



STUDENT HANDBOOK

2026-2027

Mission and Vision

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

Our Mission

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

Our Vision

All students will graduate and will have the knowledge, experience, professional and technological skills, and a strong sense of personal strength and purpose to launch a career and meaningfully contribute to their workplaces and communities.

Diversity Statement

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

Note: The “Safe Space” sticker, as seen on hundreds of college campuses nationally, sends an important message to lesbian, gay, bisexual, and transgender (LGBT+) students, colleagues, and their allies. The message is one of understanding, non-judgment, and knowledge of LGBT persons’ needs and concerns. It is symbolic of willingness and 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

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

The Student Handbook is produced by the Student Affairs Office. Material was supplied by several departments, individuals, and offices of the College and was accurate at the time the copy was sent to the printer. Given the changing and developing nature of the College, complete accuracy past the date of compilation - July 13, 2026 - cannot be guaranteed.

Important Phone Numbers

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

THOMAS COLLEGE ACADEMIC CALENDAR 2026-2027

AUGUST

24-28	Mon-Fri	MBA TCI Course
31-4	Mon-Fri	MBA TCI Course

SEPTEMBER

3	Thursday	New Student Move-in / Orientation Begins
3-7	Thursday-Monday	New Student Orientation
7	Monday	Returning Student Move-in (Labor Day)
8	Tuesday	Fall Classes Begin
15	Tuesday	Last Day to Add/Drop Fall Courses with No Transcript Record
25-27	Fri-Sun	Homecoming/Family Weekend

OCTOBER

2	Friday	Early Warnings Due
12	Monday	Indigenous People's Day - No Classes College Offices Closed
30	Friday	Mid-Semester Warnings Due

NOVEMBER

6	Friday	Last Day to Withdraw from a Fall Course with a W
11	Wednesday	Veteran's Day (Observed) - No Classes College Offices Closed
16-20	Mon-Fri	Pre-registration for Spring 2027
24	Tuesday	Residence Halls close at 6:00 PM.
25-27	Wed-Fri	Thanksgiving Break - No Classes College Offices Closed
29	Sunday	Residence Halls open at Noon.

DECEMBER

14-18	Mon-Fri	Finals Week-Class Meeting Times Adjusted Residence Halls close 24 hrs. after last Final or by 6pm on Friday, (whichever comes first)
18	Friday	Fall 2026 Term Ends
25	Friday	Fall Grades Due by noon

JANUARY

16	Saturday	New Student Move-in / Orientation Begins
16-18	Sat-Mon	New Student Orientation
18	Monday	Returning Student Move-in, Residences Reopen at Noon Martin Luther King Day
19	Tuesday	Spring Classes Begin
26	Tuesday	Last Day to Add/Drop Spring Courses with No Transcript Record

FEBRUARY

15 Monday

President's Day - ***College Offices Closed***

MARCH

5 Friday

Residence Halls close at 6:00 PM for Spring Break

8-12 Mon-Fri

Spring Break-No Classes

12 Friday

Mid-Semester Warnings Due

14 Sunday

Residence Halls open at Noon

26 Friday

Last Day to Withdraw from a Spring Course with a W

APRIL

12-16 Mon-Fri

Pre-registration for Fall 2027

MAY

3-7 Mon-Fri

Finals Week-Class Meeting Times Adjusted
Residence Halls close 24 hrs. after last Final for non-graduating residences or by 6pm on Friday, (whichever comes first)

