



THOMAS

**STUDENT
HANDBOOK**

2017-2018

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 under-graduate levels. Thomas offers broad opportunities for professional development and promotes economic prosperity through long-term community partnerships.

Diversity Statement

Thomas College is committed to promoting a diverse community in an atmosphere of mutual respect. We recognize and appreciate diversity in relation to race, color, national origin, religion, sex, sexual orientation, gender identity and expression, veteran status, age, socioeconomic status, and disability. Prominent among the values that define the Thomas College community is civility, which includes mutual respect, fairness, and appreciation of differences. All members of the college are called upon to promote and value this ethic of common respect and civility.

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 a number of 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, 2017 – cannot be guaranteed.

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Important Phone Numbers

Public Safety Office & Emergency Number	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
School Cancellation	207-859-1140
Student Affairs Office	207-859-1243

THOMAS COLLEGE CALENDAR 2017-2018

August 2017

16	Wednesday	EDGE Program begins
24	Thursday	Summer II Ends – Evening Divisions
25	Friday	Orientation /New students arrive/move in
26	Saturday	Orientation continues for new students
27	Sunday	Orientation/Returning Residents Move In
28	Monday	Fall classes start - Day and Evening Divisions

September 2017

1	Friday	Summer II Grades Due – Evening Divisions
4	Monday	Labor Day – No Classes
5	Tuesday	Last day to add/drop courses with no transcript record – Day Divisions/CED Grad
22	Friday	Early warnings due – Day Divisions

October 2017

9-10	Mon-Tues	Columbus Day Break – Day Divisions
13	Friday	Mid-semester warnings due - Day Divisions
13-15	Fri-Sun	Homecoming and Family Weekend

November 2017

10	Friday	Veteran's Day - No classes
13-17	Mon-Fri	Pre-Registration – Day Divisions
20	Monday	Last day of classes – Evening Divisions
21	Tuesday	Residences close at 7:00 p.m.
22-24	Wed-Fri	Thanksgiving Vacation – Day Divisions
26	Sunday	Residences reopen at noon
30	Thursday	Fall Grades Due – Evening Divisions

December 2017

8	Friday	Last day of classes – Day Divisions
11-15	Mon-Fri	Finals Week – Day Divisions
		Residence Halls close 24 hrs. after last final or by 7pm on Friday, (whichever comes first)
22	Friday	Fall Grades Due- Day Divisions

January 2018

2	Tuesday	Spring classes start – Evening Divisions
6	Saturday	New Student Move-in
7	Sunday	New Student Orientation/Returning residents
		Residences reopen at noon
8	Monday	Spring classes start – Day Divisions
9	Tuesday	Last day to add/drop courses – Evening Divisions
15	Monday	Martin Luther King Day - No Day classes
16	Tuesday	Last day to add courses; last day to drop courses with no transcript record – Day Divisions

February 2018

16	Friday	Residences close at 7pm
19	Monday	President's Day – No Day classes
19-23	Mon-Fri	Winter Vacation - Day Divisions
25	Sunday	Residences reopen at noon
26	Monday	Classes resume – Day Divisions

March 2018

2	Friday	Mid Semester Warnings Due – Day Divisions
22	Thursday	Last day of classes – Evening Divisions
23	Friday	Residences close at 7:00 p.m.
26-30	Mon-Fri	Spring Vacation – Day and Evening Divisions

April 2018

1	Sunday	Residences reopen at noon
2	Monday	Classes resume – Day Divisions
2	Monday	Summer I Session begins – Evening Divisions
9	Monday	Last day to add/drop courses – Evening Divisions
16-20	Mon-Fri	Pre-registration for fall – Day Divisions
27	Friday	Last day of classes – Day Divisions
30-May 4	Mon-Fri	Finals Week – Day Divisions

May 2018

4	Friday	Senior grades due by noon – Day Divisions Residences close for non-graduating students at 7pm or after last final (whichever comes first)
11	Friday	Non-Senior spring grades due - Day Divisions
12	Saturday	Commencement
12	Saturday	Residences close for graduating seniors by 5pm
28	Monday	Memorial Day – No classes

June 2018

7	Thursday	Last day of Summer I classes – Evening Divisions
18	Monday	Summer I Grades Due – Evening Divisions
18	Monday	Summer II Session begins- Evening Divisions
25	Monday	Last day to add/drop courses – Evening Divisions
24&26	Sat & Mon	New Student Pre-Registration/Orientation – Undergrad Day Division

July 2018

4	Wednesday	4th of July - No classes
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August 2018

23	Thursday	Summer II session ends – Evening Divisions
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**Students in the Accelerated MBA program will follow the academic calendar for Day students.*

STUDENT SERVICES

ATHLETICS

(Ayotte Center: Shanda Ness, Director, Room AD-219, 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.

CAMPUS SECURITY/PUBLIC SAFETY

(Lobby of GPH Residence Hall: Jason LaVerdiere, Chief, Ext. 399)

The Department of Public Safety is responsible to ensure reasonable protection of persons, property, and facilities of the College. Public Safety is staffed 24 hours a day, seven days a week, 365 days a year. Public Safety is responsible for law and policy enforcement, security of facilities, and emergency response. This office is also responsible for campus motor vehicle registration, maintaining the campus lost and found, and monitoring the campus parking guidelines. The Chief of Public Safety is a member of the Student Affairs staff, which strives to provide a safe and healthy campus environment.

Campus Crime Report

The Jeanne Cleary Disclosure of campus security policy and campus crime statistics act (Cleary 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 www.thomas.edu/publicsafety/, 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 communications for emergency contact and notification.

CPR and Automated External Defibrillator (AED) Classes

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

Lost & Found

All items should be brought to or claimed at the Public Safety 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 Public Safety office in order to obtain a parking sticker. Place the issued decal on the rear window of your vehicle on the driver's side. If this window is tinted, place the decal on the driver's side of the front window. 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).

Parking and Traffic Violations:

In an effort 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 Public Safety Officers frequently patrol campus and monitor for traffic and parking violations. Violations can result in a written warning or citation with 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 Chief of Public Safety and requesting a meeting in person.

Please be advised that the Thomas College Public Safety Department 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.

A complete list of campus parking and traffic rules can be found on the Thomas College Public Safety web page.

Safety Whistle Program

The safety whistle program is open to all members of the Thomas College community and is sponsored by the Offices of Student Life and Public Safety. The engraved whistles are designed to be attached to a key chain or ID wallet; a whistle is issued once a contract is signed, agreeing to the rules and regulations of the program. Carrying a safety whistle is a significant responsibility and should be used only if you feel threatened or need to call attention to an emergency situation.

Community members who sign out a safety whistle:

- understand that having a safety whistle is a significant responsibility.
- understand that the whistle should ONLY be used if feeling threatened, in immediate danger, or if needing to call attention to an emergency situation.
- understand that to blow this whistle without due cause is a violation of the contract and may result in judicial referral.

Community members who hear a safety whistle or like instrument being blown:

- should do their best to seek help by calling Public Safety immediately (207-859-1399).
- should do their best to seek help by contacting an RA, Public Safety officer, or another Thomas College professional close by.
- should, if able and safe, approach a person blowing the Thomas College safety whistle to ask how they can help.

Blowing a safety whistle or like instrument without due cause may result in a firm judicial sanction. This sanction may include a minimum \$100.00 fine and applies to all Thomas College community members regardless of a signed contract. Any person seeing or hearing a safety whistle or like instrument being blown without due cause should report the incident to Public Safety, a Resident Assistant, or a member of the Student Affairs staff immediately.

Self Defense Classes

The Office of Public Safety 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 Public Safety.

Snow Removal Policy

On the day when a Snow Removal Protocol is requested by Maintenance, Public Safety will post signs and send an e-mail to students. Students are expected to move their vehicles in order 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.

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- Vehicles in the South Lot must be moved from unplowed sections by 9:30 a.m.
 - Vehicles parked in the GPH, A, B and C Lots must be moved by 10:00 a.m.
 - Vehicles parked in the Bartlett, Hinman and Village Lots must be moved by 12 Noon.
 - Vehicles parked in the Townhouse Lots must be moved by 2:00 p.m.

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

CAREER SERVICES

Ayotte Center, Room AD-105 – Office of Professional & Career Development: Corey Pelletier, Director of Alumni and Career Services, Ext. 106 and Diane Anderson, Assistant Director of Career Services, Ext. 464)

Career Services Overview

At Thomas College, students begin preparation for their success on day one and continue through graduation and beyond, with Career Services providing resources, tools and support. Career Services supports students by working with them individually and in groups, presenting workshops on topics such as résumé and cover letter writing, internships, networking, and general job search and interview skills.

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 the conversation with students about skills, interests, abilities and aspirations, all of which gives students direction in their career decisions.

Career Services serves students and alumni (assistance from Career Services staff is a lifetime benefit) by:

- Providing online job and internship postings
- Maintaining the Career Services website, 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, volunteering, on-campus employer visits, internship program information and more.

Guaranteed Job Program and Career Services

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 Career Services.
3. Attend two Career Services workshops or events per year.
4. Create & save résumé during first year and update annually.
5. Complete an internship for academic credit.
6. Complete an annual leadership component per year.
7. Complete ten hours of community service per year.
8. Graduate from Thomas with a BA or BS with a cumulative 3.0 GPA (complete 60 credits in the Day Division).
9. Have a zero student balance upon graduation and no student loans in default.
10. If not employed within 30 days of graduation, meet with Career Services monthly until employed.

Meet with Career Services

Drop in appointments can be accommodated during open office hours. Also, visit career services on the web at www.thomas.edu/career, and get in touch via email by contacting Diane Anderson at andersond@thomas.edu or Corey Pelletier at careerdir@thomas.edu.

COUNSELING SERVICES

(Ayotte Center, Room AD-127A: Counseling Services Office, Ext. 245)

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 contact the counselor directly. Counseling Services provides an array of services in order to help students successfully navigate through various academic, personal, and social challenges allowing them to achieve their individual goals. 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/abuse; 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 Abuse 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 Vice President for Student Affairs, Director of Health Services, Counselor, and the Dean of Students. 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 and treatment 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 semester meal plan. Commuters can purchase one of our block plans or pay per meal at the door. Block plans come in 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 ID's or pay per meal at the door. No one is allowed in the dining room unless he or she is paying for the meal through a meal plan, Terrier Bucks, or purchasing a meal at the door. Resident students must present a valid student ID before entering the dining room at all meals.

- No food, dishes, or utensils are to be taken from the dining room; this includes paper plates. A piece of fruit or a cup of coffee or tea may be taken in a paper cup 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 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 www.thomas.edu/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 in the event that 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, Vice President for 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. In order 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 Director of Student Financial Services and the Vice President of Financial Affairs.

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. A College physician is available by appointment for a limited time during the week. 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 order to utilize Health Center services. Maine State Law requires that students have completed and updated immunization records, to include 2 doses of MMR and a current Tetanus, Diphtheria (TD within 10 years) on file in the Health Center. 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/Emergency Department. For severe illness or injury, students can go to the local Emergency Department.

Student Athletes

Prior to participation in 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 Athletic 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 AD-117 in the Ayotte 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 United States based health and accident insurance** that meets or exceeds the minimums available through the HTH Worldwide Global Student USA International Insurance Plan (hthstudents.com). 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 for 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, 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, 275+ 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, 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, download/install Office Pro Plus or Office for Mac and use Office 365 cloud services (including OneDrive, SharePoint, Skype for Business, Office Web Apps and Office Mobile for iPhone/Android/iPad) on five devices for no additional cost while taking courses at the College. Students are also provided with Microsoft Endpoint Protection anti-virus and anti-malware software. Internet and Internet2 access is provided by an 800M connection.

The computer labs and clusters at Thomas are comprised of Windows 10 computers. Students have access to printers and computers 24x7 in our Alford Academic Center and residence hall buildings. Technical assistance, training and sign-out equipment is available from our Service Desk in the center of the Alford Academic Center. Microsoft Office 2016 Pro Plus (Outlook, Word, Excel, Access, PowerPoint, Publisher), Adobe Creative Cloud, Visual Studio, Project, Visio, Minitab, QuickBooks and many programming languages are available campus-wide.

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 (802.11a/g/n) wireless network access is provided throughout campus. 5Ghz connections are recommended, but older 2.4 Ghz connections are also available. Residence hall rooms also have secure high-speed wired network connections and over 55 channels of HD cable TV services. A student affairs channel is available on lobby monitors around campus and on YouTube. Student access to resources not commonly found at home is available from off-campus using a Remote Desktop Connection to our servers. Discounted rates are available to Thomas students for various software, hardware and services detailed on the MyThomas system.

JUDICIAL REVIEW BOARD

(Alfond Academic Center, Room AL-233; Joe Donato, Advisor, Ext. 237)
The Board is comprised of nine students: three sophomores, three juniors, and three seniors/day-graduate students, who are approved by the Student Senate. This nine-member panel hears cases of alleged major violations of the Conduct Code (excluding the Sexual Misconduct Policy) or cases referred by a Judicial Officer. Using a standard of preponderance, the Judicial Review Board has the authority to determine whether or not a violation of campus policy has occurred and to recommend sanctions to the Vice President for Student Affairs in accordance with the severity and nature of the violation.

