no less than three years after separation from the College. Records may be destroyed at that time. Disciplinary records may be retained for longer periods of time or permanently (if deemed necessary by the Dean of Student Affairs).

DEFINITIONS

- Appeals Board: a five-member panel appointed by the Provost and Dean of Student Affairs/designee and is made up of at least one Thomas College faculty and at least one Thomas College staff member, and one student not already serving on the Judicial Review Board. The Appeals Board will only review outcomes referred to them by the Dean of Student Affairs/designee or Provost in accordance with college policies.
- College: Refers to Thomas College.
- College Related Property & College Related Personal Property: Property as is held by members of the faculty, administration, or by other College officers or employees as a direct result of and in connection with their service for the College, and such property as is held by college- approved organizations. College-related personal property shall also include any document or record issued or purporting to be issued by the College.
- Incident Report: The documentation of a person's actions and/or behavior which are determined to have violated the Conduct Code or other College policy or community standard. Incident Reports are sent to the Director of Community Standards, Assistant VP of Residential Life, Dean of Student Affairs and Residential Life professional staff for initial review. Formal or Informal disciplinary action may result if a violation of the Conduct Code is found to have occurred. Additionally, an Incident Report may be filed whenever a situation arises that presents a concern for the health, safety, or well-being of an individual(s) or the campus community.
- Judicial Officer: Violations of the Conduct Code or violations that are disruptive and/or disrespectful where the student behavior is expected to change, are sent to a Judicial Officer for review. The Director of Community Standards, Assistant Vice President of Residence Life and Student Engagement and the Residential Life professional staff or designee shall serve as campus Judicial Officers. If necessary, the Dean of Student Affairs may also serve as a Judicial Officer or appoint additional Judicial Officers. A Judicial Officer will also review incidents during times when the Judicial Review Board is not in session, or at times, when incidents are referred by the Dean of Student Affairs.
- Judicial Review Board: The Board is comprised of undergraduate or graduate day students selected from an applicant pool and an advisor appointed by the Dean of Student Affairs. Members serve as an active board for any Judicial Review Board Hearing, to review the incidents referred to them, determine if a

violation of campus policy has occurred, and make appropriate recommendations to the Dean of Student Affairs for sanctioning. A minimum of three students are required for the quorum. (Exception: Incidents involving allegations of the Equal Opportunity, Harassment, and Nondiscrimination Policy are reviewed in accordance with the Equal Opportunity, Harassment, and Nondiscrimination Policy).

- Judicial Review Board Appeals Committee: The Appeals Committee of the Judicial Review Board is comprised of the Judicial Review Board Chairperson, the Advisor and one member. This committee shall meet to determine if an appeal to the Judicial Review Board meets the criteria to warrant a review. If the appeal meets the criteria a review hearing will be scheduled with the Board. If the appeal does not meet the criteria the appeal will be denied, and the student notified.
- Policy: The written regulations of the College as found in, but not limited to, the College Conduct Code, Student Handbook, and course catalogs.
- Real Property: Property held in any manner, whether owned, rented, chartered, or otherwise engaged by the College.
- Sanction: The penalty or penalties subsequently imposed upon an individual, group, or club/organization as a result of a violation of the Conduct Code.
- Equal Opportunity, Harassment, and Nondiscrimination Board: The Board is a three-member board comprised of Thomas College staff and faculty. The Board reviews allegations of the Equal Opportunity, Harassment, and Nondiscrimination Policy referred to them by the Title IX Coordinator or the Dean of Student Affairs.
- Standard of Proof: Defined as preponderance of the evidence to support the finding of a violation indicating that there is more likely than not reason to believe that a violation has occurred.
- Student: Includes all persons taking courses at, through, or in affiliation with the College, both fulltime and part-time and in undergraduate, graduate, professional studies, online, or those who attend institutions other than Thomas College and who reside in college residence halls or are engaged in an academic program or class at Thomas College. Persons engaged in a faculty- led, third-party provider, or any other College approved study abroad and who are not officially enrolled for a particular term but have a continuing relationship as a student with the College are considered students.

DISCIPLINARY PROCEDURES

The disciplinary process seeks to be educational and is not a court of law. Therefore, determination of violation is based on preponderance of information. Hearings are not open meetings; only those individuals directly involved in the incident are permitted to attend as outlined in the Disciplinary Process. Note: The only exception is in instances of alleged sexual harassment/sexual misconduct, where students may select an advisor of their choice (see Equal Opportunity, Harassment, and Nondiscrimination Policy). Because of this, students are expected to be cooperative and honest in providing information.

Also, Thomas does not give consent to having any portion of the disciplinary process, including hearings, recorded.

Incidents can be reviewed/heard at two levels: Judicial Officer and Judicial Review Board. [Note: Incidents involving alleged violations of sexual misconduct will be reviewed according to the Equal Opportunity, Harassment, and Nondiscrimination Policy.]

Typically, allegations are heard by the Director of Community Standards/Judicial Officer. Some violations of the Conduct Code and repeated offenses which show a disregard for the Thomas community may be referred to the Judicial Review Board for a hearing and determination of accountability and outcome. Depending on the nature of the violation, the Dean of Student Affairs/designee reserves the right to determine whether a case will be reviewed by a Judicial Officer, the Judicial Review Board, or in some situations take immediate action to protect the community and/or person(s) involved. [Note: During time when the Judicial Review Board is not in session, a Judicial Officer or the Dean of Student Affairs/designee will hear the incident and any related appeals in lieu of the Judicial Board.]

Disciplinary Process Flowchart:

- Alleged violation of campus policy
- Incident Report filed
- Judicial Officer e-mail notification to student of Judicial Hearing/Review
- Judicial Hearing/Review with Judicial Officer
- Judicial Officer collection of information from all students/staff involved
- Judicial Officer outcome based on preponderance of the evidence
 - Outcome of No Violation issued to student via e-mail
 - Outcome of Violation issued to student via e-mail
 - Sanctions imposed and outlined in outcome letter
 - Outcome of referral to Judicial Board
 - Appeal process is available for 3 business days following delivery of outcome

Disciplinary Process Explained:

1. A potential violation of the Conduct Code or campus policy is documented in an Incident Report and filed with the Student Affairs Office.
2. Incidents are reviewed by the Director of Community Standards and those serving as Judicial Officers.
3. Students involved in an alleged violation documented in an Incident Report will be notified by a Judicial Officer, as soon as possible, that an Incident Report has been filed.
4. Communication with students will be delivered in writing via campus e-mail or through campus mail. Students are responsible for retrieving

their e-mail and campus mail within 48 hours. Failure to do so is not an acceptable excuse for delaying the judicial process or reason for appeal.

5. All persons involved in an incident may be required to meet with the Judicial Officer to gather information and details regarding an incident. This hearing/review will be scheduled by the Judicial Officer and those involved will be notified in writing of the scheduled hearing/review.
6. Students who fail to appear at the appointed time or fail to request to reschedule prior to the time of the original appointment, waive their right to a Hearing and may be found in violation for Failure to Attend a Judicial Hearing. In a student's absence, the Judicial Officer will determine responsibility based on information available at the time of the Hearing. A student forfeits their right to appeal any Judicial outcome if they missed a Judicial hearing/review.
7. At the Judicial Officer hearing/review, those persons involved with the incident will be given an opportunity to review the Incident Report and to voice their own account of the incident in individual meetings. The Judicial Officer will meet with people involved with the incident to determine if a violation has occurred or if the incident needs to be referred.
 - a. If it is determined that a violation has occurred, the Judicial Officer will impose an appropriate sanction and notify, in writing, the students involved.
 - b. If it is determined that a violation has occurred, and the student involved is a registered Athlete at Thomas College, the Athletic Director or designee will be notified.
 - c. If it is determined that a violation did not occur, the Judicial Officer will notify the student in writing of this outcome.
 - d. Students with repeated violations, or at the request of the Director of Community Standards or Dean of Student Affairs may be forwarded to the Judicial Review Board for review. The Director of Community Standards will notify the Judicial Review Board and coordinate this hearing.
 - e. If additional information is obtained through the hearing/review process, the notice of hearing and alleged violations may be updated or amended at any time prior to an outcome based on newly obtained information during the process
8. Should a Judicial Review Board hearing be necessary, written notification of the date, time, and place of the Hearing will be sent to persons involved. Students who fail to appear at the appointed time waive their right to a Hearing and may be found in violation for Failure to Attend a Judicial Hearing. In a student's absence, the Judicial Review Board will determine responsibility based on information available at the time of the Hearing. A student forfeits their right to

appeal any Judicial outcome if they missed a Judicial Review Board Hearing.

9. If a student has been found in violation, at any level, and a sanction is imposed, the student has 3 business days from the time of written notification to appeal a decision based on the criteria outlined (see Appeals).

Judicial Review Board Process

1. Judicial Review Board Hearings are closed Hearings. The only individuals permitted inside are the Thomas community members involved with the incident, Judicial Officer presenting, the Board members and Advisor, and Witness(es) as requested by the Board.
2. At the hearing, the Judicial Officer will present the information/incident to the Judicial Review Board.
3. The Board may ask the person(s) involved for their statement of the incident and may ask questions of the person(s) involved to clarify and gather additional information.
4. The Board will consider all information gathered from the persons involved with the incident and come to a conclusion based on preponderance of whether or not a violation occurred.
5. The Board will render its findings to the Dean of Student Affairs or designee.
6. If a violation has occurred, the Judicial Review Board will recommend appropriate sanctions to the Dean of Student Affairs or designee.
7. The Dean of Student Affairs or designee shall either accept, reject, or ask for a modification of the Judicial Review Board recommendation.
8. If the Dean of Student Affairs/designee accepts the recommendation (as originally referred or with modification), it shall be final unless appealed within three business days of written notification sent.
9. If the Dean of Student Affairs/designee rejects the recommendation of the Judicial Review Board, the incident is automatically referred to the Appeals Board for review and final decision.
10. Individuals directly involved with the Hearing will be notified in writing by the Dean of Student Affairs or designee of the Judicial Review Board's decision. As necessary, sanctions will be sent in writing to those involved.
11. Failure to comply with a sanction may result in the student being brought back to the Judicial Officer or Judicial Review Board and/or may result in additional disciplinary action.

Appeals

All appeals must be submitted in writing on the Appeals Form (located online on the Student Affairs webpage or in the Student Affairs Office) to the Dean of Student Affairs or designee within three (3) business days of having written notification sent of the hearing decision. The Dean of Student Affairs or designee will review the appeal or forward it to the appropriate

Committee/Board as described below. All appeals will be reviewed in a timely manner. Judicial Decisions may be appealed based on the following criteria:

1. New information that was not available at the time of the original hearing (that could impact the outcome)
2. When there is reason to believe that proper judicial procedures may have been violated.

Decisions may not be appealed solely based on dissatisfaction with the outcome/sanction or if the student did not attend the Judicial Hearing/Review.

Judicial Officer Appeal Process

1. All decisions made by a Judicial Officer may be appealed to the Judicial Review Board. [The exceptions to this are when a student failed to attend the original hearing without an attempt to reschedule, or in situations where the student has admitted to the violation and/or requested that the Judicial Officer take whatever action they deem necessary.]
2. Appeals will initially be submitted to the Dean of Student Affairs or designee. The Dean or designee will meet with the Appeals Committee of the Judicial Review Board who will determine whether an appeal meets the criteria for review.
3. Only appeals that meet criteria will be scheduled for a review hearing with the Board.