7 Friday

Spring 2027 Term Ends

7 Friday

Spring Grades for Seniors Due by noon

9-14 Sun-Fri

Maymester

14 Friday

Spring Grades for Non-Seniors Due by noon

15 Saturday

Commencement

Residence Halls Close for Graduating Students by 5pm

31 Monday

Memorial Day - ***College Offices Closed***

31 Monday

Summer Online Term Begins

JUNE

7 Monday

Last day to Add/Drop Summer Courses with No Transcript Record

18 Friday

Juneteenth (Observed) - ***College Offices Closed***

JULY

5 Monday

Independence Day (Observed) - ***College Offices Closed***

9 Friday

Last Day to Withdraw from a Summer Course with a W

AUGUST

6 Friday

Summer Online Term Ends

13 Friday

Summer Grades Due by noon

*Students in the in-person MBA program will follow the calendar for Day students. Students in the Online Master's Program will follow the calendar found at:
<https://www.thomas.edu/academics/academic-affairs/registrar/academic-calendar/>

STUDENT SERVICES

ATHLETICS

(Sukeforth Family Sports Center, Room AT-214: Andrea Theborge, Vice President of Athletics, 207-859-1314)

Mission

To support the holistic development of student-athletes by fostering excellence in academics, athletics, leadership, and service, in alignment with Thomas College's mission.

Support of the College's Mission and Vision

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

NCAA Gambling Guidelines

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

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

COMMUNITY STANDARDS

(Ayotte Center, Room AD-127C: TBD, 207-859-1216)

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

COUNSELING SERVICES

(Ayotte Center, Room AD-127A: Carol Jollotta, LCSW Counselor, 207-859-1245; AD-127D: Gretchen Fall Sawyer LCPC, LADC 207-859-1241; AD-127D: Stephanie Hamlin, LCSW 207-859-1241)

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

Substance Use Counseling & Education

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

DINING SERVICES

(Spann Commons, Dining Center: Jody Pelotte, Director, 207-859-1444)

The Dining Center is open to all members of the Thomas College community. Residents are required to be on a designated semester meal/block plan - [Unlimited meals, 225, 135 or 100]. Resident students must present a valid student ID and swipe into the Dining Center at all meals.

Swipes associated with a specific meal/block plan may only be used to obtain meals for the resident assigned to the plan.

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

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

DISABILITY SERVICES

(Ayotte Center, Room AD-125; Lexie Hinnners-Mucci, Associate Director of Disability Services & Student Support; accessibility@thomas.edu; 207-859-1169)

Thomas College Disability Services & Student Support is committed to providing qualified students with equitable and barrier-free access to all curricular and co-curricular aspects of the college, in accordance with the ADA Amendments Act (ADAAA), Section 504 of the Rehabilitation Act, and the Maine Human Rights Act.

We collaborate with students, faculty, and staff to offer personalized and reasonable accommodations/support that recognizes the unique experiences of individuals with disabilities. Together, we strive to create inclusive environments that support, celebrate and promote equal opportunity for access to all students with disabilities.

Students with disabilities that are seeking accommodations need to complete the following process to determine eligibility and appropriate/reasonable accommodation(s):

1. Initiate contact with Disability Services & Student Support via our form.
2. Provide documentation from a qualified evaluator that verifies your disability and the need for services or accommodations. Please note that acceptable documentation may vary depending on disability and requested accommodations. If you have questions, please reach out to accessibility@thomas.edu
3. Schedule & complete an intake meeting with one of our staff members to discuss their disability and reasonable accommodation(s)
4. If it is determined that you are a qualified student, next steps will be discussed with you based on your requested accommodation(s)

For most updated information, please visit our website: www.thomas.edu/accessibility. For general questions and inquiries, please reach out to accessibility@thomas.edu

EMERGENCY LOAN FUND

(Ayotte Center, Room AD-104; Jamie L. Santiago, M.S., Director of Student Financial Services, 207-859-1110)

Thomas College provides a way for students to borrow up to \$150 from the College when an unexpected expense occurs. To receive an Emergency Loan,

the student's prior semester balance must be paid in full and satisfactory payment arrangements for the current semester balance must be made.

Applications for the Emergency Loan Fund are available in the Student Financial Services Office and subject to approval by the Director of Student Financial Services and the VP of Finance and CFO.