LIBRARY SERVICES

(Alfond Academic Center: Lisa Auriemma, Director of Library Services, Ext. 233; David Smith, Assistant Librarian-Reference & Circulation, Ext. 235; Jeff Ferguson, Academic Support and Desk Manager, Ext. 215)

The Thomas College Library manages the College's research collection of electronic, print, and audio-visual resources. In addition to more than 11,000 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 digital video camcorders, microphones, laptop computers, tablets, and video-data projectors. Any student 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 seven study rooms. Information Services supports the Student Print Center and a second floor Media Lab with a One-Button video recording Studio 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.

Reciprocal borrowing agreements exist between Thomas College and a number of Waterville-area libraries. Holders of a valid Thomas College photo ID card may borrow items from Waterville-area libraries on a walk-in basis. Students may also 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. Traditional interlibrary loan is available for borrowing materials from libraries outside of the State of Maine.

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 library bulletin board, the academic TV located in the Library Commons and on the library website under the “Hours” link.

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 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 by the hour from the library and are due back by the end of the approved loan period. All equipment must be returned on time or 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.

Fees & 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 the \$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 or 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 Director of Library Services.

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.

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- 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.

RECREATION AND INTRAMURAL PROGRAMS

(Harold Alfond Athletic Center: James Delorie, Director, 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 & Intramural Program's offerings at: <http://www.thomas.edu/rec>.

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

(Ayotte Center, Room AD-127: Hannah Gladstone, Dean of Students, Ext. 216; GPH: Michelle Yates, Area Coordinator, Ext. 415; Hinman Hall and Villages: Elizabeth Tharpe, Area Coordinator, Ext. 305; Bartlett Hall and Townhouses: Mike Blasco, Area Coordinator, Ext. 109)

The Residential Life and Housing Office is designed to provide a healthy environment in which to live and to learn. A Residence Life Team comprised of the Dean of Students, professional live-in staff members (Area Coordinators), and Resident Assistants work with students to accomplish this goal. A member of professional staff within Student Affairs is on call 24 hours a day during times when residences are officially open. Questions regarding housing, roommates, Housing Lottery, placement, etc. should be directed to the Dean of Students or Area Coordinators.

STUDENT LIFE/ACTIVITIES

(Ayotte Center, Room AD-127: Hannah Gladstone, Dean of Students, Ext. 216; Spann Commons, Room 115: Michael Sales, Coordinator of Student Life, Ext. 247)

The Office of Student Life/Activities seeks to enhance the out-of-classroom experience for all students. The Dean of Students, along with the Coordinator of Student Life, works with students to collaborate and empower them to take an active part in developing the 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 Coordinator of Student Life if you have a need or interest that is not being met by any of the current active clubs and organizations.

- **Accounting Society:** Prof. Joe Donato, Advisor - The purpose of the society is to foster close relationships among accounting students, alumni engaged in accounting activities, the accounting faculty, and practicing accountants. The society complements classroom work by providing a forum for visiting lecturers, an opportunity for field trips, and an informed association for those seeking careers in accountancy.
- **Alpha Chi Honor Society:** Prof. Tracey Horton, Advisor - Alpha Chi is a coeducational national college academic honor society that admits students from all academic disciplines. Since 1922 its purpose has been to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Membership is limited to the top 10 percent of the institution's juniors and seniors and is by invitation only based on this criteria.
- **CAB (Campus Activities Board):** Michael Sales, Coordinator of Student Life, Advisor - 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.
- **Choir:** Assistant Prof. Anne-Marie Thibodeau, Director – The Thomas Choir hosts regular practices and is open to all skill levels. The choir performs at college functions throughout the academic year.
- **Club CRU:** Prof. Steven Dyer, Advisor and Dena Wade, Administrative Assistant for Student Affairs, Advisor - This chapter of the International Organization is founded to help students who wish to

build their faith and spirituality in the name of Jesus Christ and to evangelism and discipleship in the community. Meetings of the organization include prayer, quiet time, reflections, bible study and outreach opportunities within the community.

- **Club Green Thomas:** Mike Blasco, Area Coordinator, Advisor – Club Green Thomas is a club where students who want to help guide the campus into a more environmentally friendly future can come together. The club will work directly with the student body to put forth activities and events to educate students about sustainability in their daily lives while living on the Thomas College campus.
- **Criminal Justice Club:** Prof. Steven Dyer, Advisor - 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:** Michelle Casavant, Director - 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.
- **Education Club:** Prof. Richard Biffle, Advisor – The Education Club was created for education members who enjoy opportunities to learn outside the classroom. The club sponsors fundraisers, activities for children, and attends and hosts workshops that are geared toward expanding their knowledge regarding the education field.
- **Entrepreneurship Club:** Mike Duguay, Advisor – the purpose of the Entrepreneurship Club is to help students get involved with entrepreneurship opportunities. Through this club, they will be able to get information about what entrepreneurship is and make valuable contacts in order to move forward in the business field as they grow professionally.
- **International Club:** Prof. Richard Biffle, Advisor – The International Club is open to all students wishing to share a global experience with Thomas students. The club promotes diversity, sharing cultures and, above all, having fun. The club organizes events and activities to bring the campus together, while also educating on the many differences in backgrounds, cultures and traditions that make up the Thomas College community.
- **Intramurals:** James Delorie, Director of Recreation and Intramurals - The Purpose of the Harold Alfond Athletic Center is to provide recreation and intramural opportunities to the Thomas College students. Programs and activities that promote fitness, health and wellness will be a primary focus. Competitive and non-competitive activities will serve to promote good sportsmanship, respect for self, others and teamwork.

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- **Investment Society:** Prof. Jim Libby, Advisor – The Investment Society promotes investment literacy at Thomas College through programs, lectures, forums, and study groups. Membership is open to all students, regardless of major.
 - **JMG (Jobs for Maine Graduates) Club:** Cory Paquette, College and Career Transition Specialist, Advisor – JMG serves to aid in improving work/life skills for students through community outreach, leadership opportunities and volunteer work. JMG club is open to all students, regardless of JMG status.
 - **Judicial Review Board (selected):** Prof. Joe Donato, Advisor - The Judicial Review Board provides students with the opportunity to participate with the faculty and administration in the disciplinary function of the college. Comprised of nine student representatives (3 students per sophomore, junior and senior classes), the Board meets regularly to review alleged violations of campus policy referred to them by a College Judicial Officer. Under the philosophy of helping students make better choices and assume more responsibility for their actions in the community, the Board utilizes an educational model. The Judicial Board renders decisions and when appropriate makes recommendations for sanctions.
 - **Kappa Delta Phi Fraternity:** Prof. John Majewski, Advisor - Kappa Delta Phi National Fraternity has existed since 1900 and has twenty-four chapters on campuses throughout New England. Kappa Delta Phi is a professional, educational, business, and social fraternity. NU chapter (Thomas College) was founded April 23, 1960.
 - **Music Club:** Prof. Joe Scozzafava, Advisor - The Thomas College Student-Faculty-Staff Music Club provides an opportunity for all members of the Thomas community (students, faculty, and staff), regardless of level of experience, who play a musical instrument or sing to come together and play music. Workshops geared towards music are provided throughout the year. The Music Club also sponsors monthly open mic nights.
 - **New Technology Club:** Prof. Frank Appunn, Advisor - From Crypto-currency to the latest and newest technology and programming on the market, this club engages students in these trends and allows opportunities to try out and explore new technology as well as the opportunity to teach others about what they are learning. This club is open to students in all majors.
 - **Orientation Leaders (selected):** Lisa Desautels-Poliquin, VP for Student Affairs, Hannah Gladstone, Dean of Students and Michael Sales, Coordinator of Student Life - Orientation Leaders 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. The OL team participates in a Leadership
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Training program during August to assist them in their development as student leaders.

- **OTHER-Wise:** Prof. Joe Scozzafava, Advisor - Thomas College OTHER-Wise is a student-led support and advocacy group for lesbian, gay, bisexual, transgender, intersex, queer, questioning students and their allies (LGBTQA). The mission of OTHER-Wise is to promote an open and affirming environment on campus through advocacy and education. OTHER-Wise welcomes people from all walks of life and does not discriminate based on real or perceived sex, sexual orientation, gender identity and expression, race, religion, class, creed, age, beliefs or physical/mental ability.
- **Peer Mentors (selected):** Jessica Crowell, Peer Mentoring Coordinator – Each first year student at Thomas College is assigned a Thomas College peer mentor. Peer mentors are continuing Thomas College students who have successfully completed at least one year of coursework. The peer mentors are carefully selected and trained to work with first year students.
- **Phi Beta Lambda (PBL):** Prof. Roberta Tibbetts, Advisor, Prof. Mark Marsolais, Advisor - The Thomas College chapter of this national organization provides opportunities for Thomas students to develop vocational competencies in business as well as civic and personal responsibility. It sponsors speakers, a joint professional conference with students at other business institutions, and regional business-teacher conferences. It also contributes to the Business Education Association of Maine, promotes social events throughout the year, and maintains a liaison with area high schools.
- **Psychology Club:** Prof. Dana Wohl, Advisor – The Psychology Club’s mission is to provide an intellectual and social atmosphere in which to discuss issues pertaining to psychology. The club provides programs and information concerning graduate schools and creates a setting where students can present their research.
- **Residents Assistants:** Resident Assistants (RA’s) 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 RA’s are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the RA on duty for their building/area, provide programming opportunities for the residents, enforce policies, and can mediate roommate and floor issues as needed.
- **Student Ambassadors (selected):** Brittany Newman, Admissions Counselor - Ambassadors are selected upper classmen who are the first voice and face of Thomas College. Ambassadors provide a warm welcome and campus tours to prospective students, families and

alumni. As they lead them through campus, they share college facts, their personal story and how Thomas has provided opportunities for them to learn, grow and transition forward. Ambassadors are a vital part of the Admissions staff as well as the entire Thomas College community.

- **Student Athletics Advisory Committee:** Kerry Smart, Assistant Development Officer and Head Cross Country Coach, Advisor – The Student Athletic Advisory Committee strives to promote a positive student athlete image, while also promoting 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 Philanthropy Team:** Erin Baltes, Assistant VP of Advancement – 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:** Hannah Gladstone, Dean of Students, Advisor - The student body of Thomas College annually elects the Student Senate, the governing body for all students. The Student Senate concerns itself with the betterment of Thomas College by working closely with representatives of the College administration and faculty and by informing them of student opinions and reactions. The Senate also represents the students in the formation and execution of policies concerning their general welfare and funding of student clubs and groups.
- **Theater (Thomas College Players):** Paul Barnes, Director - This Performing Arts program, best known as the Thomas College Players, prepares and performs live performances for the campus and greater Waterville community in both the fall and spring semesters under the direction of a Theater Director. Involvement includes set preparation, lighting and sound, stage management and acting.
- **Thomas College Gaming Club:** James Delorie, Director of Recreation and Intramurals, Advisor - TCGC is for students interested in raising campus awareness of the advancements of modern technology and alternative gaming. In addition, they organize campus activities using technology and gaming to promote community development on the weekends.
- **Thomas Pride Committee:** Michelle Yates, Area Coordinator, Advisor – The Thomas Pride Committee strives to establish a sense of positivity, pride, and inclusiveness within the Thomas College campus by implementing innovative campaigns which bring together students, faculty and staff, and members of the Greater Waterville community.
- **Thomas Service Society:** Lisa Desautels-Poliquin, VP for Student Affairs, Advisor - The purpose of this organization is to serve the

campus and other communities through programs designed to help, encourage, and educate others in community service learning. Students will have the opportunity to be a part of monthly service projects and to raise money for and be a part of an alternative spring break trip.

- **Yearbook (*The Thomasonian*):** Hannah Gladstone, Dean of Students, Advisor – The Thomasonian is created for students by students. It 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 collegiate experience.

Pledging: Enrolled students are eligible to pledge a fraternity or sorority only after they have completed a minimum of 12 college credits, earned a minimum cumulative grade point average of 2.0, and have approval through the Student Life Office.

Performing Arts

The performing arts initiative at Thomas College includes both Dance and Theater. The Dance program includes lessons and classes at least twice a week under the direction of a trained Director. Students participating in the Dance Program can informally attend classes, participate in advanced classes (as approved by the Director), be a part of half time performances at home basketball games and perform in the Spring Dance Recital/Show.

Theater, better known as the Thomas College Players, meets regularly and prepares and performs live performances for the campus and Greater Waterville community in productions on campus in both the fall and spring semesters. Students interested in theater are encouraged to get involved. Participation is needed behind the stage as well as set preparation, acting, lighting, costumes and other positions depending on the production.