Judicial Review Board Appeal Process

1. Decisions from hearings initially reviewed by the Judicial Review Board may be appealed to the Dean of Student Affairs or designee.
2. The Dean of Student Affairs or designee may decide as follows:
 - a. Deny the appeal
 - b. Uphold the appeal, in which case the original sanction may be waived or altered.
3. Following this decision, the student may request a final appeal with the Appeals Board.
4. This request may be granted or denied by the Dean of Student Affairs or designee.
5. If appealed to the Appeals Board, the decision of this Board is final.

Appeals Board

The Appeals Board is a five-member panel appointed by the Provost/designee and Dean of Student Affairs/designee and is made up of at least 1 Thomas College faculty and at least 1 Thomas College staff member, and 1 student not already serving on the Judicial Review Board. The Appeals Board will only review outcomes referred to them by the Dean of Student Affairs/designee or Provost/designee in accordance with college policies. Judicial decisions may be appealed based on the following criteria:

1. New information that was not available at the time of the original hearing (that could impact the outcome),

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2. When there is reason to believe that proper judicial procedures may have been violated.

Decisions may not be appealed solely based on dissatisfaction with the outcome/sanction or if the student did not attend the Judicial Hearing/Review. The Appeals Board may deny the appeal or uphold the appeal, in which case the original decision may be waived, or the original decision may be altered.

Appeals Board Hearing Procedure

The Appeals Board hearing procedure is as follows:

1. Consideration of type of hearing:
 - a. Student Judicial: an appeal must be submitted in writing using the Appeals Form to the Dean of Student Affairs or designee within 3 business days of written notice being sent. (see “Appeals”)
 - b. Academic Honesty: an appeal can be submitted in writing to the Provost within one calendar week of the decision of the Academic Affairs Committee. (see “Penalties”)
2. Once either party has submitted an appeal which meets the above criteria, the Appeals Board members will be convened and presented with copies of the documentation.
3. If necessary, the Judicial Review Board advisor will represent the Judicial Board’s decision and process.
4. If required, the persons involved may be asked to present their appeal and why they believe the incident/outcome should be reviewed.
5. The Appeals Board members may question any persons involved.
6. Once the Appeals Board has reviewed all the information, the members will convene and render a decision.
7. The Chair member of the Appeals Board will present the Appeals Board’s decision in writing to the Dean of Student Affairs or designee or Provost or designee (as appropriate), who will notify the persons involved in writing within 5 business days.
8. The Appeals Board’s decision is final.

Student Rights & Responsibilities

A Student whose conduct is under review has the following rights and responsibilities:

- Student Rights
 - The right to an objective evaluation of the complaint.
 - The right to be present during the meeting with a hearing officer.
 - The right to reasonable access to information gathered.
 - The right to present for consideration information relevant to the alleged violation.
 - The right to respond to allegations presented against them.
 - The right to a separate meeting with a hearing officer in cases

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- involving multiple students when appropriate.
 - The right not to provide information with an understanding that the College will make a determination with or without the student's information.
 - The right, after receiving written notice of the outcome, to appeal.
 - The right to be informed of pertinent support services at Thomas College and within the community.
 - **Student Responsibilities**
 - The responsibility to be honest and direct in communicating with individuals involved in the conduct process.
 - The responsibility to review policies and procedures and seek clarification if necessary.
 - The responsibility to respond in a timely manner to the College's request for information, to promptly schedule meetings when requested, and to arrive on time for scheduled meetings.
 - The responsibility to provide decision makers with pertinent information the student would like considered in the review of the alleged violation.
 - The responsibility to participate in the conduct process in a manner that is civil and respectful.

Sanctioning

Violations of the Student Code of Conduct will result in education and/or disciplinary sanctions. Sanctions are designed with the intent of educating the Thomas community. When determining sanctions, decision makers will consider the nature and seriousness of the violation, the impact of the violation on the community, the student's past conduct history, as well as the developmental needs, and mitigating or aggravating factors existing at the time of the offense. Multiple sanctions may be imposed for one violation.

The range and explanation of sanctions is provided below:

- **Educational Task:** A task designed to provide the student with an opportunity to examine her/his actions and their impact on self and/or on the community.
- **Expulsion:** Permanent termination of enrollment and revocation of rights to be on campus for any reason or to attend College sponsored events.
- **Fine:** Monetary costs used by the College to fund a service, program, or fees.
- **Housing Relocation:** Requires a student to move to a different residential facility/room/area. The location and timeline for the move is determined by the College.
- **No Contact Ban:** A ban requiring the student to have no contact with a designated individual(s), including, but not limited to, verbal, written, electronic, or physical contact, or contact made or attempted through a

third party, all of which are prohibited. Violation of a no contact ban may be a violation of this Regulation resulting in additional disciplinary or administrative action. The college may amend a no contact ban as necessary throughout the conduct process to protect the interests of the parties.

- Probation: A period of time during which the student's behavior is under College review. Probation is intended to communicate to the student that the College considers the student's behavior inappropriate and that further violations will result in more severe consequences.
- Removal of Housing: Permanent removal from Residences. Students removed from housing must comply with all check-out procedures. All access to the residence halls may be terminated and students may not be able to enter or visit any residence hall. Housing fees may be forfeited.
- Restricted Privileges: A period during which the student's privilege of using Thomas facilities or participating in college functions is modified or limited. Depending on the circumstances, restrictions may be structured to allow a student to attend class, participate in a job or internship, or use the library. A student with restricted privileges may not be eligible, for example, for early arrival on campus, extended stays in residence halls, representing the College in competition or other official capacities, campus employment, and campus leadership opportunities.
- Restitution: Reimbursement to the person or entity harmed by the violation.
- Service: Service hours completed at an approved service site.
- Suspension: A temporary separation from enrollment at the College for a defined period of time.
- Warning: A written notification informing the student that the College considers the student's behavior inappropriate, and that the student needs to change this behavior.

P O L I C I E S & P R O C E D U R E S

BICYCLES/SCOOTERS, DRONES, ETC.

Bicycles, scooters, skateboards, roller blades, or roller skates are not permitted to be used inside any campus buildings. Due to fire safety concerns, hoverboards or like devices are not permitted to be used or stored on campus. In addition, drones, quadcopters, and other remote airborne devices are not permitted to be used on campus for reasons of privacy, safety, and security. Exceptions for drones will be made for educational or official college business pending advanced approval by the Director of Safety and Security.

DISORDERLY CONDUCT

No person shall cause inconvenience, annoyance, or alarm to any other individual or group by acting in a manner that may be perceived as verbally or physically threatening or insulting. Lewd, loud, inappropriate, and/or indecent comments or behavior is unacceptable. Verbal abuse of any kind directed at Thomas College faculty or staff, including Community Assistants (CAs) and contracted employees, will not be tolerated.

DRIVING ON CAMPUS

Students are expected to operate their vehicles in a responsible manner while driving on campus roads and in campus parking lots. Students are responsible for their vehicle if they loan it to another student or campus guest. Speeds are to be kept at levels in accordance with the posted acceptable limits. Driving on campus walkways or lawn/field areas is strictly prohibited. Pedestrians always have the right of way at crosswalk areas. Excessive speed, riding in the trunk, riding on the outside of a vehicle (includes the roof, back of a pick-up, the hood, tailgates, bumpers, running boards, or doors, etc.), or towing a person on roller blades, a skateboard, or anything else by a vehicle is not permitted.

Violations may result in the issuing of a ticket, judicial referral, and/or loss of driving privileges on campus.

EXCESSIVE TICKETS

Students who accumulate three parking tickets in a given semester will be warned and the next time they are illegally parked their vehicle may be towed at the student's expense. Students with excessive tickets may lose parking privileges.

FAILURE TO ATTEND HEARING

A student must contact the hearing Officer in advance if they are unable to attend a scheduled hearing for consideration to reschedule. Rescheduling of hearings is not guaranteed. Failure to attend a scheduled hearing may result in the hearing being conducted in the student's absence and may also result in an additional finding of Failure to Comply.

FAILURE TO COMPLY

Students are expected to comply with the reasonable request of a faculty or staff member (including Community Assistants) who is acting within the responsibilities of their job function.

FALSIFYING OR TAMPERING

Students may not tamper with or falsify any College record or official document, the records of official bodies, such as the Judicial Hearings and the Student Senate, or knowingly submit false information to be recorded in official documents or used during a hearing. Any potential violations of this policy may be immediately referred for Judicial Review. If a violation is found to have occurred, expulsion from the College may result.

FIRE SAFETY/CAMPUS SAFETY

The use of candles or incense, smoking indoors, tampering with electrical, mechanical, or plumbing systems, creating fire hazards, initiating false alarms or reports, tampering with or covering fire safety equipment, blocking fire equipment or exits, tampering with emergency call boxes, or endangering the safety of persons or property are prohibited. These unsafe issues may also result in sanctions imposed by the appropriate civil authorities. For the safety of everyone in the community, any person discovering a fire should pull the nearest fire alarm. If the alarm sounds, everyone must vacate the building.

For fire safety, BBQ grills may not be used on campus (except for Dining Services and other approved department events, at which time grills must be away from buildings and parked cars) and may not be stored in student rooms.

FIREWORKS AND EXPLOSIVE MATERIALS

The possession or use of fireworks or explosives on college property is not permitted. Fireworks and explosives are defined as any substance prepared to produce a visible or audible effect by combustion, explosion, or detonation. Any appliances that use combustible materials such as fuel are not permitted. This includes kerosene or gas-powered appliances of any nature. Exceptions will be made for educational or official college business pending advanced approval by the Director of Safety/ Security.

GAMBLING

Gambling is not permitted anywhere on campus. Student organizations desiring to hold a raffle, sell items, or solicit funds must have the prior approval and permission of the Senior Coordinator of Student Activities. No student or student group may engage in any commercial activity without the permission of the Assistant Vice President of Residence Life and Student Engagement. Student-Athletes are also subject to the NCAA Gambling Guidelines.

HARASSMENT

Thomas College defines *harassment* to be any conduct which has the effect, from a reasonable person's point of view, of interfering with the education or work performance of an individual or group, or creating an intimidating, hostile, or offensive learning, work, or living environment. Harassing conduct may include, but is not limited to, verbal, non-verbal, written, electronic, or third-party actions.

Any physical act, comments, or verbal abuse of another individual or group that is directed at or perceived as offensive regarding the person's/group's race, ethnicity, gender, religion, age, physical characteristics, or sexual orientation is strictly prohibited by the College. Prohibited acts of this nature may include, but are not limited to, the following:

1. Denigrating or stereotyping an individual because of their affiliation with a group.

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2. Using pictorial illustration, graffiti, or other means to demean or slur an individual by referring to their racial, ethnic, religious, sexual orientation, gender identity, or other affiliation.
 3. Hostile, intimidating remarks, offensive behavior, or spoken, written or physical gestures directed at a person/group because of their racial, ethnic, religious, sexual orientation, gender identity, or other affiliation.

Acts of intimidation, stalking, or bullying will be considered a serious community concern and may result in disciplinary action. **Intimidation** would refer to conduct directed at a specific person (student, staff, or faculty) or group with the purpose of creating emotional distress and/or which results in distress for the individual(s). Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer serious emotional distress. Course of conduct is defined as “a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct.”

Bullying is defined as:

- a. Repeated and/or severe
- b. Aggressive behavior
- c. Likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally.