HEALTH CENTER SERVICES

(1st Floor of Grant Residence Hall: TBD, Director. 207-859-1401)

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

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

Student Athletes

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

Sports Injury

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

Student Health Insurance Coverage

Students registered for nine or more credits are required to carry health insurance. A student health insurance plan is available for students without their own health coverage. Students who have a change in policy while

enrolled at Thomas must notify Student Financial Services immediately.

International Student Health Insurance

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

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

IT SERVICES

(Alfond Academic Center, Room AL-134: Christopher Rhoda, VP of Information Services and CIO, 207-859-1124)

The College provides many information technology services to enhance learning and living on-campus including state-of-the-art facilities, cloud-based services, high speed 10G 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, 250+ workstations, sign-out equipment, dozens of servers and a modern, secure communication system with dial-in phone and recording capabilities.

Each student is assigned an account giving single-sign-on access to Microsoft 365, Adobe's cloud, Google Apps, Apple iCloud, e-mail, Intranet, Canvas and more. A web-based student information system (myThomas for Students) provides access to class schedules, student grades, student bills, and other information. A Microsoft Campus Agreement allows students to use Microsoft 365 Apps (aka Microsoft Office) and use Microsoft 365 cloud services (including OneDrive, SharePoint, Teams, Universal Printing, Office Web Apps, and Office Mobile for iPhone/Android/iPad) as well as Adobe Express for no additional cost while taking courses at the College.

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

Facilities are staffed by several full-time staff and part-time work-study staff. The facilities are generally open Monday through Thursday, 7:30 a.m. to 9:00 p.m.; Friday, 7:30 a.m. to 11:30 a.m.; Saturday, 1:00 p.m. to 4:00 p.m. and Sunday, 1:00 p.m. to 4:00 p.m. Wi-Fi 6 or 7 wireless network access is provided throughout campus with individual network speeds up to 850Mbps. On-campus residence hall rooms also have secure high-speed wired network connections and over 100 channels of streaming Spectrum cable TV services. Student Affairs, Health Center, Dining, and Academic information is available on lobby monitors around campus. Discounted rates are available to Thomas students for various services, software, and hardware detailed on the myThomas for Students system.

LIBRARY SERVICES

(Alford Academic Center: David Smith, Associate Director of Library Services, 207-859-1235; Brian Darr, Academic Support and Service Desk Manager, 207-859-1215)

The Thomas College Library manages the College's research collection of electronic, print, and audio-visual resources. In addition to more than 5,000 in-house print and media items, the library offers 24/7 on-and off-campus access to general and discipline-specific online resources containing abstracts, full-text articles, and e-books. The library collection includes a wide variety of computer and audio-visual equipment available for short-term loans to students for course-related activities, such as microphones, laptop computers, and video-data projectors. Any student, faculty, or staff member with a valid Thomas College ID card may borrow materials from the library.

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

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

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

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

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

Borrowing Rules

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

Books, videos, journals, photocopies, and other materials assigned by instructors as required or suggested course supplements may be placed on reserve and are stored behind the Service Desk. To ensure ready and consistent student access to materials, reserve materials may not be removed from the library.

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

Fees and Fines Policy

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

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

Borrowers are expected to respond to all library recall and fine assessment notices. Please report any discrepancies promptly to the library service area from which the material was borrowed. Fines will be tiered, based upon the length of time overdue. All fines shall be non-refundable. If an item has been overdue for 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 the replacement cost per item.
- If recalled materials are not returned at the time the maximum fee is reached, the user will also be billed for the cost of replacement.
- Users who remove reserve items from the library will be charged the full replacement value of the item.
- Students who do not return inter-library loan materials will be charged a replacement and processing fee set by the lending library.
- Damaged inter-library loan materials are subject to the same replacement charges as items not returned.
- Exceptions to the fine schedule may be made at the discretion of the Associate Director of Library Services or the Service Desk Manager.

Circulating Equipment

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

- For every hour equipment is overdue, users will be charged \$5.00 per hour up to a maximum of \$50.00 per day, per item.
- Damaged or unreturned items will result in a bill to the user for the full replacement value of the item.