Yearbook (*Thomasonian*)

The *Thomasonian* is created for students by students. It offers opportunities for experience in photography, layout design, sales, and many other production positions. 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 8, 2017 (new students for spring semester must sign and a return waiver by January 19, 2018) requesting that the yearbook charge be removed from his/her bill. Waivers received after the deadlines will not be processed and the yearbook charge will remain on his/her bill. Yearbooks are distributed in the fall to returning students and are mailed to graduated seniors.

STUDENT SENATE

(Ayotte Center, Room AD-127; Hannah Gladstone, Advisor, Ext. 216)

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 as well as programs to help meet the needs of the student body.

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

Student Senate is also 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 Treasurer 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-112/AL-124: Jes Crowell, Peer Mentoring Coordinator, Ext. 209, Room AL-124; Cote Theriault, Peer Tutoring Coordinator, Ext. 169, Room AL-111; Kelly Stevens, EDGE Coordinator, Ext. 141.; AL-114, Debbie Cunningham, Vice President of Student Success, Ext. 297, AL-122)

The Student Success Center (SSC) offers academic assistance and support to all Thomas students. The center provides peer tutoring for all students and peer mentoring for first year students, as well as professional academic coaching upon request. The SSC also administers the EDGE and MAY-mester programs. The staff includes a Peer Mentoring Coordinator, a Peer Tutoring Coordinator, an EDGE coordinator, peer mentors, and peer tutors.

Peer mentors help first year students with the transition from high school through their first year of college. Mentors work with students both one-on-one and in group settings to help first year students become active, positive members of the Thomas College community. Peer tutoring and small group study sessions are available for writing, math, economics,

finance, business, accounting, Praxis preparation, psychology, sociology, and science. These services offer students opportunities to review, prepare for tests, work on papers and other projects, and strengthen skills.

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

TRIO STUDENT SUPPORT SERVICES

(Alfond Academic Center, Room AL-115: Amanda Favreau, Director of TRIO Student Support Services, Zahayra Razo, TRIO SSS Academic Coach, Ext. 205 and Jonte Roussel, TRIO SSS Academic Coach. Ext. 169)

The TRIO Student Support Services (SSS) program is federally funded through the U.S. Department of Education to increase the retention and graduation rates of eligible students. TRIO SSS participants work with an academic coach 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 educational workshops, cultural events, priority placement into EDGE, a May intensive course and leadership opportunities.

Eligibility requirements: All first generation students, students from modest-income families and students with disabilities seeking a four-year degree at Thomas College.

Thomas students communicate effectively and persuasively, demonstrating an awareness of 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.

ACADEMICS

(Ayotte Center: Academic Affairs Office, 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 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 promoting a diverse community in an atmosphere of mutual respect. We recognize and appreciate diversity in relation to race, color, national origin, religion, sex, sexual orientation, gender identity and expression, veteran status, age, socioeconomic status, and disability. Prominent among the values that define the Thomas College community is civility, which includes mutual respect, fairness, and appreciation of differences. All members of the college are called upon to promote and value this ethic of common respect and civility.

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 1999 *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, he or she 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, the other school chair will function in his or her capacity during the appeals process. Should the alleged misconduct be reported in a CED or Graduate course, appeals would be referred to the Assistant Dean of Graduate and Continuing Education.)

Should the faculty member or the student wish to appeal the decision of the school chair (or that of the Assistant Dean of Graduate and Continuing Education), that appeal should be made in writing to the Chief Academic Officer (CAO) within one calendar week of the school chair's decision. The decision of the CAO 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 CAO has been involved in a formal appeal of the incident in question, he or she 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 the basis of new information 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*. 5th ed. NY: Modern Language Association of America, 1999.

ACADEMIC WARNING, PROBATION AND DISMISSAL

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. Students enrolled in 5-year programs with a cumulative GPA below 3.0 may be placed on warning; and students in 5-year programs with a cumulative GPA that drops below 2.0 will be shifted to the corresponding 4-year program.

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	1.30-1.99
30-61 earned credits	1.75-1.99
Above 61 earned credits	1.90-1.99

Two-Year Programs

0-16 earned credits	1.00-1.74
Above 16 earned credits	1.85-1.99

A student on probation receives a letter from the CAO prescribing cumulative grade-point averages and other conditions that must be met in order to ensure the student's continued enrollment. A student who fails to meet the terms of his or her 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 below may be dismissed after only one semester on probation.

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 his or her academic plan is considered to be making satisfactory academic progress.

Four-Year Programs

0-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
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-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
30 credits or above	Below 2.00

The Academic Affairs Committee will consider for dismissal 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 or not he or she 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 following guidelines are considered (but are not binding):

Four-Year Programs

0-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
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-.50 Cum GPA	Subject to academic dismissal (no appeal)
0-5 earned credits	Subject to academic dismissal (no appeal)
6-29 earned credits	Below 1.29
30 credits or above	Below 2.00

In addition, a full-time student who earns fewer than twelve credits per semester jeopardizes his or her 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 may appeal his or her dismissal by submitting a written request to the 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.

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 continuing education 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 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 Vice President for Student Affairs) 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 rests 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 he or she expects to graduate.

A student who is substantially certain to complete his or her 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 his or her 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 or not the student participates in the graduation ceremony.

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 (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 purpose 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) 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 the Thomas College Public Safety for law enforcement purposes.
- 3) An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.

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- 4) Records made or maintained by a physician, psychiatrist, 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 he or she is 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:

1. To school officials who have legitimate educational interest 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 his or her 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 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 his or her 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 he or she wishes 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 him/her.

Maintaining of Disciplinary Records

Student Discipline (or conduct) Records are maintained by the Vice President for 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 Vice President for 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 his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Thomas College if that application was denied.
4. Other records that are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Thomas College reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

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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 & CUSTODIANS OF EDUCATION RECORDS

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

TYPE

Admissions Records, Registrar

Alumni Records, Director of Alumni

Athletic Records, Director of Athletics

Counseling Records, VP for Student Affairs
Campus Counselor,

Cumulative Academic Records, Registrar
(current students and former students
after graduation or withdrawal)

Disciplinary Records, VP for Student Affairs

Financial Aid Application,
Student Financial Services Assistant

Financial Records,
Director of Student Financial Services

Health Records, Director of Health Services

LOCATION

Registrar's Office

Alumni Office

Athletic Office

Student Affairs Office/
Counselor's Office

Registrar's Office

Student Affairs Office

Student Financial Serv.

Student Financial Serv.

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 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. 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. He/she should contact any of the personnel listed below to file an Incident Report.

- Public Safety Officers
- Residential Life Staff
- Dean of Students
- Vice President for Student Affairs

DEFINITIONS

Appeals Board

The Appeals Board is a five-member panel appointed by the Provost and Vice President for Student Affairs/designee and is made up of **at least 2** 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 Vice President for Student Affairs/designee or Provost in accordance with College policies.

Decisions may be appealed based on the following criteria only: new information that was not available at the time of the original hearing/review that could impact the outcome or when there is reason to believe that proper procedure may have been violated. Decisions may not be appealed solely on the basis of dissatisfaction with the sanction.

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.

The Appeals Board hearing procedure is as follows:

1. Type of Hearing:
 - Student Judicial: an appeal must be submitted in writing to the Vice President for Student Affairs/designee within 48 hours of written notice. [see p. 81 “Appeal Process”.]
 - 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 p. 29 “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. If necessary, the Judicial Review Board advisor will represent the Judicial Board’s decision and process.
3. If required, the persons involved may be asked to present their appeal and why they believe the incident/outcome should be reviewed.
4. The Appeals Board members may question any persons involved.
5. Once the Appeals Board has reviewed all the information, the members will convene and render a decision as soon as possible.

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6. The chair member of the Appeals Board will present the Appeals Board's decision in writing to the Vice President for Student Affairs/designee or Provost (as appropriate), who will notify the persons involved in writing.
 7. The Appeals Board's decision is final.

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.

College Related Property & College Related Personal Property

Such 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

If a person's actions and/or behavior violate the Conduct Code or other College policies, the Residential Life staff, Public Safety Officers, and any member of the Thomas College community can document a situation in an Incident Report. Incident Reports are sent to the Dean of Students and Residential Life professional staff for initial review. 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 Review Board

Alleged violations that are considered major infractions of the Conduct Code or campus safety/policy, repeated minor violations that show a disregard for the Thomas community, or incidents referred by a Judicial Officer are reviewed by the Judicial Review Board. The Board is comprised of nine students who review the incident, determine if a violation of campus policy has occurred, and make appropriate recommendations to the Vice President for Student Affairs for sanctioning. Note: Five or more members shall constitute a quorum. **Exception: Incidents involving allegations of the Sexual Misconduct Policy, if necessary, are reviewed in accordance with the Sexual Misconduct Policy.

Judicial Officer

Alleged violations that are considered minor infractions 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 Dean of Students and the Residential Life professional staff shall serve as campus Judicial Officers. If necessary, the Vice President for 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, incidents referred by the Vice President for Student Affairs.

Real Property

Property held by the College and College-held personal property, which includes property held in any manner, whether owned, rented, chartered, or otherwise engaged.

Sanction

The penalty or penalties subsequently imposed upon an individual, group or club/organization as a result of a violation of the Conduct Code.

Sexual Misconduct Board

The Sexual Misconduct Board is a three-member board comprised of Thomas College staff and faculty. The Board reviews allegations of the Sexual Misconduct Policy referred to them by the Title IX Coordinator. A Title IX Coordinator or his/her designee serves as the Chair at the hearing, in addition to the three members, but does not vote.

POLICIES & PROCEDURES

CLUB AND ORGANIZATION POLICIES

Advertising on/off Campus

Only those events which have been approved by the Dean of Students will be permitted to be advertised on campus. 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 by observing the following guidelines when posting approved advertisements:

Advertisements for off campus events or venues must be approved by the Dean of Students. Students or outside vendors wishing to post flyers on campus for outside business/services need to be approved and stamped by the Dean of Students.

Flyers/advertisements to be posted in local venues/communities/or otherwise MUST be approved by the Dean of Students and Public Relations Office before distribution.

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 Dean of Students. A *Fundraising Application* is to be completed, accepted, and on file (**at least two weeks prior to 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.

All student groups, including classes, 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 Dean of Students 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 Dean of Students and Accounting Department are permitted to open an account through Student Senate. Approved accounts must include the advisor or an otherwise approved staff member through the Student Life Office.

No individual or advisors should have institution monies in his/her personal account. All fundraising monies should be reported to the Student Life Office for recording. Only recognized, registered group/club/organization may request funding from Student Senate. Student Senate typically receives requests at the beginning of each semester.

Registered groups/clubs/organizations who have obtained/possess money must set up an account with the Thomas College Student Senate. If you wish to learn more about setting up an account with Student Senate, please contact the Dean of Students. 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.

Planning Events

Registered student groups need to meet with the Coordinator of Student Life or Dean of Students 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 Coordinator of Student Life or Dean of Students. 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 Coordinator of Student Life or Dean of Students will also be able to assist in reserving facilities and additional planning if necessary.

Organizations planning events with alcohol must complete the *Event Registration Form "Request to Serve Alcohol"* 30 days prior to the date of the event. POA and Event Registration Forms may be picked up in the Student Affairs Office.

Registering Student Groups

All student groups must be registered with the Student Life office in order 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 Coordinator of Student Life or Dean of Students for additional information.

Permit for Games of Chance

Games of chance (beano, bingo, etc.) are not allowed in College areas in order to comply with the State of Maine law. Groups may inquire to the Dean of Students for permitted exceptions for fundraisers. Three months' notice is needed to obtain a permit from the Games of Chance State Office.

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 Public Safety.

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.

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

DRIVING TO ENDANGER/EXCESSIVE SPEEDING/DANGEROUS ACTS

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.

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 his/her 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 Resident 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 will result in disciplinary action. These unsafe issues may also result in sanctions imposed by the appropriate civil authorities. For the safety of every-one in the community, any person discovering a fire should pull the nearest fire alarm. If the alarm sounds, everyone must vacate the building.

For the purpose of fire safety, BBQ grills may not be used on campus, (with the exception of 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 forbidden. 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.

GAMBLING

Gambling is not permitted anywhere on campus. Student organizations desiring to hold a raffle must have the prior approval and permission of the

Dean of Students. No one may engage in any commercial activity, sell items, solicit funds, or sell raffle tickets without the permission of the Dean of Students.

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; or
- 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.

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 or verbal abuse of another individual that is directed at or perceived as offensive in regard to the person'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 his/her affiliation with a group.
2. Using pictorial illustration, graffiti, or other means to demean or slur an individual by making reference to their racial, ethnic, religious, sexual orientation, or gender affiliations.
3. Hostile, intimidating remarks, offensive behavior, spoken or written or physical gestures directed at a person because of race, color, gender, sexual orientation, religion, age, ethnic origin or disability.

Acts of intimidation or 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, 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 Public Safety Officer, professional staff in Residential Life, the Dean of Students, or the Vice President for Student Affairs. Depending upon the severity, incidents may be referred to a Judicial Officer or the Judicial Review Board.