Concerns or incidents of harassment, intimidation, bullying, or stalking should be reported immediately to a Security Officer, professional staff in Residential Life, the Director of Community Standards, Assistant VP for Residence Life and Student Engagement, or the Dean of Student Affairs. Depending upon the severity, incidents may be referred to a Judicial Officer or the Judicial Review Board.

If the Dean of Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a “campus restraining order” may be issued.

HAZING

Hazing is defined as any mental or physical requirement, request, or obligation placed on an individual that causes, or could cause, discomfort, pain, fright, or injury; that is personally degrading; or that violates policy or law. The College strictly prohibits any actions of this nature. Any person(s) or organization(s) found in violation of this policy will be subject to disciplinary action which could include disciplinary probation, suspension, or dismissal of the organization or individuals involved.

IDENTIFICATION AND MISREPRESENTATION

Your Thomas College ID card is used to identify who you are and to show proof that you are a Thomas College student. Representing oneself as another person or presenting false identification is a violation of the Conduct Code. Students

should carry their ID card with them at all times and furnish it to a College official upon request.

INFORMATION TECHNOLOGY (Acceptable Use Policy)

This statement represents a guide to the acceptable use of the Thomas College computer and network facilities. It is only intended to address the issue of Thomas College computer and network facilities use. In those cases where data communications are carried across other regional networks or the Internet, users are advised that acceptable use policies of those other networks apply and may limit use.

General

1. Computer facilities privileges are only available to current students, faculty, staff, and others (as approved by the VP of IS) of Thomas College.
2. Alumni who are taking courses are classified as current students for all policies.
3. Computer/network use priorities are:
 - Scheduled classes
 - Student course related needs
 - Faculty or staff work-related needs
 - Other student/faculty/staff research
 - Other student/faculty/staff use
4. Computer usernames and passwords may only be used by the person to whom the account was issued. Do not share your password with anyone, and do not use anyone else's password. Usage of an account which is not your own will result in both accounts being removed.
5. Computer accounts are deleted once a person is no longer a member of the Thomas community.
6. All use must be consistent with Thomas College's primary goals.
7. It is not acceptable to use computers and networks for illegal purposes or to install software without owning a software license. Illegal activities will be reported to the proper authorities.
8. It is not acceptable to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, unsolicited advertising, propagation of computer worms and viruses, chain e-mail, changing or removing settings, capturing authentication information, and using the network to make unauthorized entry to any other machine accessible via the network.
9. You must assume that information and resources accessible are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for you to copy or access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

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10. Games are prohibited except in residence halls and individual student rooms for resident students or in the Spann Commons cluster.
 11. Computers must be configured to use DHCP to get an IP address. Static addresses are not allowed since they conflict with DHCP users.
 12. Games, chat programs, and other non-course (or for employees, non-work) related programs and materials are prohibited from being stored on the College owned disk drives (X: drives). Any materials found will be deleted.
 13. Music, video, and other non-course (or for employees, non-work) related multimedia feeds are prohibited from being transferred through the College network between 8:00 am and 9:30 pm Monday through Friday due to academic bandwidth needs.
 14. Software, operating system, or hard drive file/folder modifications on college-owned computers (including installation and deletion) must be approved by the Vice President of Information Services. The only exception to this includes faculty and administrative staff installation and upgrades to existing specialized software (examples: faculty courseware, test banks, Winnebago, EDE, and Black Baud). Software that must be installed and maintained by IT Services staff includes the operating system, the web browser, MS Office applications, and antivirus software. Software installed illegally will be removed by IT Services and reported to the appropriate people.
 15. Portable applications and software on removable devices must be approved by the Vice President of Information Services.
 16. Students printing more than 500 pages per semester will be charged 10 cents per page for each page over 500. The charge will be added to the student bill. When printing to two sides of a piece of paper, this is considered two pages. To check your printing quantity: <https://www3.thomas.edu/intranet/student-pages.asp>

Email and Other Communication

1. Since e-mail is used as a primary method of communication, all are responsible for checking their e-mail at least weekly.
2. All electronic communication or information, including e-mail messages and files, should not be considered private or confidential.
3. It is not acceptable to transmit threatening, obscene, or harassing materials.
4. Unsolicited e-mail is prohibited unless:
 - a. The message is college-related business sent by a faculty or staff member.
 - b. The message is sent to day students only and is approved by the Student Affairs office.
5. Soliciting sales or conducting business using Thomas College computers or networks is prohibited.
6. When using Skype for Business for instant messaging, communication with AOL and Yahoo users may only take place if you have purchased a public IM license.

Academic Computer Labs (AD-126, AD-225, AL-116, AL-204)

1. Food and drink are not allowed in any computer lab.
2. Teaching labs (Ayotte Center rooms 126 and 225) and Alford Academic Center rooms 116 & 204 give instructors capabilities to monitor, publish, and remote-control student screens.

Residential Connections

1. Connections may not be used to host servers that may be accessed from other PCs outside your residence hall room (including Windows, Linux, or Mac Servers, HTTP (web), SMTP, FTP, gaming, audio, video, music, etc.).
2. Peer-to-peer (P2P) or file-sharing software is allowed as long as excessive bandwidth is not used. Excessive bandwidth is defined as at least one of the following:
 - Over 10% use on a regular basis of your local segment of the network
 - Over 5 GB per day
 - Over 6 connections/threads/downloads at one time
3. Games and “chat” programs may be used during non-school hours unless substantial use causes limitations to academic needs.
4. Telephone modems are not allowed on Thomas College extension phone lines. To use a modem, you must purchase telephone service from a local phone company.
5. Students may have wired switches, routers, or hubs to connect computers owned by them.
6. Students may not have wireless access points due to the potential security risks. Students may not have a personal wireless broadcast device which interferes with college wireless systems.
7. Students cannot create a connection between our network and another network. One example is a bridge between our LAN and a DSL/cable modem.

Network Security

It is your responsibility to ensure the security of your devices that connect to Thomas College service(s). You should take all necessary steps to manage the use of your devices in such a way that network abuse is minimized. Violations of system or network security are prohibited, and contracts and/or services of serious or repeat offenders will be terminated.

Examples of system or network security violations include, but are not limited to, the following:

- Failing to secure your system against abuse. You are responsible for configuring and securing your devices to prevent damage to the Thomas network and/or the disruption of service(s) to others. You are responsible if unknown third parties utilize your device at any time. It is your responsibility to ensure that your devices are

configured in a secure manner, and to take corrective actions on vulnerable or exploited systems to prevent continued abuse. You may not, through action or inaction, allow others to use your devices for illegal or inappropriate uses, and/or any other disruptive, provoking, or abusive behavior that is in violation of this AUP.

- Knowingly uploading or distributing files that contain viruses, Trojan horses, worms, time bombs, cancel bots, corrupted files, or any other similar software or programs that may damage the operation of another's device or property of another.
- Hacking – breaking the security on any computer network or accessing an account that does not belong to you. This includes, but is not limited to, unauthorized access to, or use of, data, systems, or networks, including any attempt to probe, scan, or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network.
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network. This would include the use of sniffers or SNMP tools.
- Attempting to obtain another user's account username, ID, password, or PIN.

Security and Cyber Defense Students and Security Center Security and cyber defense course and program related activities, as well as Security Center activities, must be performed on the network dedicated for this purpose.

- All security-related data collection/testing/hacking on the College's network must be approved in writing by the Vice President for Information Services and performed while supervised with IT Services staff.

Exceptions/Violation of Policy

1. Exceptions must be approved by the Vice President of Information Services during normal business hours.
2. The Thomas College Vice President of Information Services will review alleged violations of this Acceptable Use Policy on a case-by-case basis. Actions may be, but are not limited to, a fine (\$50 – first offense; \$100.00 – second offense; \$150.00 – third offense), suspension, or termination of computer facility and/or network privileges. Egregious violations may be referred to the Dean of Student Affairs where outcomes may include administrative termination.
3. If suspension or termination occurs, students are still expected to pay any technology fees.
4. Appeals that are academic in nature may be made to the Academic Computer Committee Chairperson for the committee to consider. All other appeals can be submitted to the Dean of Student Affairs for review by the Judicial Review Board or a Judicial Officer.

MEDICAL/RECREATIONAL MARIJUANA

Colleges and universities are required to comply with the Drug-Free Schools and Communities Act as a condition for receiving federal funding through Title IV in the form of financial aid. The federal government regulates drugs through the Controlled Substance Act (CSA) which does not recognize the difference between medical and recreational use of marijuana. Thomas College complies with the Drug-Free Schools and Communities Act which prohibits the possession and/or use of marijuana on campus or at Thomas College sponsored events, including medical and recreational marijuana, even though there may be state laws that permit its use. Persons found in violation of this policy may be subject to disciplinary action.

PET POLICY

Pets are not permitted in campus buildings or facilities (exception: service animals with appropriate and up-to-date documentation). Pets on campus grounds must be kept on a leash at all times and under the direct control of the owner. Pets may not be left unattended to include being tethered on campus or left in a vehicle. People bringing pets to campus are expected to clean up after their pets.

PHYSICAL ASSAULT

Students are expected to conduct themselves in a manner respectful of others. Students who participate in any action directed toward another person that results in physical violence either through direct or indirect contact will be subject to disciplinary action. If the Dean of Student Affairs or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with an accused student, then a “campus restraining order” may be issued.

SMOKING/TOBACCO

A person may not sell, furnish, give away or offer to sell, furnish, or give away a tobacco product to any person who has not attained 21 years of age.

Although we do allow tobacco products to be used on campus, all buildings at Thomas College are smoke free including the use of electronic cigarettes, vaping units, and smoking devices. All buildings are also tobacco free (e.g. chew, dip) except within individual student resident rooms. Smoking, including e-cigarettes and vaping units, is prohibited in all parts of all buildings on campus, within 25 feet of all buildings including residence halls, on the southeast and southwest sides of GPH Residence (to include the parking lots and entryway), and at any outdoor College sponsored activities hosted on campus to include outdoor sporting events.

In respect of the Thomas community, please dispose of smoking/tobacco materials in proper receptacles.

Smoking, including e-cigarettes and vaping, is prohibited in college owned vehicles. Smoking is also prohibited in leased or rented vehicles as well as individually owned vehicles used for college work or activities, whenever other employees are present in the vehicle, or another person is in the vehicle for work-related reasons.

TAMPERING WITH MACHINES/EQUIPMENT

Tampering with washing machines, dryers, vending machines, computers, ATMs, retail equipment, and other devices is not permitted. Any such machine that is found to be out of order should be reported to a member of the Residence Life staff or Student Affairs Office.

THEFT

Unauthorized taking, possession, access, use and/or removal of college or an individual's personal property is prohibited. Any actions involving theft of another's property will also include restitution of that property and the potential involvement of local, state, and federal authorities.

UNAUTHORIZED ACCESS/ENTRY/USE

Unauthorized access/entry/use or physical presence within college buildings and facilities is not permitted. The use of another person's College ID or keys to gain access/entry into an area is not permitted. Additionally, unwarranted entry into a room/office/area or the unauthorized use of college or an individual's personal property is prohibited. This includes campus residences when officially closed during breaks. Any actions involving theft or damage of another's property will also include restitution of that property and the potential involvement of local, state, and federal authorities.