Abuse of Privileges, Theft, or Mutilation

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

Noise Policy

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

PROFESSIONAL & CAREER DEVELOPMENT

(Ayotte Center, Room AD-105 – Office of Professional & Career Development: Nate Pelsma, Executive Director for Business Innovation and Corporate Campus, 207-859-1167; Suheir Alaskari, Director of Professional & Career Development, 207-859-1339; Kiara Goggin, Associate Director of Professional & Career Development, 207-859-1106)

Professional & Career Development Overview

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

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

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

- Providing online job and internship postings
- Helping students navigate the internship process through our Thomas College Jobs and Internships Platform.
- Maintaining the PCD website, <https://www.thomas.edu/career/>, to offer answers, tips, and resources on career topics 24/7
- Offering individual and group sessions related to career development
- Communicating opportunities to students: networking on-campus and off-campus, on-campus employer visits, internship program information, on-campus interviews and more.

Guaranteed Job Program and Professional & Career Development

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

Guaranteed Job Program Requirements:

1. Review the Guaranteed Job Program contract with PCD and register for the Canvas course prior to earning 45 credits to officially enroll in the program.
2. Complete Career Development Requirements
 - a. Complete requirements on the GJP Canvas platform
 - b. Work with a Career Navigator
 - c. Participate in career readiness activities on and off campus
 - d. Attend career fairs
 - e. Meet with PCD on a monthly basis during your final semester
3. Complete an internship for academic credit (this can include student teaching or Criminal Justice Academy training)
4. Complete a Professional Readiness Project
5. Graduate in compliance with the academic requirements
 - a. Minimum cumulative GPA of 3.25 at graduation
 - b. Completion of at least 60 credits at Thomas College
 - c. No outstanding balance on student accounts
6. Continue meeting with PCD monthly after graduation until employment is attained.

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

Meet with Professional & Career Development

Drop-in appointments are offered on a first-come, first-serve basis during the open office hours depending on staff availability. PCD staff availability is listed on their Booking pages where you can schedule an appointment at any

time. Also, you can visit Professional & Career Development on the web at <https://www.thomas.edu/career/> or email the following staff:

- Kiara Goggin, Kiara.goggin@thomas.edu
- Suheir Alaskari, Suheir.alaskari@thomas.edu

RECREATION AND INTRAMURAL PROGRAMS

(Alfond Athletic Center: James Delorie, Assistant Vice President of Residence Life and Student Engagement, 207-859-1183)

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

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

RESIDENTIAL LIFE

(Alfond Athletic Center: James Delorie, Assistant Vice President of Residence Life and Student Engagement, 207-859-1183; Hinman: Derek Dalrymple, Resident Director, 207-859-1305; Bartlett: Shan Scott, Resident Director, 207-859-1236)

Residential Life and Housing is dedicated to fostering a safe, welcoming, and supportive environment where all students can live and learn. The Residence Life team: including the Assistant Vice President of Residence Life, professional live-in staff, and Community Assistants work collaboratively with students to achieve this goal. A professional staff member from the Division of Student Affairs is on call 24 hours a day whenever the residence halls are officially open. For questions about housing, roommates, the Room Selection Process, placement, or other related topics, please contact the Assistant Vice President of Residence Life.

SAFETY AND SECURITY

(Ayotte Center, AD-128: Christopher Santiago, Director, 207-859-1399)

The Department of Safety and Security is responsible for ensuring reasonable protection of persons, property, and the facilities of the College. The department is staffed 24 hours a day, seven days a week, 365 days a year. Our officers are responsible for policy and parking enforcement, security of facilities, emergency response, and incident investigation. They perform foot and vehicle patrols of the campus and conduct rounds throughout campus

buildings. The department is also responsible for campus parking permit registration and audits of campus lighting and life safety devices. The Director of Safety & Security is a member of the President's Cabinet.