If the Vice President for 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 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 one’s self 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.

ILLEGAL PARKING

Students are not permitted to park in the faculty/staff parking lot located behind the Ayotte Center, the parking lot located in front of GPH Residence Hall, the parking lot located behind the Spann Commons, the visitor lot in front of the Ayotte Center, along the entrance leading to the residence halls, fire lanes, reserved parking spots, handicap parking areas, or any other reserved parking spaces. Any person found to have violated these policies will be ticketed.

INFORMATION TECHNOLOGY

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 for 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 hall 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 for 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 for 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, communica-

tion with AOL and Yahoo users may only take place if you have purchased a public IM license.

Academic Computer Labs (AD-122, AD-126, AD-225, AL-204)

1. Food and drink are not allowed in any computer lab.
2. Teaching labs (Ayotte Center rooms 122, 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:

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- 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 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 for Information Services during normal business hours.
2. The Thomas College Vice President for 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 Vice President for Stu-

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- dent 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 Vice President for Student Affairs for review by the Judicial Review Board or a Judicial Officer.

MEDICAL 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 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, such as seeing-eye dogs, 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 that is 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 Vice President for 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.

RESPECT OF COLLEGE OFFICIALS

Verbal abuse of any kind directed at Thomas College faculty or staff, including Resident Assistants (RA’s) and contracted employees, will not be tolerated.

SMOKING/TOBACCO

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 are 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 for 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, 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

The unauthorized taking, possession, access, use and/or removal of College or an individual's personal property are 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

The 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, the 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.

WEAPONS

Weapons, including, but not limited to, knives, archery equipment, air/paintball guns, tasers/stun-guns, BB guns, slingshots, ammunition, martial arts equipment, or firearms of any type or any other object 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.

SEXUAL MISCONDUCT

Thomas College is committed to providing a safe environment which promotes the dignity and worth of each member of the community. The College will respond promptly and effectively to complaints and reports of violations of this policy. In responding to all complaints and reports, the College will act to ensure the safety of students, guests, and employees while complying with federal and state laws.

I. Overview

It is important that members of the College community understand that the law does not just prohibit violations of this policy against employees by employers. The law also prohibits violations between members of the College community more generally: for example, between employees and student, between employees, between students, or between a member of the Thomas community and a campus guest. This policy applies to all members of the College community and to third parties, regardless of gender, sexual orientation or gender identity. It applies to all College programs and activities, both on campus and off campus.

This policy does not substitute for or supersede related civil and criminal law. It is the policy of the College to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and to avail themselves of all the services and rights to which they are entitled.

Any individual may file a complaint under this policy at any time. However, the College strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise the subsequent investigation. Reporting in a timely way also allows the College to provide all persons involved with information regarding their rights, options, and resources available under this policy and federal or state laws.

All members of the College community are expected to cooperate fully in investigations and other proceedings necessary for the effective execution of this policy.

II. Title IX Requirements

As a recipient of federal funds, Thomas College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs and activities. Sexual Misconduct, as defined by this policy, is a form of sex discrimination prohibited by Title IX. All members of our community have a right to be free from sexual harassment, violence and gender based harassment. For purposes of this Policy, “Sexual Misconduct” includes sexual exploitation, sexual harassment, sexual assault, rape, dating violence, domestic violence and stalking. Sexual misconduct is a serious offense that violates College policy, state and federal law and may be subject to criminal prosecution. The College encourages community members to report any act of Sexual Misconduct promptly to appropriate college officials or local law authority. Please note that the use of alcohol/drugs will not be accepted as a defense or mitigating factor to a violation of this policy.

A. Role of the Title IX Coordinator and Team

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, the College’s Title IX Team has primary responsibility for coordinating the College’s efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this College, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinators oversee the College’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the College can address issues that affect the wider school community.

Any individual should contact the Title IX Coordinators or Deputy Title IX Coordinator in order to:

- seek information or training about courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the College of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the College’s policies and procedures related to sex discrimination, including sexual misconduct.

The **College's Title IX team** includes the Title IX Coordinators and Deputy Coordinators who may also serve as investigators.

Title IX Senior Coordinator:

Lisa Desautels-Poliquin, Vice President for Student Affairs, Ayotte Center, Room AD-127, (207) 859-1243, desautelsl@thomas.edu

Title IX Coordinator:

Michelle Joler-Labbe, Chief Human Resource Officer, Ayotte Center, Room AD-220, (207) 859-1240, HR@thomas.edu

Title IX Deputy Coordinators:

Hannah Gladstone, Dean of Students, Ayotte Center, Room AD-127, (207) 859-1216, gladstoneh@thomas.edu

Donald Cragen, Associate Professor, Chair, H. Allen Ryan School of Business, Alford Academic Center, Room AL-120, (207) 859-1311, cragend@thomas.edu

In the event that the incident, policy, or procedure about which the individual seeks to file a report or complaint creates the appearance of a conflict of interest with one of the members of the Title IX team, individuals may contact any other member of the team.

B. Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator's functions and responsibilities include the following:

(1) Training for Students, Faculty, and Staff

The Title IX Coordinators provide and/or facilitate ongoing training on Title IX for all students, faculty and staff, including:

- annual training for faculty and staff, outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the requirement to report sexual misconduct to appropriate College officials, and the extent to which counselors and advocates may maintain confidentiality while reporting the incident, and
- annual training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to responsible employees, campus security and local law enforcement, and confidential reporting to counselors or advocates), the grievance procedures used to process complaints, applicable conduct code provisions relating to sexual misconduct and the consequences of vio-

lating those provisions, the role of alcohol and drugs in sexual misconduct, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX's protections against retaliation.

(2) Investigations

The College is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of sexual misconduct. The Title IX Coordinators oversee many aspects of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
 - appointing an investigator(s) upon such determination,
 - making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
 - informing all parties regarding the incident review process,
 - confirming that all parties have been notified of the right to, and procedures for an appeal,
 - assure information and documentation related to the investigation is maintained in a secure manner, and
 - monitoring compliance with timeframes specified in the incident review process.

- The Title IX Coordinators evaluate requests for confidentiality by those who report or complain about sexual misconduct in the context of the College's responsibility to provide a safe and nondiscriminatory environment for all members. In order to make such an evaluation, the Title IX team may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors: the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, threat, violence, predation, weapons, or when a minor is involved.

- Ensures that appropriate policies and procedures are in place for working with local law enforcement and coordinating with local victim advocacy organizations and service providers, including rape crisis centers.

(3) Remedies, Including Interim Measures

Upon learning of a report or complaint of sexual misconduct, the Title IX Coordinators promptly take steps to ensure the complainant's equal access to the College's programs and activities and protect the complainant as necessary. Such steps include taking interim measures before the final outcome of any

investigation, providing remedial measures after the final outcome of investigation, and making the complainant aware of all available resources.

Upon a finding of prohibited sexual misconduct, the Title IX Coordinator determines whether campus-wide remedies should be adopted in response, including review and revision of the College's sexual misconduct policies, increased monitoring, supervision or security at locations where sexual misconduct was reported to have occurred, and increased education and prevention efforts, including to targeted populations.

III. Mandatory Reporting

All College employees (except as provided within section VII) are required to promptly report incidents of sexual misconduct, sexual discrimination, sexual harassment and sexual assault. Because domestic violence, dating violence, stalking and sexual misconduct can also constitute sex discrimination, information received by College employees about such incidents must also be reported. Student employees and volunteers who learn of a violation of this policy in the course of their employment, programming or volunteer responsibilities are also required to report.

When a person tells an employee of the College about a violation of this policy, the College employee is encouraged to promptly report to the Title IX Coordinator all relevant details about the alleged incident shared by the complainant that the College will need to determine what happened – including the names of the complainant and accused(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported will be shared only with people responsible for handling the College's response to the report. If the College determines that there is a continuing threat to the safety of members of the College community, it may have to issue a timely warning regarding the incident. A timely warning does not include identifying information about a victim.

IV. Getting Help: Students—What to do if you are Sexually Assaulted or Experience Domestic Violence, Dating Violence or Stalking (Employees refer to Employee Handbook)**

- Get to a safe location. On campus, please consider calling Public Safety at (207) 859-1399, residential life staff and/or local law enforcement at 911. Campus Residence Life or Student Affairs staff can assist with community resources as well.
- Consider asking a trusted friend or relative to be with you for support.
- Seek medical care as soon as possible. You may need basic medical treatment for injuries, and you may have injuries of which you are

unaware. You also may be at risk of acquiring a sexually transmitted infection, and women may be at risk for pregnancy. Trained staff at the campus Health Center or the local emergency room can speak with you about all of the medical options available and provide information about a sexual assault forensic examination.

- You may choose to file a report on or off campus or both. Your report puts in place support systems that you may choose to use. The College will provide someone to assist you in filing a report with Law Enforcement if you wish.
- Preserve all evidence of the incident. If you choose to file a report with the police, it is important, if possible, that you:
 - Do not bathe, wash your hands, brush your teeth, drink, eat, or even use the restroom—all these things can destroy evidence that may be helpful in a criminal investigation; however, if you have done any of these things since the incident, evidence can still be collected;
 - Avoid cleaning or removing anything from the location where the incident occurred;
 - Write down as much as you can recall about the incident and the people involved.
- Seek some form of emotional support. While taking care of your physical needs may be the first step in taking care of yourself, it is important not to neglect the emotions you may be experiencing as a result of the assault, violence or stalking. On and off campus resources are available.
- It is your choice to determine when and in what manner you recover from your trauma. Give yourself the time you need and know that it is never too late to get help.
- **KNOW THAT WHAT HAPPENED WAS NOT YOUR FAULT AND YOU ARE NOT ALONE.**

On-Campus Resources

On-campus professional staff within Student Affairs, including an on-campus counselor and the Director of the Health Center, are available to assist with seeking medical treatment, answering questions and offer emotional support.

Student Affairs Office (Room AD-127)	207-859-1243
Health Services (Grant Hall, 1 st floor)	207-859-1401
Counseling Services (Room AD-127A)	207-859-1245

Off-Campus Resources

Any member of the campus community, regardless of gender, may elect to contact *Sexual Assault Crisis and Support Center* at 1-800-871-7741.

Trained advocates are available 24 hours/day to answer your questions, provide support, and, if you wish, accompany you to the hospital immediately after an assault whether or not you choose to involve the police. (The Vice President for Student Affairs, the Dean of Students, the campus counselor, or the Director of Health Services can also answer questions and offer support).

Local Resources

24-hr. Sexual Assault Crisis & Support Line	1-800-871-7741
Family Violence Project	1-877-890-7788
Inland Hospital	(207) 861-3000 or 1-800-491-8600
Kennebec County District Attorney's Office	(207) 623-1156
Kennebec County Sheriff's Department	1-800-498-1930
Maine General Medical Center	(207) 872-1000
Sexual Assault Crisis & Support Center	www.silentnomore.org
Waterville Police Department	(207) 680-4700

V. Definitions/Policies

Sexual misconduct is a broad term encompassing any sexual behavior that was committed without effective consent. Sexual misconduct may vary in its severity and consists of a range of behaviors. These behaviors are prohibited by Thomas College policy, federal and state law. Thomas College does not tolerate sexual misconduct in any form. Thomas College will regard freedom from sexual misconduct as an individual student or employee right, which will be safeguarded as a matter of policy. Violators of this policy will be subject to disciplinary action, up to and including dismissal from the College.

Sexual misconduct includes, but is not limited to: sexual harassment, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, dating violence, domestic violence and stalking. The following conduct will be considered a violation of the Thomas Sexual Misconduct Policy if it is of a sex or gender-based or relates to sexual behavior. Conduct not sex or gender-based in nature or relating to sexual behavior may be separately addressed through Thomas' Code of Conduct or Employee Handbook unless it is being reviewed in conjunction with the Sexual Misconduct policy.

Sexual Harassment is subjecting an individual to unwelcome sexual conduct/behavior. The sex-based and/or gender-based harassment may be verbal, written, electronic (online), physical or via third party.

The following is a partial listing of examples of sexual harassment:

- Comments about your body, sexual remarks, jokes or suggestions
- Pornographic pictures or stories

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- Obscene gestures, looks, leers, noises or gestures
 - Pressure for dates or sexual favors
 - Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior
 - Indecent exposure
 - Unnecessary and/or deliberately touching, leaning over, cornering, pinching, or brushing against a person

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
 - unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational and/or employment, social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

Sexual Exploitation is when one takes non-consensual, unfair or abusive advantage of another for their own advantage or benefit even if that behavior doesn't constitute one of the other sexual misconduct offenses.

The following is a partial list of examples of sexual exploitation:

- Non-consensual video or audio taping of sexual activity
- Engaging in Peeping Tommerly
- Going beyond the boundaries of consent (such as allowing others to surreptitiously watch you have consensual sex)
- knowingly transmitting a sexually transmitted infection
- exposing of a person's body or genitals
- prostituting or soliciting another community member

Non-consensual sexual contact includes touching, however slight, of a person's sexual or intimate parts or the clothing covering the immediate area of those parts, whether clothed or unclothed, without consent and/or by force.