UNAUTHORIZED RECORDING

Students are not permitted to install or use any device for audio or video recording without the consent of all persons involved. This includes interactions between two or more people that are intended to be confidential or private. It also includes meetings between students and an administrator regarding disciplinary issues and/or recording any College disciplinary meeting, proceeding, process, or hearing. Students who publish, post to social media, transmit, or otherwise share recordings made without permission are subject to disciplinary action.

WEAPONS

Weapons, including, but not limited to, knives, archery equipment, air/paintball guns, tasers/stun-guns, BB guns, slingshots, ammunition, martial arts equipment, firearms of any type, or any other objects classified or used as weapons with potential for danger or harm are strictly prohibited anywhere on the College campus. No person shall possess replica or toy firearms that resemble an actual firearm or weapon. Any person found to have violated this policy will be subject to disciplinary action which may include immediate suspension or termination of the Residence Hall

Agreement, or suspension or dismissal from the College. Note: Small “pocket-knives” for personal use with blades no longer than 2 ½” in length are generally acceptable.

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

Policy and Procedures

Rationale for Policy

Thomas College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Thomas College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Thomas College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Applicable Scope

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence, or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using Thomas College’s “Process A” or “Process B.” “Process A” refers only to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking). If other policies are invoked, such as policies on protected class harassment or discrimination, “Process B” would be used for resolution. “Process B” can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking) when jurisdiction does not fall within “Process A”, as determined by the Title IX Coordinator.

When the Respondent is a member of the Thomas College community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Thomas College community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, etc. The procedures may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and

investigated in accordance with this policy.

Title IX Coordinators

The Dean of Student Affairs and Chief Human Resources Officer serve as the Title IX Coordinators and oversee implementation of Thomas College's policy on equal opportunity, harassment, and nondiscrimination. The Title IX Coordinators have the primary responsibility for coordinating Thomas College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Lisa Desautels-Poliquin
Title IX Senior Coordinator
Student Affairs Office
AD-127
(207) 859-1220
desautelsl@thomas.edu

Michelle Joler-Labbe
Title IX Coordinator
Human Resources Office
AD-220
(207) 859-1240
HR@thomas.edu

Aracelis Mason-Pollard
Deputy Title IX Coordinator/Investigator
Student Affairs Office
AD-127
(207) 859-1216
aracelis.masonpollard@thomas.edu

Policy and Procedures

A complete copy of the Thomas College Policy on Equal Opportunity, Harassment, and Non-Discrimination including definitions, processes, and procedures is available online at

<https://www.thomas.edu/thomas-college-equal-opportunity-harassment-and-non-discrimination-policy-2023/>

SUBSTANCE POLICY

Introduction

As an educational community whose primary mission is to “prepare students for success in their personal and professional lives,” Thomas College is committed to providing a climate which supports both academic and personal growth. The College aims to promote in its community a sense of wellness and responsibility and is consistent with federal and state laws.

With society's increased awareness of the potential risks of substance use, responsible conduct should be demonstrated by each individual in the best

interest of their personal health and the community's general welfare. The following policies and guidelines are intended to serve as a standard of behavior for all members of the Thomas College community and their guests.

Overall

Persons are expected and required to assume responsibility for their behavior and understand that being under the influence of alcohol or drugs does not lessen their accountability.

- All members of the Thomas community are responsible for the actions of their guests. This includes informing all visitors of Thomas' substance policy and making sure they are following such policy.
- Any campus approved event where alcoholic beverages are served must be in an area licensed by the Maine State Liquor Commission for the dispensing and consumption of alcoholic beverages.
- Any alcohol, illegal substance, or paraphernalia that is confiscated will not be returned and will be disposed of.
- Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in people being held accountable.

Alcohol Policy

Thomas strives to create a campus climate that promotes social interactions that do not rely on alcohol, but rather seeks to encourage responsible choices made with all members of the Thomas community in mind. The College permits consumption of alcohol for individuals 21 years of age or older who choose to drink. Moderation in the use of alcohol and responsible behavior are essential and expected.

Those persons 21 years of age or older:

Persons of legal age may consume alcoholic beverages only at approved registered campus events, in the approved area of the Dog Pound (Spann Commons), or in approved areas within residences (see guidelines for residences).

Those persons under the age of 21:

It is against state law, and hence College policy, for anyone under the age of 21 to possess, sell, procure, consume, or transport alcoholic beverages. This includes exhibiting signs of alcohol consumption (such as alcohol on breath, slurred speech, bloodshot eyes, vomiting, difficulty standing, etc.), regardless whether it was consumed on or off campus.

General Alcohol Policy

The following are considered a violation of Thomas' Alcohol Policy:

- Consumption or possession of an open container of alcohol or imitation alcohol by someone of legal age in a common area unless the event/area is sanctioned by the College. Common areas include: the Ayotte Center, the Spann Commons (except at the Dog Pound), the Athletic Center, the

Alfond Academic Center and/or outdoors; and within residences, common hallways, bathrooms, lounges, computer lab, stairwells, or any other common area(s).

- Intoxication that interferes with or disrupts others or necessitates staff intervention or medical attention (as determined by college staff).
- Public or dangerous intoxication: defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the attention of college staff), a series of behaviors, or the appearance of an individual, which clearly demonstrates a state of intoxication.
- Furnishing alcohol to a minor: Furnishing liquor or imitation liquor to a person under the age of 21 or allowing a person under the age of 21 to possess liquor or imitation liquor on a premise under one's control (including residence room).
- The possession and/or use of false identification; providing or assisting an underage student with false identification.
- Common source containers of alcohol such as kegs (except at the Dog Pound), "beer balls", trash cans, punch bowls/spiked punch, alcohol filled fruit, etc.
- Games, acts, or any paraphernalia intended to influence or coerce individuals to ingest alcohol, or which imply that such ingestion is taking place. Examples include, but are not limited to, games typically associated with drinking whether alcohol is involved or not (e.g. "pong", "Beirut", "Quarters", "Flip Cup"), funnels, shot gunning, Jell-O shots, or any item/device used for mass consumption.
- Operating any type of motor vehicle while under the influence of alcohol.
- Use of student fees (e.g. Student Senate, fundraisers, student activities, residence halls, etc.) to purchase alcohol.

Alcohol Policy Specific to Residences

1. Resident students who are of legal age and their guests, of legal age, may only consume alcohol within their residence room/suite/townhouse or that of another 21-year-old if that student is present (except in Substance Free Housing: Hinman Hall).
2. Consumption of alcoholic beverages or possession of an open/closed container of alcohol for legal-age students is prohibited in Substance Free Housing (Hinman Hall) or within a room where the room owners are under 21.
3. Open alcohol containers, including any alcoholic beverage out of the original container or having a broken seal on the original container, are not permitted in common hallways, lounges, computer labs, bathrooms, stairwells, or any other common area(s).
4. There may be only one open container per person of legal drinking age.
5. The display of advertisements or signs, bottles, cans, lights, etc., that promotes or encourages the consumption of alcohol and is visible from outside of a campus building or a resident room is not permitted.

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6. Alcohol containers of a decorative nature, for collection, or for recycling are not permitted in Substance Free Housing or rooms where no resident is of legal age.

Dog Pound Alcohol Policy

1. To purchase alcohol, at each sale, a person of legal drinking age must present a valid Driver's License or State-issued Identification Card. A secondary form of identification may also be required (i.e., passport, military-issued ID).
2. Each person of lawful age may purchase only one alcoholic beverage at a time.
3. Only alcohol purchased or distributed by licensed persons may be consumed in the approved Dog Pound area. State law prohibits people from bringing their own alcoholic beverages into this area. Alcoholic beverages purchased or obtained at the Dog Pound may not be taken out of doors unless such areas are licensed for consumption.
4. Alcohol will be served at the server's discretion.

Social Gatherings with Alcohol

Recognized clubs/groups hosting programs or events at which alcohol is served or available must adhere to the following:

1. All requests for approval should be submitted at least thirty (30) calendar days in advance with the Assistant Vice President of Residence Life and Student Engagement (or designee).
2. Alcoholic beverages may not be the focus of a registered event.
3. Registered events must provide equally accessible non-alcoholic beverages and food while the alcoholic beverages are being served.
4. The purchasing or serving of alcohol should end no later than 1/2 hour prior to the scheduled ending time of the event.
5. Sponsors of events are responsible for compliance with college policies, for clean-up, and for damages.
6. Sponsors of the event are responsible for the costs to obtain a temporary liquor license, if required.
7. Signs, prizes, etc., advertising products containing alcohol are not permitted.
8. Visibly intoxicated people will not be permitted to enter an event and/or may be removed from an event once identified.
9. Alcohol served at a registered event may not be taken from the premises. Likewise, people shall not bring outside alcohol into an event.
10. Consumption of alcoholic beverages is prohibited during college sponsored activities that require coordination and good judgment for safety, such as hiking trips, water related activities, etc.
11. At events with mixed age groups, all persons interested in consuming alcohol must present proper ID and may be required to wear an identifying wrist band (wrist bands are nontransferable) or other device during the event.

Illegal Substance Policy

The following are considered a violation of Thomas's Illegal Substance Policy:

1. To use, possess, make, grow, furnish, sell, or trade any illegal drugs (heroin, cocaine, marijuana, LSD, steroids, etc.), use someone else's prescription drug, or the distribution or sale of prescription drugs.
2. The presence of smoke or other types of residues, including but not limited to, seeds, stems, edibles, dab, or odor from illegal drugs.
3. To possess, use, sell, manufacture, or advertise drug paraphernalia (including, but not limited to, pipes, bowls, clips, bongs, rolling papers, hookahs, etc.)
4. Exhibiting signs of being under the influence of any illegal drug or controlled substance anywhere on campus or at a college sponsored event, regardless of where the consumption occurred.

Prescription Drugs

It is illegal for any person who is not professionally licensed to manufacture, compound, dispense, sell, offer for sale, or have in possession any prescription drug, provided that this shall not prevent persons from possessing prescription drugs dispensed to them pursuant to a lawful prescription(s).

Medical/Recreational Marijuana

As a condition for receiving federal funding through Title IV in the form of financial aid, colleges and universities are required to comply with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substance Act (CSA) and classifies marijuana as illegal. Thomas College complies with the Drug-Free Schools and Communities Act and therefore prohibits all marijuana use including medical and recreational marijuana even though there may be state laws that permit its use.

Alcohol/Illegal Substance Policy Sanctions

In addition to sanctions below: Substance Free Housing Fine of \$50.00; Restitution Fine applied as applicable

Category I Violations (Includes but not limited to)

- Under 21 in possession of alcohol (physical or by consumption)
- Over 21 with open container in common space/outdoors
- Over 21 where behavior requires staff response (non-medical)
- Possession of empty containers:
 - Public Displays
 - For recycling or decorative container (under 21)
- Engaging in high-risk drinking (i.e.: drinking games) or possession of paraphernalia that encourages high risk consumption (i.e.: funnel)
- Being present when a violation is occurring
- Possession of alcohol in substance free housing
- Possession or use of marijuana

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- Possession of drug paraphernalia
 - Odor/smell of marijuana
 - Under the influence of drugs or alcohol (if under 21) whether consumed on/off campus

Sanctions (Includes but not limited to)

1st violation:

- Warning
- Educational component
- Restitution

2nd violation:

- BASICS and/or substance screening
- Educational
- Community Service
- Restitution

3rd violation:

- Residence Relocation
- Educational
- Community Service
- Residential or Disciplinary Probation
- Campus Restrictions
- Administrative Conduct Fine **\$50.00**
- Restitution

Category II Violation (Includes but not limited to)

- Repeat minor offenses, patterns of behavior
- Over or under 21 that results in medical intervention or transport, refusal of medical transport against medical advice
- Providing a place for minors to consume
- Furnishing alcohol to a minor
- Use, furnish, provide Fake ID
- Possession of common source container (i.e.: keg, punch bowls)
- OUI on campus
- Use, possess, distribute drugs (i.e.: heroin, cocaine, LSD) or illegal use, possession, distribution of prescription drugs
- Distribution of marijuana
- Sale of illegal drugs, marijuana, or prescription drugs

Sanctions (Includes but not limited to)

- BASICS and/or Substance Screening/Assessment
- Prime for Life Program
- Educational Component

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- Community Service
 - Residential Relocation
 - Disciplinary or Residential Probation (minimum 1 semester)
 - Campus Restriction
 - Suspension or Expulsion
 - Administrative Conduct Fine **\$50.00**
 - Restitution

Good Samaritan Policy

Abuse of alcohol or other drugs can create life-threatening situations that require an immediate response from emergency services personnel. In all instances, the College's main concern is that those in need receive prompt medical attention. If a student assists an intoxicated individual who is at risk for alcohol poisoning, drug overdose, or has other urgent medical needs and requests the assistance of Thomas College staff, neither the student who is at risk nor the individual who assisted will be subject to formal college judicial action. This policy refers to incidents where alcohol poisoning/overdose is a likely risk and does not excuse those who repeatedly violate Thomas College's substance policy. The student who was likely to be at medical risk will be required to meet with a member of the Student Affairs staff or be referred to the Thomas CARE Team for follow-up. Failure to attend the follow-up meeting may result in disciplinary action.

Guidelines for Distribution, Marketing, and Promotion of Alcohol and Other Substances

1. The consumption of beer, wine, or distilled spirits should not be the sole purpose of any sponsored event.
2. No uncontrolled sampling or other promotional activities, including "drinking contests," will be permitted as part of any campus marketing programs or events.
3. No advertising should promote high risk drinking or portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success of the individual, or be associated with the performance of tasks that require skilled reactions such as the operation of motor vehicles or machinery.
4. Informational marketing programs should have educational value and subscribe to the philosophy of responsible decision-making and legal use of the products represented.

SUBSTANCE ABUSE PREVENTION, EDUCATION, AND REFERRAL SERVICES

Counseling Services

Thomas College has counseling services available to help students deal with substance related concerns or abuse problems. You may discuss concerns with the Campus Counselor, Health Center staff, Dean of Student Affairs, or the Director of Community Standards. These individuals can also help you to get

assistance from trained professionals in the community.

Local Resources

- Maine Office of Substance Abuse 1-207-287-8900
- Maine Drug Enforcement Agency 1-800-452-6457
(Anonymous & confidential - you may report illegal drug activity)
- Maine General Medical Ctr (Behavioral Health) 1-877-777-9393

What are Potential Signs of a Problem?

- Failure to fulfill major work, school, or home responsibilities.
- Specific school problems such as poor attendance, low grades, and/or recent disciplinary action.
- Drinking in situations that are physically dangerous, such as driving a car.
- Having recurring alcohol-related legal problems, such as being arrested for driving under the influence or for physically hurting someone while under the influence.
- Continued drinking despite having ongoing relationship problems that are caused or worsened by alcohol/drugs.
- Mood changes such as temper flare-ups, irritability, and defensiveness.
- Physical or mental problems such as memory lapses, poor concentration, bloodshot eyes, lack of coordination, or slurred speech.

WHAT DOES THE LAW SAY ABOUT ALCOHOL?

UNDER 21

Illegal Possession

It is a civil violation for any person under the age of 21 to possess liquor or imitation liquor except if it is within the scope of their employment or in their home in the presence of their parent. Fines for illegal possession are as follows:

- **1st Offense** – \$200 to \$400
- **2nd Offense** – \$300 to \$600
- **3rd or Subsequent Offense** – \$600

Youths 17 years or younger are charged with the juvenile crime of illegal possession.

Purchase and Attempt to Purchase Alcohol by Persons Under 21 In Maine, the purchase of alcohol by persons under 21 years of age is prohibited. A violation of this law is punishable by:

- **1st Offense** – a fine of \$200 to \$400
- **2nd Offense** – a fine of \$300 to \$600 and/or community service
- **3rd or Subsequent Offense** – a fine of \$600 and/or community service

Use of False Identification

The use of false identification by a person under the age of 21 is illegal. In Maine, a violation of this law is punishable by:

- **1st Offense** – a fine of \$200 to \$400 and a 30-day driver's license suspension
- **2nd Offense** – a fine of \$300 to \$600 and/or community service and a 90-day driver's license suspension
- **3rd or Subsequent Offense** – a fine of \$600 and/or community service and a 1-year driver's license suspension

The Teen OUI Law (Zero Tolerance)

Any motor vehicle operator under 21 years of age who operates or attempts to operate a motor vehicle with **any** alcohol in their blood* shall have their license suspended by the Secretary of State for one year. If they have a passenger under 21, an additional 180-day suspension will be imposed. Refusal to be tested will result in suspension of their operator's license for at least 18 months.

**Minors who test .08 or more will be prosecuted for the criminal offense of OUI. Anyone, including a minor, who drives with a Blood Alcohol Content (BAC) of .08 or higher can be charged with Operating Under the Influence (OUI).*

Individuals with a BAC lower than .08 can still be charged with an OUI if a law enforcement officer feels they are unable to safely operate a vehicle.

OVER 21

Furnishing Liquor to a Minor

Any person who furnishes liquor to a minor, or allows a minor under that person's control, or in any place under that person's control, to possess or consume liquor, may be fined up to \$2,000 and/or sentenced to up to one year in jail. If the minor is less than 14 years old, or the violation is a second offense within six years, the minimum penalty is a \$1,000 fine and up to six months in jail.

Furnishing Imitation Liquor to a Minor

Any person who furnishes imitation liquor to a minor or allows a minor under that person's control to possess or consume imitation liquor may be fined up to \$500 and/or sentenced to six months in jail.

Maine Liquor Liability Act

The Maine Liquor Liability Act was established to form a legal basis for obtaining compensation for damages as a result of intoxication and related incidents. ***A non- licensed, social host (a person who does not hold a Maine Liquor License) can be sued for negligent or reckless conduct.*** By definition, **negligent conduct** is the serving of liquor to a minor or intoxicated person, if the defendant knows or a reasonable and prudent person should have known the person being served is a minor or is visibly intoxicated.

Reckless conduct is the intentional serving of liquor to a person when the server knows the person being served is a minor or is visibly intoxicated, and the defendant consciously disregards the obvious and substantial risk that serving liquor to that person will cause physical harm to the drinker or to others.

Financial Implications

Damages may be awarded for property damage, bodily injury, or death caused by the consumption of liquor served by the defendant. The limit on awards is \$250,000 plus medical expenses.

WHAT DOES THE LAW SAY ABOUT ILLEGAL SUBSTANCES?

Maine State Laws Governing the Use of Controlled Substances

1. The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.” Note: The sale of illicit drugs within one thousand (1,000) feet of a school is a federal offense.
2. Possession of a usable amount of marijuana by a person under 21 years of age is considered a civil infraction with a fine of up to six hundred dollars (\$600) or up to one thousand dollars (\$1,000) depending on the amount (up to 2 ½ ounces). Possession of greater quantities may result in a legal presumption of trafficking in scheduled drugs. Trafficking carries severe penalties.
3. It is unlawful for any person to use, or to possess with intent to use, to grow, harvest, manufacture, produce, test, store, conceal, inject, ingest, inhale, or otherwise introduce into the human body an unlicensed controlled substance or counterfeit controlled substance. Penalties include prison terms and substantial fines. This does not apply in Maine to a person who is authorized to possess marijuana for medical use pursuant to Title 22, chapter 558-C or to a person who is authorized to possess marijuana pursuant to Title 28-B; however, it is still against federal law.
4. It is unlawful in the State of Maine to possess, use, sell, manufacture, or advertise drug paraphernalia. Paraphernalia includes any equipment, product, or material which is used for or intended for use in growing, harvesting, manufacturing, producing, testing, storing, concealing, injecting, ingesting, inhaling, or otherwise used to introduce an illicit drug into the human body. Bongs, hash pipes, water pipes, roach clips, etc. are considered drug paraphernalia. Fines of up to two thousand dollars (\$2000), in addition to a maximum jail term of one (1) year, are provided for under Maine law. This does not apply to a person who is authorized in Maine to possess marijuana for medical use pursuant to Title 22, chapter 558-C, to the extent the drug paraphernalia is used for that person's medical use of marijuana or to a person who is authorized to possess marijuana pursuant to Title 28-B or to the extent the drug paraphernalia is used for that person's adult use of marijuana; however, it is still against federal law.

RESIDENTIAL LIFE

(Alfond Athletic Center: James Delorie, Assistant Vice President for Residence Life and Student Engagement, Ext. 183)

Residential Life at Thomas College is designed to provide a healthy environment in which to live and to learn. Residential Life staff works with students to accomplish this goal, as well as aids residents to learn more about themselves through interaction with others, to develop personal connections and life goals, and to accept the responsibilities associated with group living. Together, the Residence Life team strives to foster each student's wellbeing as an individual, a student, and a member of our community. The Office of Residential Life is a part of Student Success and Engagement and is comprised of both professional and paraprofessional staff members.

The Assistant Vice President for Residence Life and Student Engagement and Professional Staff members of Residential Life and Housing are responsible for all aspects of residence hall management, and for the evolution of a developmental residential program. The positions directly supervise the Community Assistant staff, provide leadership for residential programming, and promote a safe and productive academic atmosphere in the residence area. The Professional Staff, along with the Assistant Vice President for Residence Life and Student Engagement, oversee housing assignments and room changes, facilities management, and general responsiveness to residential student needs and issues.

Community Assistants (CAs) are student staff who live in the residence halls and act as peer advisors and resource people, as well as sponsor programs for resident students. Their primary responsibility is developing relationships with the students they live with and helping them to make the most of their Thomas College experience by fostering a sense of community. The CAs are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the CA on duty for their building/area, provide programming opportunities for the residents, create a safe and welcoming experience, and assist in mediating roommate and floor issues as needed.

RESIDENCE LIVING COMMUNITIES

All residential living communities are smoke and vape free.

Every on-campus room is wired for voice, video, and data.

Every on-campus resident has access to cable TV and network connection.

Bartlett Hall

This residence hall offers a suite-style housing option for upper-class students who wish to live in a suite-style living arrangement. Suites have 4- 5 bedrooms with one to two full bathrooms per suite accordingly. Clusters of suites share a lounge with a kitchenette and computer terminals. Quiet study rooms are

located on each floor. The first-floor common area includes a multi-purpose room, computer lab, lounge, full kitchen, vending area, student mailboxes, and a Residential Life staff office. Laundry facilities for the building residents are located on the first floor. Co-ed housing options are available to be selected through the Room Selection process each spring.

Grant, Parks, Heath (GPH) Residence Halls

These residence halls are traditional residence hall buildings, connected by a common lobby and include two quiet floors. The GPH complex is open to first year and upper-class residents. Washers and dryers are available on each floor. The lobby contains vending machines, a kitchen, student mailboxes, a computer/quiet study room, and a Residential Life staff office. The lower lobby area is a recreation room and is equipped with a pool table, comfortable chairs and sofas, and a large television. The Health Center is located on the 1st floor of Grant Hall.