Examples of non-consensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin or genitals with one's body part or object
- intentional touching of another with breasts, buttocks, groin or genitals
- Fondling, grabbing, or touching a person's sexual or intimate parts or the clothing covering those parts
- making another person touch someone or themselves in a sexual manner
- any intentional bodily contact in a sexual manner

Non-consensual sexual intercourse includes any sexual intercourse, however slight, with any object or body part by a person against other person that is without consent and/or by force.

Examples of non-consensual sexual intercourse include, but are not limited to:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue or finger
- oral copulation (mouth to genital contact or genital to mouth contact)

Dating violence is physical violence or emotional abuse between those in an intimate or romantic relationship to each other..

Domestic violence is intentionally, knowingly or recklessly causing bodily injury or offensive physical contact to a family or household member. "Family or household members" are current or former spouses or domestic partners, individuals presently or formerly living together as spouses, biological parents of the same child, adult household members related by consanguinity (by blood) or affinity or minor children of a household member when the violence is committed by an adult household member, individuals presently or formerly living together, and individuals who are or were sexual partners.

Stalking is a course of conduct directed at a specific person, on the basis of actual or perceived membership in a protected class, 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."

Examples of stalking behaviors include:

- Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are undesired and place another person in fear.
- Use of online, electronic, or digital technologies, including: - Posting of pictures or information in chat rooms or on Web sites - Sending unwanted/unsolicited email or talk requests - Posting private or pub-

lic messages on Internet sites, social networking sites, and/or school bulletin boards - Installing spyware on a victim's computer - Using Global Positioning Systems (GPS) to monitor a victim

- Pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the victim
- Surveillance or other types of observation including staring, "peeping"
- Trespassing
- Vandalism
- Non-consensual touching
- Direct verbal or physical threats
- Gathering information about an individual from friends, family, and/or co-workers

Retaliation is adverse action taken by the College or any individual or group against any person for opposing any practices forbidden under this policy or for filing a complaint, testifying, assisting, or participating in an investigation or review proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop a violation of this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate.

Consent is clear permission to engage in sexual contact. Consent must be informed, freely and actively given, and consist of a mutually agreeable and understandable exchange of words or actions. Consent is clear, knowing and voluntary. Consent is active, not passive. Consent may be withdrawn at any time. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and conditions of) sexual activity. Past consent does not imply future consent. Consent to engage in one form of sexual activity does not imply consent to engage in any other sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with any other person.

It is not consent when the exchange involves unwelcomed physical force, coercion, intimidation, and/or threats. If an individual is mentally or physically incapacitated or impaired such that one cannot understand the fact, nature or extent of the sexual situation, and the incapacitation or impairment is known or should be known to a reasonable person, there is no consent. This includes conditions resulting from alcohol or drug consumption, or being asleep or

unconscious. Consent is not valid if the person is too young to consent to sexual activity under federal and state law.

Interim Measures In all complaints of alleged Sexual Misconduct, regardless of whether the Complainant wishes to pursue resolution of any kind, the College will undertake an appropriate inquiry and take such prompt and effective action as is reasonably practicable under the circumstances to support and protect the Complainant and protect the College community, including taking appropriate interim measures before the final outcome of the investigation and hearing, if any. Such measures may include, but are not limited to the following: interim suspension, temporary exclusion from areas of campus, removal from or relocation to another residence hall, changes in academic/course/work schedules, limiting access to technology/files, limiting participation in certain events, gatherings, or activities, issue of “no contact order” which typically will include a directive that the Respondent refrain from having contact with the Complainant, directly or indirectly, or through electronic or 3rd/other party, pending the investigation and, if applicable, the hearing. [note: additional parties can also be held accountable for their actions under the Harassment or other Student Conduct Code policies]. Among other measures, interim measures should not be construed to suggest that any decision has been made about the merits or outcome of the case.

The Title IX Coordinators, or designee, for purposes of this Policy, also may take any further protective action that he or she deems appropriate concerning the interaction of the parties pending the hearing, if any, including, without limitation, ordering interim suspensions, and directing appropriate College officials to alter the students’ academic, College housing and/or College employment arrangements. When taking steps to separate the Complainant and the Respondent, the Vice President for Student Affairs or Chief HR Officer will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, that every reasonable effort will be made to allow the Complainant to continue in his or her academic, College housing and/or College employment arrangements. Violations of these interim measures will constitute related offenses that may lead to additional disciplinary action.

Student Amnesty The College strongly encourages students to report instances of sexual misconduct, sex discrimination, sexual harassment, retaliation, sexual assault, domestic violence, dating violence or stalking. Students who report information about a violation of this policy will not be disciplined by the College for any minor violation of alcohol possession or consumption policies or other minor violations of the Student Conduct Code in which they might have engaged in connection with the reported incident.

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN SEX OR GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

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2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
 3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
 4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
 5. Bullying, 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

VI. Jurisdiction

This policy applies to behaviors that take place on the campus, at Thomas College sponsored events, and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

1. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
2. Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
3. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
4. Any situation that is detrimental to the educational interests of the College.

VII. Reporting on Campus

Any reports or concerns regarding incidents of sexual misconduct should be reported immediately to a Public Safety Officer, a member of the Residential Life professional staff, the Dean of Students, the Vice President for Student Affairs, Chief Human Resources Officer or a member of the Title IX team. The primary concern is for the safety and well-being of the victim. If the victim chooses to report, options are available to use the campus Disciplinary Process and/or contact local law enforcement. Individuals accused of sexual misconduct may be subject to disciplinary action; if found to be in violation the individual(s) may be sanctioned to include suspension, dismissal or

termination from the College. The College's actions will be independent on the outcome or initiation of criminal charges. Depending upon the seriousness of the potential violation(s) (ie: threat to campus safety or incidents involving a minor) local, state, and federal authorities may also be asked to assist with any investigation of the facts. If the Vice President for Student Affairs, Title IX Coordinators, or designee determines that a threat is posed to the victim by the close proximity or the threat of interaction with the respondent, then a "campus restriction" may be issued.

How and Where to File a Complaint

A. Complaints or Reports of Employees' Conduct

All complaints or reports relating to violations of this policy by a College employee should be made to the Chief Human Resource Officer/Title IX Coordinator, Michelle Joler-Labbe. If there is a conflict of interest, the individual may report to another member of the Title IX team. Upon receiving a complaint or report of a violation of this policy by a College employee, the Title IX Coordinator will assess the complaint or report and will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. Mediation is never appropriate in sexual assault cases. When a complaint is investigated, the College will use a preponderance of the evidence standard – whether it is more likely than not that the alleged violation occurred.

B. Complaints or Reports of Students' Conduct

All complaints or reports relating to violations of this policy by a College student should be made to Vice President for Student Affairs/Title IX Coordinator, Lisa Desautels-Poliquin, or Dean of Students/Deputy Title IX Coordinator, Hannah Gladstone.

Upon receiving a complaint or report of a violation of this policy by a College student, the Title IX Coordinator will assess the complaint or report and will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. Mediation is never appropriate in sexual assault cases. When a complaint is investigated, the College will use a preponderance of the evidence standard – whether it is more likely than not that the alleged violation occurred.

C. Complaints or Reports of Third Parties' Conduct (Campus Guests, Vendors, Contractors, etc.)

All concerns regarding violations of this policy by third parties such as vendors, contractors and campus guests should be made to either Title IX Coordinators. Upon receipt of a report or complaint, the College will respond appropriately.

VIII. Reporting Off-Campus

Options Regarding Law Enforcement

Any individual has the option to report to the police and has choices regarding how to report or if to report. There are resources on or off campus available to discuss these options, as well as provide contacts and emotional support. An individual who has experienced sexual assault, domestic violence, dating violence or stalking, or any other conduct which may violate criminal laws, has a right, at their own discretion, to:

- Notify law enforcement authorities,
- Be assisted by campus staff in notifying law enforcement; or
- Decline to notify law enforcement.

College officials may, however, provide law enforcement with details about an incident under some circumstances if a determination has been made that such disclosure is required by law and/or is necessary to secure campus safety.

IX. Resolution Procedures for Sexual Misconduct Allegations

The College offers options to address cases of alleged Sexual Misconduct within the framework of the College's administrative processes. The options are designed to provide an opportunity for parties to present their versions of the incident and to understand the nature of the incident and its effects on each party and the College community. The options differ in their procedures, degree of formality, and potential results.

When reporting a violation of this policy, individuals may report the alleged violation and wish to maintain his/her confidentiality and privacy. Our on-campus staff that may provide confidential advice, options, and assistance includes our counseling and health services personnel. However, these employees may, consistent with their ethical, campus and legal obligations, be required to report anonymous statistical information about incidents without revealing the identities of the individuals involved, to the Title IX Coordinator.

Excluding confidential reports as listed above (counseling and health services), any reports received by a Thomas College Responsible Employee of sexual misconduct, sexual harassment and discrimination, including sexual assault, must be reported to the Thomas College Title IX Coordinators or Title IX Deputy Coordinators.

Title IX Senior Coordinator: Lisa Desautels-Poliquin, Vice President for Student Affairs, desautslsl@thomas.edu, (207) 859-1243

Title IX Coordinator: Michelle Joler-Labbe, Chief HR Officer, HR@thomas.edu, (207) 859-1240

Title IX Deputy Coordinator: Hannah Gladstone, Dean of Students,
gladstoneh@thomas.edu, (207) 859-1216

Title IX Deputy Coordinator: Donald Cragen, Associate Professor,
Chair, H. Allen Ryan School of Business, cragend@thomas.edu,
(207) 859-1311

Community members who are aware of an incident involving sexual misconduct, sexual harassment, dating violence, domestic violence and/or stalking are encouraged to speak to the College Title IX coordinators, a deputy coordinator, Dean of Students, area coordinator, or Public Safety. Reported incidents will be reviewed.

Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person. Reports that are made anonymously or by third parties may not initiate an incident review process; however, Title IX requires the College to investigate all incidents about which the College knows or has reason to know to protect the health and safety of the community. The College will undertake an investigation even in cases where the alleged victim and/or complainant chooses not to cooperate.

Complainant Does Not Wish to Pursue Resolution or Requests Confidentiality

If an individual files a complaint but does not wish to pursue official resolution and/or requests that his/ her complaint remain confidential, Title IX nevertheless requires the College to investigate preliminarily and take reasonable action in response to the Complainant's complaint. If the Complainant requests that his/ her name or other identifiable information not be disclosed to the Respondent the Title IX coordinator will inform the Complainant that the College's ability to respond may be limited and that Title IX prohibits retaliation. If the Complainant requests that his or her complaint not be resolved, the College will evaluate the Complainant's request(s) for confidentiality or no action in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment for all individuals. In order to make such an evaluation, the Title IX team may conduct a preliminary investigation into the alleged Sexual Misconduct and may weigh the Complainant's request(s) against the following factors: the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, threat, violence, predation, weapons, or when a minor is involved. The Title IX Coordinator or investigator will inform the Complainant if the College cannot ensure confidentiality. Even if the College cannot take disciplinary action with respect to the Respondent because the Complainant insists on confidentiality or that the Complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order, and take other reasonably necessary measures, including the interim measures described

below. Please note that there are on-campus resources an individual can utilize that can maintain confidentiality without the need to inform other campus personnel. These resources include health services personnel and counseling services staff.

X. Sexual Misconduct Incident Review

The Thomas College Sexual Misconduct Incident Review is designed to provide a fair, prompt, and effective means of responding to allegations of sexual misconduct (see Sexual Misconduct Policy for definition of sexual misconduct) involving members of the Thomas community.

This Sexual Misconduct Incident Review Process is the mechanism through which reports of sexual misconduct are investigated and resolved when a complainant or the College chooses to pursue action formally through the College. The purpose of this review process is to bring an end to any discriminatory conduct, to act reasonably to prevent future reoccurrence, and to remedy the effects of the discrimination on the victim and the College community.

The disciplinary process for responding to allegations of sexual misconduct at Thomas College involves up to three phases: **intake, investigation, and corrective action**. The process will be conducted and completed in as prompt a manner as is reasonable under the circumstances, with a target of 60 days, but recognizing that periods when individuals are not on campus due to breaks, or in more complex cases, may have an impact in the investigation timeline.

The filing of a sexual misconduct complaint under this policy is independent of any criminal investigation or proceeding, except in cases where it is determined that a conduct proceeding might impede a criminal investigation or otherwise not be in the best interests of the law enforcement agency or a complainant. A short delay may be undertaken in those circumstances to allow evidence gathering in the criminal proceeding. The Thomas College Sexual Misconduct process will not typically wait for the conclusion of any criminal proceedings to commence its own investigation and take needed interim measures. A complete copy of the policy, including information regarding the complete process for incident review can be found on the Thomas College Student Affairs website: <https://www.thomas.edu/inside/wp-content/uploads/sites/9/SEXUAL-MISCONDUCT-POLICY.pdf>

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 his/her 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, i.e., administration, faculty, staff, students, alumni, guests, and outside groups (see Facility Rental Policy). This policy also is intended to provide the campus community with information about alcohol and other drugs and is distributed in accordance with the Drug Free Schools and Communities Act Amendments of 1989.