Hinman Hall

This 108-bed residence offers single-gendered pod-style housing for first year students. Each pod houses 27 students in single and double rooms, a common area lounge and two common bathrooms. There are two pods per floor which share a common quiet study room and elevator lobby. The first-floor common area available to all Hinman residents features a large student lounge, computer study lab, full kitchen, vending area, laundry room, student mailboxes, and an office for Residential Life professional staff.

Townhouse Suites

These buildings offer two-story Townhouse suites for upper-class students. Each townhouse suite consists of single and double rooms to accommodate eight students, two bathrooms, and a common living space. A common area is available for all students living in the Townhouses that provides access to a student lounge, full kitchen, computer terminal and printer, bathroom, mailboxes, laundry facilities, and an office for Residential Life professional staff. Co-ed housing options are available to be selected through the Room Selection process each spring.

Village Residence Area

The Village Residence Area consists of two smaller, one-story buildings. Housing at the Village consists of designated double and triple rooms that have a private bathroom per room. Separate laundry facilities are provided for the Village residence use. Village residents have access to the first-floor common area of Bartlett Hall which includes student mailboxes, full kitchen, vending area, computer lab, an all-purpose room, and a lounge area.

Snow Pond

This is our newest residence option, thanks to an exciting partnership between Thomas College and Snow Pond Center for the Arts. Students who are at least 21 years old have the option to live on a gorgeous 40-acre property along Messalonskee Lake. The residential space, located 10 minutes from campus,

is a two-story building with 28 single bedrooms, shared bathrooms, a common living area, a full kitchen, and laundry facilities. Incredible camp amenities like studio spaces, tennis and basketball courts, docks, and trails for walking and snowshoeing are also available to all residents. Because Snow Pond is off campus, residents must have their own transportation to and from campus. NOTE: Specific guidelines and policies for Snow Pond are under review and will be available before the start of the fall 2023 semester.

RESIDENCE LIFE FACILITIES & SERVICES

Campus Mail

(Ayotte Center: Welcome Center, 8:00 a.m.- 4:30 p.m.)

Mailboxes for GPH residents are located in the GPH lobby. Village and Bartlett Hall resident mailboxes are located on the first-floor lobby of Bartlett Hall. Mailboxes for Townhouse residents are located in the common area of Unit #5 and mailboxes for residents of Hinman Hall are located on the first floor of Hinman Hall. Mail is delivered by 6:30 p.m. and outgoing mail is picked up at 3:00 p.m. Monday - Friday. Students receiving packages will be sent an e-mail letting them know that their package is in the Mail Room, located on the first floor of the administration building. Students wishing to purchase stamps may do so in the Mail Room.

Computers

Computer Network Connections

Students living in residence halls have access to both wired and wireless computer network connections. This service allows students to connect to the Campus network and the Internet.

GPH, Hinman, and Bartlett Computer Labs

There are computers available for student use (assigned to GPH, Hinman, Village, and Bartlett) 24-hours-a-day in the computer lab located in each lobby area. It is expected that the following guidelines be upheld:

1. The computer labs are intended for homework use; non- homework use should be conducted only when a terminal is free.
2. No food or drinks are allowed in the labs.
3. If a student needs to use a terminal to do homework, priority will go to this student if you are using it for non-homework use. ***Please be considerate of others using the lab.***

Custodial Services

Cleaning services (cleaning of common areas and trash removal) are provided in the GPH, Hinman, Snow Pond and Bartlett residence halls, and the common space in Unit #5 of the Townhouses. The staff cleans all common areas, including common bathrooms, hallways, and laundry rooms. Students living in the Village, Bartlett Hall, and Townhouse housing are responsible for cleaning their own suite common area and bathrooms and must provide their own bathroom paper products. At the end of the first semester each year, students

living in Village, Bartlett, and Townhouse will have their bathrooms cleaned during break. All residents are expected to place trash in designated areas/dumpsters. Excessive cleaning or removal of trash from common areas by the custodial staff as determined by the departments of Physical Plant and Residential Life and Housing may result in an excessive cleaning fine to the floor/area.

Kitchen Facilities

A kitchen facility is located off the main lobbies of GPH, Hinman, and Bartlett Residence Halls, the upper level of Snow Pond Residence, and in the common area of Unit #5 of the Townhouses. The facilities may include pots, pans, and other cooking utensils on a limited basis as well as a full-size stove and oven. There is to be no cooking in any residence hall rooms or suites at any time as it is a potential fire hazard. The Professional Residential Life staff and Director of Physical Plant will approve or disapprove the use of electrical appliances.

Laundry

Washers and dryers are available in all residence areas. The use of these facilities is provided free of charge for all residents. Residents will need to furnish their own laundry products and iron (automatic shut-off only) and ironing board.

Storage

There are no storage spaces on campus for students' belongings during the academic year. Any storage of furniture and other large items is not permitted. Items, including rugs, left in a room after the student has officially checked out will be thrown away and the college is not responsible for any item left behind after a student has vacated their room. A disposal fee may be assessed for the removal of any item left behind. Limited summer storage is available in certain circumstances. Eligibility for this is determined by Residential Life professional staff.

Telephone Options for Residents

1. Your personal cellphone
 - Favored by most
 - All major carrier networks work well on campus, with both CDMA and GSM networks (used by most carriers) working well.
 - Verizon wireless seems to have the best signal and highest speed data service.
2. House phones
 - Available in many lounges, halls, or common spaces.
3. Microsoft Teams (part of Office 365)
 - Contact Christopher Rhoda (VP of IS) for national and international options and pricing

Cable TV Systems

The Spectrum TV service/channels are available at <https://watch.spectrum.net> or the SpectrumU app. This app is available on most tablets and smartphones from anywhere on campus (via Wi-Fi or an ethernet cable). You may also connect your device to a TV for viewing on a larger screen. Many Smart TVs can run the Spectrum TV app. If you have a TV that cannot, we recommend buying an infrared-based Roku Express device for about \$30 (for example: https://www.amazon.com/dp/B07WVFCVJN/ref=pe_2640190_232748420_T_E_item).

A channel line-up may be found at <https://www3.thomas.edu/internal/it/cabletv.pdf>.

Vending Machines

Vending machines are located in the lobby of GPH, Hinman, and Bartlett Residence Halls. Any problems with vending machines in the residence halls should be reported to Residential Life professional staff immediately.

HOUSING ASSIGNMENT

The College will not discriminate in room or hall assignments on the basis of race, age, marital status, sex, gender identity, color, religion, national origin, or creed. At the time of initial assignment, an attempt will be made to assign you to the hall and room of your choice. Failure to honor your preference will not void this agreement. Reasonable accommodations will be made for students requiring special assistance to halls that can best accommodate their needs on a space available basis and after consultation with and approval from the Dean of Student Affairs. Room assignments for new students will be made based on the date that the Housing Application and deposit are received by the College. Assignments for returning students are made according to the spring Room Selection Process. The College reserves the right to consolidate or fill vacancies by requiring residents to move to alternative accommodations. Students may not be permitted to keep a Village, Bartlett, or Townhouse double/triple as a single room with the option of keeping it open for a new roommate throughout the year. The College also reserves the right to change hall or room assignments and to make reassignments to comparable quarters for, but not limited to, reasons of health, safety, repair services, disciplinary reasons caused by the resident, and/or unresolved incompatibility of roommates. Residents are prohibited from taking a roommate or permitting any part of their room to be shared by a person(s) not assigned by Residential Life.

Any student who, in the judgment of the Dean of Student Affairs or their appointee with consultation with the Assistant Vice President for Residence Life and Student Engagement and/or Senior VP of Student Success or the Provost of the College, is behaving in a manner that appears to endanger the health and safety (physical or emotional) of others or is interfering with the proper functioning of the residential community, may be asked to leave the residence in which they reside. This may include exclusion from the residences entirely

or the College.

Housing Agreement

The Housing Agreement is an agreement between the College and the individual student. It entitles the student to the use of the resident accommodations only in such a manner as stated in the Housing Agreement and *Student Handbook*. Failure to observe the terms and conditions of the agreement will subject the student to disciplinary action.

Eligibility

To be eligible for campus housing, a student must be currently enrolled at Thomas College as a full-time Day Student (12 credits or more) and have posted the room deposit.

Occupancy Period and Agreement Termination

1. The Housing Agreement, when signed and submitted to Residential Life and Housing, is binding for the academic year (two semesters) or the balance of the academic year, (if entering after the beginning of the fall semester) and is non-transferable. Residents may terminate this agreement for the second semester by notifying Residential Life prior to December 31, 2023. This also includes students who are assigned to out-of-town teaching or field placement positions for the spring semester. Failure to notify Residential Life by that date may result in charges for the semester. Exceptions may be made only in cases of illness, a call to military duty, extreme hardship, when an occupant leaves for the convenience of the College, and/or if overcrowded conditions exist. The charges in these cases will be determined by the College according to the circumstances of each case. The agreement will terminate for those students who are no longer enrolled at Thomas College at the end of the fall semester.
2. All upper-class students in campus housing are required to purchase a meal plan (unlimited meals, 225-block, or 135-block). Juniors, Seniors, and Graduate students are eligible for the 100-block plan as well. First-year students are required to be on the unlimited meal plan or 225-block meal plan.
3. After the start of a semester when a full-time day student officially changes from commuter to resident, the room, board, and resident technology fees will be prorated by week. Financial aid may be recalculated in the same manner. After the start of a semester when a full-time day student changes from resident to commuter, the room, board, and resident technology fees will be recalculated according to the refund policy. After 60% of the semester has been completed, no change will be made to the student's charges. Financial aid may be recalculated in the same manner.
4. The indicated rate does not include room and board during scheduled College breaks and vacation periods, regardless of academic requirements.
5. New students are entitled to occupy their rooms on the first day of Orientation. Upper-class students may occupy their rooms the day before classes start.
6. Graduating seniors and Graduate students receiving advanced degrees may

remain in the rooms until 5:00 p.m. on the day of graduation; all other occupants must vacate their rooms within 24 hours after their last exam. . In the case of withdrawal, suspension, or dismissal, occupants must vacate at the time of clearance stated by the Assistant Vice President for Residence Life and Student Engagement or Residential Life staff.

7. A student who has been terminated due to academic reasons automatically forfeits their campus housing space.
8. Returning students are eligible for housing through the Spring Room Selection Process. To be eligible, students must have all health immunization records on file and up to date in the Health Center and be cleared financially with Student Financial Services by the stated deadline.

Agreement Enforcement

1. The College and student mutually agree that this agreement constitutes a license and not a lease.
2. Signed agreements are in effect upon their receipt by Residential Life and Housing. Failure to request release from the agreement in written form or failure to occupy an assigned room may result in liability for one-half of the semester's room charges.
3. Late arrivals: Students must notify Residential Life and Housing if they plan to arrive later than the first day of classes. Failure to do so may result in forfeiture of agreement and one-half semester's room charges being levied.
4. The student agrees that continued compliance with the rules and regulations of the College and the State of Maine fire, safety, and health regulations, is a condition of this agreement.
5. To provide a healthier environment for all, smoking is prohibited in all College residences (including electronic cigarettes/vaping). Smoking is also not permitted anywhere on the grounds at Snow Pond Residence.
6. Students in violation of any such condition or any other provisions of this agreement will be subject to disciplinary action. Violations also entitle the College to terminate the Housing Agreement and institute eviction procedures if deemed necessary.
7. Any damage, other than normal wear and tear, will be billed to the student following the room check out process as determined by the Director of Physical Plant and professional Residential Life staff. Review the inventory carefully and address any changes to Residential Life and Housing.
8. By signing this agreement, the student also agrees to return the room to its original state before vacating at the end of the year or as a result of agreement termination. Failure to do so may result in a damage or cleaning fee.
9. The College reserves the right to transfer a student to a different room or residence to better meet occupancy needs of individuals and/or the College.

Room Changes

Room changes may not be permitted during the two weeks leading into a semester and the first two weeks of each semester. Any student changing rooms for the second semester must move to a new room prior to their departure for the winter break. Room changes may not be made without authorization from Residential Life and Housing. Any exceptions may be made by professional Residential Life staff.

Room Consolidations

When a space vacancy occurs, the occupant must choose one of the following options:

1. Select an eligible roommate and complete the necessary paperwork.
2. If the occupant, or the College, is unable to locate a roommate, they may move or be requested to move to an alternate room.
3. Remain in the room (in compliance with the guidelines under “Housing Assignments”) with the understanding that the College may assign a roommate at any time and/or adjust the room occupancy rate. Students are not to discourage prospective roommates; such actions will result in an additional fee, relocation, and/or fine. When a vacancy occurs, the College reserves the right to assign a new roommate(s) or make reassignments as needed.

College Liability

Personal property of the student or in the custody of the student is not covered by the College for loss by theft, fire, water damage, or any other occurrence beyond the control of the College. Students should carry their own insurance protection for personal property.

Summer Housing Policy

1. Summer housing is available for students who are currently enrolled at Thomas College **on a limited basis**.
2. The only students eligible for campus housing are those who are approved for summer College work-study positions, are employed for the summer by college administrative offices, enrolled for summer courses, or who are granted permission to live on campus while working in the area. Consideration will first be given to students taking classes, working in work-study positions, or who are employed by the College during the summer. (Note: students must be enrolled in class full time or working full time to be eligible for summer housing).
3. Summer housing constitutes the period of time from graduation until a week before classes begin.
4. Discharge from, or termination of, any summer campus employment position for any reason results in loss of summer housing.
5. There are two rental payment options:
 - a. Advanced cash payment for the full summer, or
 - b. Contracted payroll deduction from summer paychecks or College work-study.
6. Students living in summer housing are responsible for their own meals.
7. All College policies are in effect throughout the summer as well as additional summer housing policies (on file with Residential Life and Housing). Break Housing policies will be in effect during the first and last week of the summer housing period.
8. Thomas College is under no obligation to provide summer employment or housing opportunities for students. This includes graduate or undergraduate students enrolled in spring trimester classes.

Break Housing

During official College breaks, the Residence Halls close and residents are expected to vacate their rooms by 6:00 p.m. on the indicated day.

Exceptions for Break Housing will be considered for reasons such as academics, athletics, work, and travel. Students requesting housing during break periods must submit a request to Residential Life and Housing through the online form by the stated deadlines. Students will be notified prior to the break if they are eligible for Break Housing. Students on Residential or Disciplinary Probation, or who have a judicial history of property damage, repeated substance policy violations, or other violations may not be eligible for Break Housing (students needing to stay for academic or athletic reasons may request special consideration). Resident students granted an exception to remain in housing over break periods must attend a mandatory Break Housing meeting and adhere to additional Break Housing policies. **The fee for Break Housing is \$34.00 per night or \$200.00 per week (7 nights).** This fee is waived for residents required to be on campus for academics or athletics or have extended travel requiring that they remain on campus during breaks. Meals are not provided by the College during breaks. Any resident student who remains in housing any time during the break when housing is closed, without prior arrangements or exception, may be assessed a fee of \$50.00/day or night.

RESIDENCE LIFE POLICIES

Appliances

The following Appliances are permitted in student rooms:

- One 3.1 Cubic Foot or smaller Refrigerator per student
- One Small Microwave per student
- Keurig Machine
- Wax warmers that do not have an open flame or hot plate
- Automatic Shut of Iron
- Power Cords or Strips with a switch to turn them on or off.

The following Appliances are not permitted in student rooms

- All items with a heating element
 - Examples: Grill, Air Fryer, Hot Plate, Mug Warmer, Space Heater, Electronic Blanket, Toaster Oven
- Blenders
- 3D printers

Bicycles

Bicycles are not allowed in lounges, hallways, or stairwells due to fire regulations. Where available, bicycles may be placed in outside bicycle racks. Bicycles may be stored in individual rooms as space permits. It is strongly recommended that bicycles be registered with Safety and Security in case of theft or vandalism.

Closing Hours

For security purposes, all entrances to the residence hall are locked 24 hours a day. All residents in GPH, Hinman, Bartlett and Snow Pond will gain access to their residence hall with their student ID. GPH, Hinman, Bartlett and Snow Pond residents are responsible for the security of their own room. Students residing in the Village are responsible for the security of their own rooms and will have card access to the Village laundry room and the common area of Bartlett Hall 24 hours a day. Students residing in a Townhouse suite are responsible for the security of their own exterior door and interior room doors. Townhouse residents will also have card access to a common area 24 hours a day.

Electrical Extension Cords and Power Strips

Please keep the use of extension cords to a minimum. If needed, you must use UL rated surge protector as regular household extension cords are prohibited due to fire safety. Overloaded power strips and extension cords that do not fit the approved ratings are not allowed in housing. This is a very important fire safety rule - overloaded extension cords can cause fires! Appliances (e.g., refrigerators and computers) should be plugged directly into existing electrical outlets if possible. Electric cords may not be run through ceiling tiles, under carpets, or be covered by any other material. Likewise, frayed wires are not permitted as they pose a fire hazard to the student and community.

Fire Alarms and Equipment

Any person discovering a fire should pull the nearest fire alarm and report the location to Residential Life staff or Safety and Security personnel. Any time the alarm sounds all persons must evacuate the building and remain outside the building until the Fire Department, Safety and Security, and Residential Life professional staff deem it safe to return inside. Falsely setting off the fire system in any manner is a very serious offense that may immediately be referred to a Judicial Officer for review. Any person found tampering with fire safety or prevention equipment or interfering with emergency personnel will be subject to disciplinary action to include Residential Probation, at a minimum, and restitution, if applicable. No item should be placed within 24" of any fire equipment in rooms or halls.

Furnishings

You may arrange your room in any way you like, provided the furnishings are portable, are not moved in a manner they are not intended, and you do not obstruct safe exit from your room. You are responsible for furnishings assigned to you at the beginning of the year. All College owned furniture and accessories may not be removed from the room. Furniture in GPH, Hinman, the Village, Bartlett, Snow Pond and Townhouse Suites must remain in the room and are not to be removed or swapped. Lounge and common area furniture is intended for the use of ALL students and is not to be removed. Furniture items from residence hall rooms, personal or college owned, are not allowed outside the room. Beds may be bunked; however, bunked beds may not be placed on the high loft settings

for reasons of safety. Likewise, lofted or bunked beds may not be placed on blocks or other items to raise them higher than intended.

Guests

Guests visiting any campus residence overnight, or at any time during the designated overnight hours (8:00 p.m. – 8:00 a.m.), must be signed in online through My Thomas and will be sent an email guest pass. Guests are the responsibilities of their hosts(s) and are expected to adhere to all college policies and guidelines. Guests are not permitted in housing longer than 3 days per week (within a 7-day period). Students who wish to have a guest stay in a shared room must obtain their roommate’s permission to have guests - BEFORE the guest arrives. Exceptions may be made through Residential Life professional staff.

Hall Sports

Recreational activities involving athletic or play equipment (including, but not limited to, soccer balls, basketballs, footballs, hockey sticks, cleats, etc.) are not allowed in the public areas of the Residence Halls. Water sports of any type (water pistols, water balloons, etc.) are also strictly prohibited.

Health and Safety Inspections

Upon prior notice, Residential Life staff, Safety and Security and/or Maintenance staff will conduct periodic room inspections to help ensure that all residents are in compliance with health, fire, and safety guidelines.

Housekeeping

Residents are expected to maintain and clean their room/suite on a regular basis. Common areas are cleaned by the custodial staff; however, the custodial staff has the right to refuse to clean areas that are intentionally or maliciously dirtied or damaged by students.

Incense, Candles, and Room Fresheners

Due to the extreme fire hazard resulting from the burning of incense or candles, neither is allowed anywhere within the residence halls. Scented wax burners with candles are not permitted. However, plug in scented wax melters (without open flame or hotplates) are permitted.

Keys

When a student officially checks into their residence, they will be issued a room key, mailbox key, and access card. No deposit is required for keys or access cards; however, students will be asked to sign a receipt. All keys and/or access cards must be turned in when checking out of a room/ building. Students are responsible for keys/access cards that are lost, stolen, damaged, or not returned at check-out. If a student loses their key or access card during the semester, they should report this to Residential Life Staff or the Office of Safety and Security immediately. The following fees will apply:

Replacement Room Key.....\$75.00

Replacement Townhouse Suite	\$150.00
Replacement Mailbox Key.....	\$75.00
Replacement Access Card.....	\$15.00

For safety and security reasons, any key not returned at check-out will result in restitution to replace the lock.

Painting

The College does not permit students to paint their rooms, suites, or doors or complete any damage repairs themselves.

Pets

For health and maintenance reasons, pets are not permitted in college housing except for fish in an aquarium no larger than 5 gallons. Service animals, such as seeing-eye dogs, are permitted with prior approval and appropriate documentation on file in the Dean of Student Affairs office.

Quiet and Courtesy Hours

Quiet hours are established to assist in creating a positive academic atmosphere in the residence hall during the evening hours. Because study and proper sleep are essential for success, quiet hours are a necessary part of community life. This policy also encourages a sense of community responsibility in being considerate of one another's needs. Quiet hours are scheduled 11:00 p.m. to 7:00 a.m. Sunday through Thursday and 1:00 a.m. to 8:00 a.m. Friday and Saturday. Floors with extended quiet hours run from 9:00 p.m. – 8:00 a.m. Sunday through Thursday and 11:00 p.m. - 9:00 a.m. Friday and Saturday. Courtesy hours are in effect 24 hours a day, 7 days a week in all residences, during which time students are to be considerate of the needs of their neighbors and fellow students upon request. Responsibility for quiet hours is shared. All residents are responsible for their own reasonable conduct and for letting others know when they are infringing on the right to a quiet living environment. In persistent cases, do not hesitate to seek help from your own CA, the CA on duty, or Safety and Security. Extended quiet hours will be in place during final exam week. Loud disturbances of any kind will not be tolerated during quiet hours. Large speakers, musical equipment, subwoofers, bass, etc. in student rooms deemed to be a continued noise issue in the residence halls may be removed by Residential Life and Housing.

Residence Entry

Each residence is equipped with a security locking system. Residents will be issued the appropriate key/access card to their building (and associated common spaces) upon official check-in. In order to maintain the most effective security for all residents, a student may not give their key/access card to any person not living within their residence. Likewise, only those students who have been assigned to and have access to the building and/or their guests are permitted inside. The use of an unauthorized entrance or exit, to or from a residence, is prohibited (this includes propping open locked doors, entering through a window, etc.).

Roofs and Roof Access

In the interest of safety, access to building roofs for any reason is strictly prohibited.