Standards of Conduct

Thomas College prohibits the unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students, employees and guests on College property or at any of its sponsored activities. All consumption of alcoholic beverages should be done in a responsible manner and in accordance with the laws of the State of Maine.

Substance Review Committee

The Substance Review Committee shall be comprised of at least three members of the Thomas College community representative of staff, faculty and students. The purpose of the Committee shall be to:

1. Conduct a biennial review of the Thomas College Substance Policy;
2. Review all Event Registration Forms (requesting to have alcohol at an event on campus or at an off-campus Thomas sponsored event) for compliance with the guidelines outlined in this policy;
3. Provide education to the community regarding the Substance Policy.

General Campus Alcohol Policy

The following is a list of regulations to be observed when consuming alcoholic beverages on the College campus or at College sponsored events.

1. Persons of legal age may consume alcoholic beverages only at approved registered campus events or in the approved area of the Dog Pound (Spann Commons). Resident students of legal age and their guests, of legal age, may only consume alcohol within their residence room/suite or that of another 21-year-old if that student is present (except in Substance Free Housing).
2. Persons of legal age who choose to consume alcohol should do so in a responsible manner. The College does not consider drinking in excess to be responsible. In addition, loud and/or disruptive conduct, interference with maintaining cleanliness of the campus, damage to personal or College property, or drinking habits which are injurious to the health or education of an individual or those around him/her resulting from the consumption of alcoholic beverages are not considered responsible drinking and are not condoned by the College.

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3. Minors, (persons under the age of 21), are not allowed to possess (physical possession or by consumption) or consume alcoholic beverages anywhere on the College campus or at College sponsored events in accordance with Maine State law.
 4. Intoxication will not be accepted as a defense or excuse for not abiding by Federal, State or Local Laws and College policies and guidelines. Intoxication which interferes with or disrupts the campus life of others, or necessitates staff intervention or medical attention, (whether over 21 years old or not), is prohibited.
 5. No persons of any age may consume alcoholic beverages, or be in possession of open containers holding alcoholic beverages (bottles, cans, mugs, glasses, or any other type of container) in areas of the College campus designated as public areas unless the event is sanctioned by the College. These areas include: all lobbies, hallways, lounges, stairways, rest rooms, recreation areas, laundry rooms, computer labs within the residence halls, as well as anywhere within the Ayotte Center, the Spann Commons (except at the Dog Pound), Athletic Center, the Alford Academic Center and/or outdoors.
 6. Any 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.
 7. No persons may knowingly provide alcohol, or a place to consume alcohol, to persons under the age of 21.
 8. The possession and/or use of false identification are prohibited.
 9. Due to NCAA regulations, alcohol is not permitted at any sporting event held on the College campus.
 10. 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., are not permitted. These items contribute to higher levels of intoxication and a more frequent occurrence of alcohol-related injuries and health emergencies, including alcohol poisoning. As a result, Thomas College joins with most other colleges and universities in strictly prohibiting such items.
 11. Games or acts or any paraphernalia intended to influence or coerce individuals to ingest alcohol or which imply that such ingestion is taking place are prohibited. Examples include, but are not limited to, games typically associated with drinking (e.g. beer pong), funnels, shot gunning, Jell-O shots or any item/device used for mass consumption, or the presence of alcohol in a social setting where such games are being played.
 12. Promotional materials advertising alcoholic beverages and/or their consumption are not permitted on campus. [See section on advertising/promotion.]
 13. In accordance with Maine State Law, operating any type of motor

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- vehicle while under the influence of alcohol is strictly prohibited on campus property.
14. Student fees (e.g. Student Senate, fundraisers, student activities, residence hall, etc.) may not be used to purchase alcohol.
 15. Alcohol will not be served at events deemed high risk for injury or liability.
 16. Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in persons being held accountable for the violation.

Scheduling and Approval of Events with Alcohol

There are many reasons why events with alcohol that occur on campus may be scheduled. It is important for the planners of the event to insure that they are well versed in College policy regarding the service of alcohol, including providing non-alcoholic alternatives and food, and insuring necessary staffing, set-up, and security for the event. Events submitted for approval are evaluated individually, based on the nature of each event. A “closed event” may be evaluated using a different standard than a College wide event. By having the sponsor sign the event scheduling form, he/she is accepting the conditions as stated on the Event Registration Form. All events must be registered at least thirty (30) calendar days in advance with the Dean of Students (or designee).

Social Gatherings with Alcohol

Social gatherings or events, at which alcohol is served or available, whether occurring on College property or sponsored by recognized College groups or organizations, must adhere to the following:

1. All requests for events must be registered at least thirty (30) calendar days in advance with the Dean of Students (or designee) who will forward it to the Substance Review Committee for approval.
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. Serving alcoholic beverages to an obviously inebriated person is prohibited and unlawful.
6. Sponsors of events are responsible for compliance with College policies, for clean-up and damages.
7. Sponsors of the event are responsible for obtaining a temporary liquor license if required.
8. Signs, prizes, etc., advertising products containing alcohol are not permitted.
9. Visibly intoxicated people will not be permitted to enter an event and/or may be removed from an event once identified.

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10. Alcohol served at a registered event may not be taken from the premises.
 11. 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.
 12. 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.
 13. All outside groups using campus facilities serving alcohol must be coordinated through the Director of Facility Rentals and must abide by the College's Substance Policy and Facility Rental Policy.
 14. Hosts of an approved gathering will be notified of their responsibilities upon approval of the event.

Dog Pound Alcohol Policy

1. In order 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 persons 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.

Guidelines Specific to College Residences

1. Students who are 21 years old may only consume alcohol within their residence room or that of another 21-year-old if that student is present (except in Substance Free Housing).
2. First year student residence Hinman Hall is considered a Substance Free living environment. Alcoholic beverages may not be brought into this hall even by persons who are of legal drinking age.
3. There may be only one open container per person of legal drinking age.
4. 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 lab, bathrooms, suite hallways, stairwells, or any other common area(s). (Exceptions: in Bartlett Suites and Townhouses, if all residents of the townhouse/suite are 21 or older, residents may store recyclable

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- containers in the hallway closet of a Bartlett suite or in one designated area of a townhouse common space, provided that the containers are in a closed trash bag and do not block entry/exits. Large quantities of empties, for health and safety purposes, should not be stored in these spaces in the residences. Also, residents and their guests who are 21 years old or older may consume alcohol in their suite/townhouse common space provided there is only one open container per “of age” person and no underage person is present in any area of the suite/townhouse when alcohol is consumed.)
5. 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.
 6. Public intoxication that interferes with or disrupts the residence life of others, or necessitates staff intervention or medical attention (as determined by College staff) is prohibited.
 7. Common source containers of alcohol such as kegs, “beer balls,” trashcans, punch bowls/spiked punch, alcohol filled fruit, etc., are not permitted.
 8. Games or acts or any paraphernalia intended to influence or coerce individuals to ingest alcohol or which imply that such ingestion is taking place are prohibited. Examples include, but are not limited to, games typically associated with drinking (e.g. beer pong), funnels, shot gunning, Jell-o shots or any item/device used for mass consumption, or the presence of alcohol in a social setting where such games are being played.
 9. Displays that contain content regarding alcohol or drugs may not be displayed in areas of public view, such as the exterior of a room door or facing out a window.

Sanctions for Violations of the Alcohol Policy are cumulative (may include the following minimums)

NOTE: Violations that occur in Substance Free housing are subject to an additional \$50 fine over and above the level sanction.

1. **Level I Violation:** Written warning, an educational or service component and restitution (if applicable).
2. **Level II Violation:** [note: Repeat Level I, as well as any first time violations involving a common source, providing alcohol to a minor or driving while under the influence automatically begins one level above a student’s current status]: educational component and associated administrative fees/costs (if applicable) and restitution (if applicable).
3. **Level III Violation:** [Repeat Level II violations]: participation in BASICS screening program or applicable educational component and associated administrative fees/costs (if applicable), residential or disciplinary probation and/or restriction from campus buildings

and/or events, and restitution (if applicable).

4. Additional Violations - typically heard by the Judicial Board: disciplinary probation, educational component and/or may be required to complete an alcohol assessment and comply with results (at own expense), restitution (if applicable), suspension or termination of housing agreement, or suspension or dismissal from the College.

Campus Illegal Substance Policy

1. It is illegal to use, possess, make, grow, furnish, sell, or trade any illegal drug (or prescription drug prescribed to another).
2. It is illegal to possess, use, sell, manufacture or advertise drug paraphernalia (including, but not limited to pipes, bowls, clips, bong, rolling papers, hookahs, etc.)
3. Being under the influence of any illegal drug will not be accepted as a defense or an excuse for not abiding by federal, state or local laws and campus conduct codes.
4. The presence of smoke or other types of residue, including but not limited to seeds, stems or odor from illegal drugs provides justifiable grounds for disciplinary action.
5. You may not be under the influence of an illegal drug or controlled substance at any time.
6. Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in persons being held accountable for the violation.

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 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) which does not recognize the difference between medical and recreational use of marijuana. Thomas College complies with the Drug-Free Schools and Communities Act and therefore prohibits all marijuana use including medical 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.

Sanctions for Violations of the Illegal Substance Policy are cumulative (may include the following minimums)

1. Level I Violation: \$100 fine, disciplinary probation for at least one

academic semester, educational component, and restitution (if applicable)

2. Level II Violation: \$150 fine, disciplinary probation for at least two academic semesters, educational component or may be required to complete a substance assessment and comply with results (at own expense), review of housing agreement for possible suspension/termination, restriction from campus buildings and/or events, and restitution (if applicable).
3. Additional Violations – heard by the Judicial Board: [note: any violations involving buying, selling, distributing, or manufacturing are heard at this level]: may include suspension or dismissal from the College.

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. Alcoholic beverage advertising on campus or in institutional media is prohibited including that which promotes events. 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.
5. No alcohol related sponsorships or promotional (advertising) materials will be solicited for any Thomas College social gatherings or events.
6. No promotional or advertising items that have the Thomas College name should promote alcohol or drug use, i.e. T-shirts.
7. Displays which contain alcohol or drug related content may not be placed in areas of public view.

SUBSTANCE ABUSE PREVENTION, EDUCATION & 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 Health Center staff, Vice President for Student Affairs, Campus Counselor, and Dean of Students. These individuals also help you to get assistance from trained professionals in the community.

Local Resources

- Maine Office of Substance Abuse 207-287-2595
- Maine Bureau of Drug Enforcement 1-800-452-6457
(Anonymous & confidential - you may report illegal drug activity)
- Maine General Medical Center (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 of alcohol or for physically hurting someone while drunk.
- Continued drinking despite having ongoing relationship problems that are caused or worsened by drinking.
- 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** – \$100 to \$300;
- **2nd Offense** – \$200 to \$500; and
- **3rd or Subsequent Offense** – \$500.

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:

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

Illegal Transportation of Liquor

No person under the age of 21 shall knowingly transport alcoholic beverages in a motor vehicle except in the scope of their employment or at the request of their parent. The penalties for illegal transportation are:

- **1st Offense** – 30-day license suspension and a fine of no more than \$500;
- **2nd Offense** – 90-day license suspension and a fine of not less than \$200;
- **3rd Offense** – 1-year license suspension and a fine of not less than \$400.

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 charge with 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 \$2,000 and/or sentenced 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.

Illegal Sale of Liquor

Any person who sells liquor in Maine without a license issued by the Bureau of Liquor Enforcement is subject to the following penalties:

- **1st Offense** – \$300 to \$500 fine and up to 30 days in jail;
- **2nd Offense** – \$500 to \$1,000 fine and up to 60 days in jail;
- **3rd & Subsequent Offense** – \$1,000 fine and 60 days in jail, not to be suspended. An additional 4 months in jail is possible.

Illegal Possession with Intent to Sell

Any person, who possesses liquor with the intent to sell in violation of Maine Liquor Laws, may be fined up to \$1,000 and sentenced up to 6 months in jail. The vehicle used may be impounded and subject to forfeiture proceedings.

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 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.

MAINE LIQUOR LIABILITY LAWS REGARDLESS OF AGE

Giving False Written or Oral Information

It is unlawful to give a licensee false written or oral evidence of age to attempt to purchase liquor or gain entrance into a licensed establishment where minors are not allowed. An example of this would be using a fake ID. Violation of this crime is punishable with suspension of driver's license for up to 1 year, and a fine of up to \$600, (automobile insurance rates may also increase).

Drinking in Public

It is illegal to drink or possess an open container of alcohol in any public place after being warned by a law enforcement officer or within 200 feet of a sign posted prohibiting public drinking. Violation of this law has the

potential consequence of fines up to \$1,000 and up to 6 months in jail. This will also appear on your criminal record.

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 useable amount of marijuana 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.
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.

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. In addition, 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 misconduct, where students may select an advisor of their choice (see Sexual Misconduct Policy).} Because of this, students are expected to be cooperative and honest in providing information. Incidents are re-viewed/heard at two levels: Judicial Officer and Judicial Review Board. The seriousness of the incident determines which hearing process is used.

Note: Incidents involving alleged violations of sexual misconduct will be reviewed according to the Sexual Misconduct Policy.

Typically, minor infractions are heard by a Judicial Officer. Major violations of the Conduct Code and repeated offenses which show a disregard for the Thomas community are referred to the Judicial Review Board for a hearing. Depending on the nature of the violation, the Vice President for 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 in order 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 Vice President for Student Affairs/designee will hear the incident and any related appeals in lieu of the Board.]

Disciplinary Process

1. A potential violation of the Conduct Code or campus policy is documented in an Incident Report and filed with the Student Affairs Office. Incidents are reviewed by the Dean of Students and professional staff in Residential Life who serve as Judicial Officers.
2. 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.
3. All persons involved in an incident may be required to meet with the Judicial Officer in order to gather information and details regarding an incident. This hearing/review will be scheduled by the Judicial Officer or Student Affairs Office, and those involved will be notified in writing of the scheduled hearing/review. Students are expected to attend. Failure to meet at the scheduled date and time could result in an additional violation of failure to comply. The hearing may be conducted and, if necessary, sanctions imposed without the input of the student(s) involved.
4. 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 work with persons involved with the incident in order to determine if a violation has occurred.
5. If it is determined that a violation has occurred, the Judicial Officer will impose an appropriate sanction and notify, in writing, the students involved. If it is determined that a violation did not occur, the Judicial Officer will likewise notify the student in writing of this outcome.
6. Alleged incidents involving serious infractions of campus policy, students with repeated violations or at a Judicial Officer's request will be forwarded to the Judicial Review Board for review. The Judicial Officer will notify the Judicial Review Board and coordinate this hearing.

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7. 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 are expected to attend. Failure to show to a hearing may result in an additional violation of “failure to comply.” The hearing may be conducted and, if necessary, sanctions imposed without the input of the student(s) involved.
 8. At the hearing, the Judicial Officer will present the information/incident to the Judicial Review Board. The Judicial Review Board may ask questions of the persons involved to clarify and gather additional information. 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.
 9. The Judicial Review Board will render its findings to the Vice President for Student Affairs/designee. If a violation has occurred, the Judicial Review Board will recommend appropriate sanctions to the Vice President for Student Affairs/designee. The VP for Student Affairs/designee shall either accept, reject, or ask for a modification of the Judicial Review Board recommendation. If the VP for Student Affairs/designee accepts the recommendation (as originally referred or with modification), it shall be final unless appealed within the said two days. If the VP for 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 will be notified in writing by the Vice President for Student Affairs/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.

Appeal Process

Decisions may be appealed based on the following criteria: new information that was not available at the time of the original hearing (that could impact the outcome), or when there is reason to believe that proper judicial procedures may have been violated. Decisions may not be appealed solely on the basis of dissatisfaction with the outcome/sanction.

All appeals must be submitted in writing to the Vice President for Student Affairs/designee within 48 business hours of receiving written notification of the hearing decision. The VP for Student Affairs/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.

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 he/she deems necessary.] These appeals will initially be sent by the Vice President for Student Affairs/designee to the Appeals Committee of the Judicial Review Board who will determine whether an appeal meets the criteria for review. Only appeals that meet the above criteria will be scheduled for a review hearing with the Board. If appealed to the Judicial Review Board the decision of this Board is final.

2. Decisions from hearings initially reviewed by the Judicial Review Board may be appealed to the Vice President for Student Affairs/designee. The VP for Student Affairs/designee may decide as follows: deny the appeal or uphold the appeal, in which case the original sanction may be waived or altered. If the student is still not satisfied with the VP for Student Affairs/designee's action, the student may request a final appeal with the Appeals Board. This request may be granted or denied by the VP for Student Affairs/designee. If appealed to the Appeals Board the decision of this Board is final.

RESIDENTIAL LIFE

(Ayotte Center, Rm AD-127: Hannah Gladstone, Dean of Students, Ext. 216; Area Coordinator Offices: Michelle Yates, GPH, Ext. 415; Elizabeth Tharpe, Hinman Hall and Villages, Ext. 305; Mike Blasco, Bartlett Hall and Townhouses, Ext. 109)

Residential Life at Thomas College is designed to provide a healthy environment in which to live and to learn. A 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 Residential Life staff strives to help each student as an individual, a student, and a citizen. The Office of Residential Life is a part of the Student Affairs Division, under the supervision of the Dean of Students Office, and is comprised of both professional and paraprofessional staff members.

The Area Coordinators 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 Resident Assistant staff, provide leadership for residential programming, and promote a safe and productive academic atmosphere in the residence area. The Area Coordinators, along with the Dean of Students, oversee housing assignments and room changes, facilities management, and general responsiveness to residential student needs and issues.

Resident Assistants (RA's) are undergraduate student staff who live in the residence halls and act as peer advisors and resource people, and sponsor programs for 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 RA's are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the RA on duty for their building/area, provide programming opportunities for the residents, enforce policies, and can mediate roommate and floor issues as needed.

RESIDENCE LIVING COMMUNITIES

All residential living communities are smoke free.

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 and two full bathrooms per suite accordingly. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a

fee, get a direct inward dial phone number with caller ID and voicemail. Clusters of suites share a lounge with 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.

Grant, Parks, Heath (GPH) Residence Halls

These residence halls are three traditional residence hall buildings, connected by a common lobby and include theme housing options (Indoor Adventure/Gaming and Quiet Floors). The GPH complex is open to first year and upper class residents. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. Washers and dryers are available on each floor. The lobby contains vending machines, a kitchen, student mailboxes, a computer/quiet study room, a Residential Life staff office, and the Public Safety office. The lower lobby area is used as 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. Grant Hall is considered a quiet hall, which is provided for students who wish to have extended quiet hours.

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 computer study area, and two common bathrooms. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. 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. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail. 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.

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. Each room is wired for voice, video and data. Each resident student has access to cable TV services, and a computer network connection. Students may also, for a fee, get a direct inward dial phone number with caller ID and voicemail.

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 at the Welcome Center, located on the first floor of the administration building. Students wishing to purchase stamps may do so at the Welcome Center.

Computers

Computer Network Connections

Students living in GPH, Hinman, Bartlett, Village, and the Townhouses have 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 (assigned to GPH, Hinman, Village and Bartlett) use 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 and trash removal) are provided to students residing in the GPH, Hinman 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 rooms and bath areas and must provide their own bathroom paper products. 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, 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

Debit card operated washers and dryers are available in all residence areas. Students may purchase a laundry card or add money to their card at the machine located in the Spann Commons. Residents must furnish their own iron (automatic shut-off only) and ironing board.

Storage

There are no storage spaces on campus for students' belongings. 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.

Telephones

Students living in GPH, Hinman, Bartlett, Townhouse and the Village can make local calls by dialing 9 and then the number they are calling. To make a long-distance call, students need to dial 9 and then use a calling card. Students found to be accepting collect calls will be subject to disciplinary action, as well as billed accordingly.

Television

Cable television is available to students living in GPH, Hinman, Bartlett, Townhouse and the Village. This cable service has 55 channels including

NBC, ABC, CBS, FOX, PBS, Boston (38), TBS, Prevue, USA, ESPN, A&E, Discovery, MTV, VH-1, TNN, CNN, Headline News, TBN, The Weather Channel, QVC, TNT, C-SPAN, CNBC, Lifetime, Family Channel, Nickelodeon, Home Shopping, and Country Music Television.

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, 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 Vice President for Student Affairs. Room assignments for new students will be made on the basis of the date that the Housing Application and deposit are received by the College. Assignments for returning students are made according to the spring Housing Lottery. The College reserves the right to consolidate or fill vacancies by requiring the residents to move to alternative accommodations. Students in a Village, Bartlett, or Townhouse double or triple by themselves must either lock in at a single rate, pull in a new roommate or may be re-assigned. 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 is 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 the Office of Residential Life. Students assigned to a designated triple room in the Village may lock it in as a double room (space permitting), however, all furniture must remain in the room for the duration of the academic year (see "Furnishings" policy for more details).

Any student who, in the judgment of the Vice President for Student Affairs or his/her appointee with consultation with the Dean of Students and/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 he/she resides. 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 the Office of 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 the Vice President for Student Affairs, in writing, prior to December 31, 2017. This also includes students who are assigned to out-of-town teaching or field placement positions for the spring semester. Failure to notify the Vice President for Student Affairs by that date may result in charges for the semester. Exceptions may be made only in cases of illness, extreme hardship, when an occupant leaves for the convenience of the College, and/or if overcrowded conditions exist. Application for termination should be directed to the Vice President for Student Affairs. 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 10, 15 or 19 meal per week meal plan. First year students are required to be on the 15 or 19 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.

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6. Graduating seniors and Accelerated MBA 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 Vice President for Student Affairs or his/her appointee.
 7. A student who has been terminated due to academic reasons automatically forfeits his/her campus housing space.
 8. Returning students are eligible for housing through the Spring Housing Lottery by paying the housing deposit by the stated deadline (nonrefundable/nontransferable after May 1st of each year), 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 in the Office of Residential Life and Housing and upon posting of the room deposit. 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 the Office of 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. In an effort to provide a healthier environment for all, smoking is prohibited in all College residences (including electronic cigarettes).
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 the Office of 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 first two weeks of each semester. Any student changing rooms for the second semester must move to a new room prior to his/her departure for the winter break. Room changes may not be made without authorization from the Office of 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 necessary paperwork.
2. If the occupant, or the College, is unable to locate a roommate, he/she may move or be requested to move to an alternate room.
3. Pay an additional fee per semester (or prorated portion thereof) to guarantee a single/double room. Extension of this option is contingent upon current space needs. *
4. 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 room-mates; 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.

*Note: Students in a Village, Bartlett or Townhouse double or triple by themselves must either lock in at a single rate, pull in a new roommate, or may be re-assigned.

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 in order to be eligible for summer housing).

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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 in the Office of 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 7:00 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 letter to the Office of Residential Life and Housing at least two weeks in advance of a scheduled break. 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 \$29.00 per night or \$169.00 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 items are not permitted in student rooms: Refrigerators or refrigerator/freezer units exceeding 2.7 cubic feet, hot plates, coffee pots (including Keurig or like machines), toaster ovens, George Foreman or like grills and other electrical appliances, halogen lamps, octopus lamps, electric blankets, space heaters, and irons that are not automatic shut-off. Small microwaves are allowed in student rooms. There should be no more than one microwave and one refrigerator per resident of the room.

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 Public Safety 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 and Bartlett will gain access to their residence hall with their student ID. GPH, Hinman and Bartlett 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 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 use of extension cords to a minimum. If needed, you must use a 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 at all 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 Public Safety personnel. Any time the alarm sounds all persons must evacuate the building and remain outside the building until the Fire Department, Public Safety and the Dean of

Students or 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 the Judicial Board 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, at a minimum, Residential Probation and restitution if applicable.

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 and Townhouse Suites must remain in the room and are not to be removed or swapped. Lounge and common area furniture are intended for 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 (10:00 p.m. – 8:00 a.m.), must be signed in with either Public Safety or an RA on duty and must carry a guest pass with them at all times. 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 his/her 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, Public Safety and/or Maintenance staff will conduct periodic room inspections to help insure 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 and Candles

Due to the extreme fire hazard resulting from the burning of incense or candles, neither is allowed anywhere within the residence halls.

Keys

When a student officially checks into their residence he/she 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 his/her key or access card during the semester, he/she should report this to the Residential Life Office or the Office of Public Safety immediately. The following fees will apply:

Replacement Room Key	\$75.00
Replacement Townhouse Common Area Key	\$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.

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 Vice President for 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. Grant Hall has extended quiet hours

which run from 9:00 p.m. – 8:00 a.m. Sunday through Thursday and 11:00 p.m. to 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 RA, RA on duty, or Public Safety. 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 the Office of 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 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 RA or the Office of Residential Life and Housing.

Room & 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 of 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 Vice President for Student Affairs, Dean of Students, Residential Life professional staff, or Director of Physical Plant.

Room Inventory

Your Resident 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 insure that you will not be held responsible for any problems that predated your arrival. Any discrepancies should be addressed with your RA or the Office of Residential Life prior to signing. Final assessment of damage and cleaning will be determined by the 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 persons 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
Bartlett 5/6 person Suites:	15-person maximum
Bartlett 7 person Suites:	20-person maximum
Townhouse:	20-person maximum

Note: Residential Life and Public Safety 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.

Waterbeds

Waterbeds are not permitted in College residences.

Weight Lifting

Weight lifting and weight lifting equipment are not permitted in College residences.

Windows and Window Screens

For safety reasons, screens may not be removed from room, 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 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.