Room Care

Rooms should be kept clean and free of safety or health hazards at all times. The use of stickers and nails are not recommended as they may cause excessive damage. Care should be exercised in the use of tape or 3M strips so painted surfaces are not damaged. Damage due to other than normal and reasonable wear and tear will result in charges to responsible individuals. Residents are ultimately responsible for what occurs in their assigned room/suite. At the end of the year all room furniture must be arranged as it was at the time of check-in. Failure to clean a room and arrange the furniture may result in an excessive cleaning fee. Any problems with your room should immediately be addressed to your CA or Residential Life and Housing.

Room and Common Living Area Damage

Students are responsible for the condition of their own rooms and all furniture and equipment provided to them. Any student with damage to their room or its contents will be charged for restitution. However, any damage to the room or its contents for which no specific person can be charged will be divided equally among the room's occupants and charged to each person's individual account. Similarly, any damage occurring in hallways, restrooms, or other common living areas will be charged to the individual(s) having caused the damage. Any damage that cannot be traced to a specific source will be divided equally amongst all students living on the floor, in a suite/townhouse, in the building, side of Village building, or area.

Student Damage Fee Schedule (minimums)

Door Painting	\$50.00
Excessive Cleaning	\$50.00
Furniture Replacement	\$40.00 + cost
Installing Door Closures.....	\$25.00 + cost
Hallway Painting.....	\$300.00
Bartlett Suite Hallway Painting	\$150.00
Ceiling Painting	\$100.00
Relocating Thomas College Furniture.....	\$25.00 (per piece)
Room Painting	\$300.00
Wall Painting	\$75.00
Smoke Detector Replacement.....	\$100.00
Voice/Data/Video Port Replacement	\$30.00
Window Repair.....	\$25.00 + cost
a. Screen Replacement – Village/Bartlett, Townhouse, Hinman.....	\$50.00
b. Screen Replacement – GPH.....	\$40.00
c. Large Blind Replacement – Bartlett/Townhouse/Hinman	\$70.00
d. Small Blind Replacement – Bartlett/Townhouse/Hinman	\$50.00
Window Shade.....	\$20.00
Broken/Missing Towel Rack.....	\$20.00

Note: Defacing any furniture will result in a charge to sand, stain, and paint as needed, or replacement cost of the piece. The fees listed above represent the **minimum** repair and/or replacement costs for restitution resulting from student damages. In addition, any behavior leading to vandalism, creating health and safety hazards, and/or damages could result in a disciplinary referral for sanctioning beyond restitution.

Room Entry

The College reserves the right to enter any room in a college-owned or leased/operated residence for the purposes of performing routine or emergency maintenance; to check for fire hazards; for possible health and safety related problems/issues; to confront or deter a policy violation; and for other purposes as the need arises to protect the educational atmosphere of the College. If time or situation permits, an effort will be made to notify the resident(s) of the room in advance before entry. Also, the College may conduct safety or welfare inspections in all College buildings during vacations/breaks or at times deemed necessary by the Dean of Student Affairs, Assistant Vice President for Residence Life and Student Engagement, Residential Life professional staff, or Director of Physical Plant.

Room Inventory

Your Community Assistant will go over the inventory of your room and its furnishings when you move in. The purpose of the inventory is to find any conditions that must be reported to Maintenance for repair and to review the condition of the room. This will ensure that you will not be held responsible for any problems that predated your arrival. Any discrepancies should be addressed with your CA or Residential Life staff prior to signing. Final assessment of damage and cleaning will be determined by Residential Life and Housing and Physical Plant Offices.

Room/Suite Occupancy Maximum

For issues of safety, rooms/suites will be limited to the number of people allowed to be present at any one time. The following guidelines have been established regarding room occupancy:

GPH and Hinman Student Room:	10-person maximum
Village Student Room:	10-person maximum
Snow Pond Student Room:	10-person maximum
Bartlett 5/6-person Suites:	15-person maximum
Bartlett 7-person Suites:	20-person maximum
Townhouse:	20-person maximum

Note: Residential Life and Safety and Security staff have the right to request that individuals leave a room for reasons of noise or community disruption.

Smoking/Tobacco

All buildings at Thomas College are smoke free including the use of electronic cigarettes, vaping units, and smoking devices. All buildings are also tobacco free (e.g., chew and dip) except within individual student resident rooms. Smoking is prohibited in all parts of all buildings on campus, within 25 feet of all buildings including residence halls, on the southeast and southwest sides of GPH Residence (to include the parking lots and entryway), and at any outdoor College sponsored activities hosted on campus to include outdoor sporting events. Snow Pond residence and outdoor grounds are smoke-free and tobacco free.

Waterbeds

Waterbeds are not permitted in college residences.

Weightlifting

Weightlifting and weightlifting equipment are not permitted in college residences.

Windows and Window Screens

For safety reasons, screens may not be removed from rooms, common area, or hallway windows. Throwing or hanging anything out of a window or use of a window as an egress in non-emergency situations is prohibited. Windows in Bartlett Hall, Hinman, Snow Pond and Townhouse have window stops installed for student safety. These may not be removed for any reason. Residents may be assessed a maintenance fee if these need to be reinstalled at any time.

TIMECARD SCHEDULE

2023-2024

Timecard Approvals Due by 9:00 am Monday (Tuesday if bold)	Period Covered	Check Date (Wednesday)
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2023

July 3	June 18 – July 1	July 5
July 17	July 2 – July 15	July 19
July 31	July 16 – July 29	August 2
August 14	July 30 – August 12	August 16
August 28	August 13 – August 26	August 30
September 11	August 27 – September 9	September 13
September 25	September 10 – September 23	September 27
October 10	September 24 – October 7	October 11
October 23	October 8 – October 21	October 25
November 6	October 22 – November 4	November 8
November 20	November 5 – November 18	November 22
December 4	November 19 – December 2	December 6
December 18	December 3 – December 16	December 20

2024

January 2	December 17 – December 30	January 3
January 16	December 31 – January 13	January 17
January 29	January 14 – January 27	January 31
February 12	January 28 – February 10	February 14
February 26	February 11 – February 24	February 28
March 11	February 25 – March 9	March 13
March 25	March 10 – March 23	March 27
April 8	March 24 – April 6	April 10
April 22	April 7 – April 20	April 24
May 6	April 21 – May 4	May 8
May 20	May 5 – May 18	May 22
June 3	May 19 – June 1	June 5
June 17	June 2 – June 15	June 19

STAFF AND DEPARTMENTS

Ext. #	DEPARTMENTS	Ext. #	ACADEMIC AFFAIRS STAFF
362	Academic Affairs	362	Kelly Stevens Executive Assistant to the Provost
101	Admissions		
104	Advancement	362	Dr. Thomas Edwards - Provost
339	Alumni Relations		
404	Athletics		STUDENT AFFAIRS STAFF
154	Athletic Trainer	243	Jan Landry -Admin. Assistant
250	Buildings and Grounds/Maintenance	401	Cheryl Daggett, APRN-CNP Director of Health Services
399	Safety and Security	245	Carol Jollotta, LCSW Counselor
295	Campus Store/Dog Pound		
216	Community Standards Office	216	Aracelis Mason-Pollard Director of Community Standards
204	Computer Lab Help Desk		
444	Dining Center	220	Lisa Desautels-Poliquin Dean of Student Affairs
102	Graduate and Professional Studies Office		STUDENT SUCCESS/ STUDENT ENGAGEMENT
159	Harold Alfond Institute for Business Innovation	305	Derek Dalrymple Resident Director
401	Health Center	183	Jim Delorie - Assistant VP of Res Life/Student Engagement
240	Human Resources		
204	IT Services	183	Samantha Flaherty Dance Director
435	Jeanie's Café		
462	JMG Office	209	Hailey Mealey Intensive Program Coordinator
204	Library		
313	Marketing & Communications	376	Audrey Kimball Title III Program Specialist
201	President's Office		
106	Professional and Career	375	Matthew Nash Student Success Specialist
183	Recreation and Intramurals		
405	Registrar's Office	247	Michael Sales Senior Coordinator of Student Activities
183	Residential Life and Housing		
243	Student Affairs Office	297	Debbie Cunningham Senior VP of Student Success
105	Student Financial Services		
247	Student Life/Activities		
297	Student Success		STUDENT FINANCIAL SERVICES AND REGISTRAR'S OFFICE
375	Student Success Office/Peer		
375	Student Success Office/Peer	423	Stephanie Strout Assistant Registrar
375	Student Success Office/Peer		
376	Tutoring	105	Sydney Plourde - Assistant Director of Student Financial Aid
111	Welcome Center		
		405	Michelle Yates Registrar
		112	Jeannine Ross - Senior Director of Student Financial Services
		421	Gini Ernst Accounts Receivables Assist.

COMMUNITY ASSISTANTS

Floor	Community Assistant
Bartlett 1 st Floor	Amy Viola
Bartlett 2 nd Floor	Bella Lamontagne
Bartlett 3 rd Floor	Jenna Fecteau
Grant 1 st Floor	Emma Landry
Grant 2 nd Floor	Andy Cowles
Grant 3 rd Floor	Stephanie Johnson
Heath 1 st Floor	Jeffrey Remis
Heath 2 nd Floor	RhiAnnon Patrie
Heath 3 rd Floor	Haley McIntyre
Hinman 2 East	Addison Landon
Hinman 2 West	Mitchell Rounds
Hinman 3 East	Isabella VanZant
Hinman 3 West	Seth Sciacca
Parks 1 st Floor	Eli Saucier
Parks 2 nd Floor	Jenna Hanoian
Parks 3 rd Floor	Spencer Morgan
Townhouse A	Ruth Merrill
Townhouse B	Vincent Smith
Townhouse C	Nick Magiera
Village Parking Lot Side	Nichelle Moody
Village Roadside	Jordan Magiera
Village Laundry Side	Jordan Magiera
Village School Side	Jordan Magiera
Snow Pond	Brianna Reeve

OFFICE HOURS

Administrative Offices

Monday-Friday 8am-4:30pm

Academic Affairs Office

Accounting Office

Admissions Office

Alumni Office

Athletic Office

Human Resources

JMG

President's Office

Professional and Career Development

Registrar

Student Affairs

Student Financial Services

Student Success Center

Title III

TRIO Office

Graduate and Professional Studies

Monday-Friday 8am-4:30pm

Library Commons Hours

Open 24/7

Library/Service Desk Hours

Monday-Thursday 7:30am-11pm

Friday 7:30am- 5pm

Saturday 12pm- 5pm

Sunday 10am- 11pm

Finance Lab Hours

Always open, outside of regularly scheduled classes

Link to Local Resources:

<https://www.thomas.edu/assets/Local-Resources.pdf>

Link to local discounts with your Student ID:

<https://www.thomas.edu/assets/discounts.pdf>

Campus Store

Monday-Friday 8am-5pm

Saturday and Sunday 11am-5pm

Dining Center

Monday-Friday (Breakfast)

7:15am-9:30am (Hot)

9:30am-10:30am (Continental)

Saturday/Sunday (Brunch)

10:30am-12:45pm

Monday-Friday (Lunch)

11:15am-1:30pm

1:30pm-4:45pm (Light Menu)

Monday-Thursday (Dinner)

4:45pm-7:00pm

Friday (Dinner)

4:45pm-6:30pm

Saturday (Dinner)

4:45pm-6:30pm

Sunday (Dinner)

4:45pm-7:00pm

THOMAS COLLEGE

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