TIME CARD SCHEDULE

2017-2018

<u>Time Card Due</u> (Mon. by 9:00 am)	<u>Period Covered</u>	<u>Paychecks Ready</u> (Wednesday)
2017		
July 10	June 25 – July 8	July 12
July 24	July 9 – July 22	July 26
August 7	July 23– August 5	August 9
August 21	August 6 – August 19	August 23
September 1	August 20 – September 2	September 6
September 18	September 3 – September 16	September 20
October 2	September 17 – September 30	October 4
October 16	October 1 – October 14	October 18
October 30	October 15 – October 28	November 1
November 13	October 29 – November 11	November 15
November 27	November 12 – November 25	November 29
December 11	November 26 -December 9	December 13
December 22	December 10 – December 23	December 27

2018		
January 8	December 24 – January 6	January 10
January 22	January 7 – January 20	January 24
February 5	January 21 – February 3	February 7
February 16	February 4– February 17	February 21
March 5	February 18 – March 3	March 7
March 19	March 4 – March 17	March 21
April 2	March 18 – March 31	April 4
April 16	April 1 – April 14	April 18
April 30	April 15– April 28	May 2
May 14	April 29 – May 12	May 16
May 25	May 13 – May 26	May 30
June 11	May 27– June 9	June 13
June 25	June 10 – June 23	June 27

DEPARTMENTS

362 Academic Affairs
101 Admissions
104 Advancement
167 Alumni Relations
404 Athletics
154 Athletic Trainer
250 Buildings and Grounds/Maint.
295 Campus Store/Dog Pound
140 Cancellations Line
106 Career Services
204 Computer Lab Help Desk
444 Dining Center
102 Graduate and Continuing Education Office
151 Harold Alfond Institute for Business Innovation
401 Health Center
240 Human Resources
204 I.T. Services
435 Jeanie's Café
462 JMG Office
204 Library
201 President
313 Public Relations
399 Public Safety/Security
183 Recreation & Intramural Programs
405 Registrar
243 Residential Life and Housing
140 Snow Phone/Cancellation Line
243 Student Affairs Office
105 Student Financial Services
247 Student Life/Activities
297 Student Success
209 Student Success Center (Mentors)
142 Student Success Center (Tutors)
218 TRIO Office
111 Welcome Center

ACADEMIC AFFAIRS STAFF

362 Administrative Assistant,
Crystal Leavitt
362 Provost, **Dr. Thomas Edwards**

STUDENT AFFAIRS STAFF

243 Administrative Assistant,
Dena Wade
243 VP for Student Affairs,
Lisa Desautels-Poliquin
216 Dean of Students,
Hannah Gladstone
399 Chief of Public Safety,
Jason LaVerdiere
247 Coordinator of Student Life,
Michael Sales

245 Counselor, **Carol Jollotta, LCSW**
216 Director of Dance, **Michelle Casavant**
444 Director of Dining Services, **Jody Pelotte**
401 Director of Health Services,
Cheryl Daggett, APRN-CNP
183 Director of Recreational and Intramural Programs, **Jim Delorie**
216 Director of Theater, **Paul Barnes**
109 Residential Life Area Coordinator,
Michael Blasco
415 Residential Life Area Coordinator,
Michelle Yates
305 Residential Life Area Coordinator,
Elizabeth Tharpe

STUDENT FINANCIAL SERVICES

112 Director, **Jeannine Bosse**
105 Assistant Director of Financial Aid, **Tim Russo**
108 Registrar, **Melissa Rice**
423 Assistant Registrar, **Kelsey Bragdon**
405 Registrar, **Lindsey Nelson**
421 Student Financial Services Counselor, **Judi Veilleux**

RESIDENT ASSISTANTS

Floor	Resident Assistant	Ext.
B 1st fl.	Anthony Pizzo	412
B 2nd fl.	Kaitlyn Rourke	414
B 3rd fl.	Beckah Williams	410
G 1st fl.	Kimberly Bourque	424
G 2nd fl.	Jacob Williams	430
G 3rd fl.	Alyssa Joubert	432
H 1st fl.	Samantha Grimaldi	428
H 2nd fl.	Samantha Grimaldi	416
H 3rd fl.	Ezra Caron	418
N2-6	Kaylee Marraffa	425
N2-25	Richard Schmitt	427
N3-6	Hannah Gagnon	429
N3-25	Kaleb Payson	431
P 1st fl.	Chase Brewer	436
P 2nd fl.	Thomas Heideman	434
P 3rd fl.	Zachary Ebner	426
TH-A	Sara Hailand-Van Lieu	446
TH-B	Corey Harvey	448
TH-C	Tyler LeClair	457
V Laund.	Megan Ruby	440
V Park Lot	Landon Wilbur	450
V Road	Bailey Beaulieu	439
V School	Sabastian Guptill	438

OFFICE HOURS

Administrative Offices

Monday - Friday

8:00 AM - 4:30 PM

Academic Affairs Office

Accounting Office

Admissions Office

Alumni Office

Athletic Office

Career Services

Human Resources

President's Office

Retention Services

Student Affairs

Student Financial Services

Student Success Center

TRIO Office

Graduate and Continuing

Education Division

Monday - Thursday

8:00 AM - 6:00 PM

Friday

8:00 AM - 4:30 PM

Library Commons Hours

Open 24/7

Service Desk, Reading Room

and Computer Lab Hours

Monday - Thursday

7:30 AM - 11:00 PM

Friday

7:30 AM - 5:00 PM

Saturday

8:00 PM - 5:00 PM

Sunday

1:00 PM - 11:00 PM

Campus Store

Monday-Friday

8:00 AM - 5:00 PM

Saturday and Sunday

11:00 AM - 5:00 PM

Dining Center

Monday -Friday

Breakfast

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

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

Lunch

11:15 AM - 1:30 PM

Dinner (Mon-Thurs)

4:45 PM - 7:00 PM

Dinner (Fri)

4:45 PM - 6:30 PM

Saturday and Sunday

Brunch

10:30 AM - 12:45 PM

Dinner (Sat)

4:45 PM - 6:30 PM

Dinner (Sun)

4:45 PM - 7:00 PM

Jeanie's Café

Monday - Thursday

7:30AM - 8:00PM

Friday

7:30AM - 1:00 PM

The Dog Pound

Monday - Thursday

10:00 AM - 10:30 PM

Friday

10:00 AM - Midnight

Saturday

11:00 AM - Midnight

Sunday

11:00 AM - 10:30 PM

FACULTY DIRECTORY

Fall 2017

Arts & Sciences School Professors

Ball, Stephen
Bosworth, Allan
Crowell, Jessica
Cunningham, Debbie
Desautels-Poliquin, Lisa
Dickson, Dale
Dyer, Steven
Fish, Muriel
Giorgetti, Steven
Grady, Jonathan
Hansen-Childers, Judith
Hoey, Kerry
Horton, Tracey
Kahl, Jeffrey
Kenne, Matthew
Kennedy, Kimberly
LaBreck, Gayla
Lajoie, Timothy
Lepley, Cynthia
Lepley, Douglas
Macke, Karen
Majewski, John
Marsolais, Mark
Massey, Joseph
McCannell, Mary
McQuiston, Ellen
Mechling, Kelly
Morales, Andres
Ochs, Laurie
Prawat, Ted
Poulin, Mary
Razo, Zahayra
Rioux, Gail
Rogers, Corey
Roussel, Jonte
Scozzafava, Joe
Small, Dorothy
Southard, Jo
Sullivan, Joshua
Thebarga, Andrea

Thibodeau, Anne-Marie
Tonge, Liz
Wallace, M. Dog
Watts, Earl
Wess, Holly
Wilkins, Richard

Business School Professors

Appunn, Frank
Campbell, James
Cragen, Donald
Davis, Michael
Donato, Joseph
Geller, David
Gilbert, J. Peter
Karush, Patricia
Kelsey, Robert
King, Greg
Leland, Daniel
Libby, James
Nivison, John
Pare, Jeremy
Ratte, Darlene
Saucier, Rick
Tibbetts, Roberta
Wheaton, Ryan
Whitmore, Richard
West, Natalie

School of Education Professors

Alexander, Wallace
Biffle, Richard
Cook-Whitt, Katahdin
Phil McPhee-Brown, Philomena
Rybakova, Katie
Thompson, Pamela

WATERVILLE AREA DIRECTORY

(207 Area Code)

Banks

Bangor Savings Bank 861-8931
Camden National Bank 872-5636
Kennebec Svgs. Bank 872-5563
Key Bank (Main St.) 873-6821
Maine State Credit Union 873-5159
New Dimensions FCU 872-2771
People's United Bank 877-9900
T.D. Bank 873-3301

Bed & Breakfasts

Copper Heron (Unity) 948-9003
The Pressey House 465-3500

Florists

KMD Florist 873-0443
Waterville Florists 872-7422

Grocery Stores

Hannaford Supermarket 873-0788
Shaw's Supermarket 873-6224

Hospitals

Inland Hospital 861-3000
Maine General Med. Ctr. 872-1000
MGMC ExpressCare 621-8880

Hotels/Motels

Fireside Inn & Suites 873-3335
Hampton Inn 873-0400
The Best Western Hotel 873-0111

Ice Cream

Dairy Queen (Col. Ave.) 873-1677
Dairy Queen (KMD) 872-2220
Gifford's Famous Ice Cream
872-6631

Music

Bull Moose Music 861-5884

Movie Cinemas

Flagship Cinemas 873-7801
Railroad Square Cinema 873-6526

Pharmacies

CVS Pharmacy 873-7163
Hannaford Pharmacy 872-2182
Rite Aid Pharmacy 877-9004
Wal-Mart Pharmacy 877-9161

Places of Worship/Spiritual Centers

Beth Israel Congregation 872-7551
Centerpoint Community 872-2084
Corpus Christi Parish 872-2281
Earth Tides Pagan Network

www.earthtides.org

Faith Evangelical Free 873-0343
First Baptist 872-5741
First Church of Nazarene 622-7529
First Congregational 872-8976
Islamic Society of

Augusta (706) 210-5030

Kennebec Valley Baptist 872-7021
Lew/Aub Islamic Center 777-7733
Maine Hindu Temple,
Westbrook 370-0475

Maine Muslims Com. Ctr. 797-6626
St. Mark's Episcopal 872-7869
Treetop Zendo, Soto Zen 619-1156
United Methodist 872-7564
Universalist Unitarian 873-4006

Recreation

Benton Family Fun Park 453-2001
Gifford's Mini Golf
and Batting 861-4650
The Ice Vault 622-6354

Restaurants/Pizza

Amici's Cucina 861-4440
Applebee's 872-6702
Big G's Deli 873-7808

Buen Apetito	861-4649
Cappza's Pizza	873-7770
College Quik Stop	859-9994
Domino's Pizza	873-0100
Governor's	872-0677
Grand Central Cafe	872-9135
Holy Cannoli	877-7899
Jewel of India	872-0331
Jin Yuan Chinese	861-4433
Jorgensen's Café	872-8711
Joseph's Fireside Steakhouse	877-8325
KFC	872-6261
Lebanese Cuisine	873-7813
Lobster Trap & Steakhouse	872-0529
Ming Lei Chinese	873-2828
Mirakuya Sushi & Steak	616-0088
Pad Thai Too	859-8900
Pizza Hut	873-5000
Pointe Afta	872-0521
Ruby Tuesday's	859-8991
Selah Tea	660-9181
Scotty's Pizza	873-4372
Subway (KMD)	872-5459
Taco Bell	872-6261
Waterville House of Pizza	873-4300
Rita's House of Pizza	872-0773
Marden's Dscnt Store	873-6111
TJ Maxx	873-6501
Wal-Mart Supercenter	877-8774

Storage

Brown House Storage	873-6483
Pondwood Self Storage	872-8100
Trafton Properties, Inc.	872-6070
Waterville Self-Storage	465-5192

Stores

Bath & Body Works	859-9910
JC Penney	873-2781
Kmart	873-5641

Taxis

Elite Taxi	872-2221
P.T. Cab Co.	465-2304

Theatres/Cinemas

Flagship Cinemas	873-7801
Regal Cinema Augusta	1 (844) 462-7342
Railroad Square	873-6526
Skowhegan Drive-In	474-9277
(Only open Friday-Sunday)	
Waterville Opera House	873-7000

Towing and Car Repair

Ace Tire and Service	873-5166
American Glass Co.	873-2141
Arbo's Transmission	
Rebuilders	873-6316

Transportation

Concord Coach	800-639-3317
Greyhound	800-231-2222
	680-2540
Kennebec Explorer	877-5677

Travel Agencies

Day's Travel Bureau	873-0755
AAA New England	873-0692

Video/Gaming

Game Stop	859-9848
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Link to local discounts with your Student ID:

<http://www.thomas.edu/inside/activity-and-recreation/student-events/student-discounts/>

THOMAS COLLEGE

180 West River Road
Waterville, ME 04901-5097
Phone: 207-859-1111
1-800-339-7001
www.thomas.edu