Campus Crime Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all colleges and universities to provide campus crime statistics to current students, faculty, staff, and to prospective students upon request. The Thomas College Annual Security Report is available to the College community by October 1st of every academic year and can be viewed at Annual Security Report or a hard copy is available in the Student Affairs Office upon request.

Communications

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

The Department of Safety & Security has worked to bring the community a tool that will increase your level of safety on campus by providing you with resources at your fingertips. the Terrier Safe App, which is free and available to download on your device from the App Store (Apple) or Google Play (Android). The app is a great way to access information about safety and other daily campus information, such as the events calendar and the menu at the dining hall. It is also a great way to contact the Department of Safety & Security quickly for assistance as we are available 24hrs/day, 7 days/week, 365days/year. The App is open to the entire community including parents, guardians, alums, etc.

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

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

Lost & Found

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

Motor Vehicle Registration

All members of the Thomas College community must register their vehicle with the Safety and Security Office to obtain a parking sticker. Place the issued decal on the rear window of your vehicle on the driver's side. 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).

Unauthorized Parking

Students are not permitted to park in the visitor lot in front of the Ayotte Center between 5am-5pm Monday-Friday, along the entrance leading to the residence halls, fire lanes, handicapped parking areas, or any other reserved parking spaces.

Parking and Traffic Violations

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

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

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

Self Defense Classes

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

Snow Removal Policy

On the day when a Snow Removal Protocol is requested by the Physical Plant, the Department of Safety and Security will post signs and send an e-mail to students. Students are expected to move their vehicles for Physical Plant to plow the parking lots by specific times. Vehicles should be moved to other

campus lots as directed by the times designated below. Vehicles should not be returned to the resident lots until snow removal is completed.

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

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

Walking Escort Services

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

STUDENT LIFE

(Alfond Athletic Center: James Delorie, Assistant Vice President of Residence Life and Student Engagement, 207-859-1183; Spann Commons: Room 115: Michael Sales, Senior Coordinator of Student Activities, 207-859-1247)

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

Student Clubs and Organizations

The clubs and organizations available may vary from year to year depending on student interest. Contact the Senior Coordinator of Student Activities if you have a need or interest that is not being met by any of the current active clubs and organizations or for contact information for club leaders and advisors. The following groups were active in the Spring 2026 semester and/or are anticipated to be active in the 2026-2027 academic year:

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

Alpha Chi Honor Society: A national college honor society that admits, by invitation, the top 10% of juniors and seniors from all academic disciplines; it promotes and honors academic excellence and exemplary character.

Art Club: The Art Club strives to offer creative outlets for students to express themselves. Programs center around collaborative creation of art through exploration, creativity, and fun.

CAB (Campus Activities Board): The Campus Activities Board (CAB) is a student group responsible for programming campus-wide social and cultural activities. CAB members plan, coordinate, and oversee all aspects of most special event programming that occurs throughout the year. Membership is open to all students wishing to have a voice in the types of events sponsored on campus.

Career Navigators: The Career Navigators assist the student body with peer-to-peer career help, ranging from resume and cover letter review, career advice, and internship inquiries to students who submit satisfactory evidence of applying the concepts of the skill they are seeking a badge for. Students must be selected to participate.

Community Assistants: Community Assistants (CAs) are undergraduate student staff who live in the residence halls and act as peer advisers, resources, and programmers to resident students. Their primary responsibility is getting to know the students they live with and helping them to make the most of their Thomas College experience by fostering a sense of community. The CAs are knowledgeable about the College and campus resources, make rounds within the buildings when serving as the CA on duty for their building/area, provide programming opportunities for the residents and can mediate roommate and floor issues as needed. Students must be selected to participate.

CRU: CRU's goal is to bring the gospel to Thomas College and the greater Waterville area. The group hosts regular Bible studies and worship nights for the campus community.

Dance Team: 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.

Future Business Leaders of America (FBLA) Collegiate: Members will develop vocational competencies in business as well as civic and personal responsibility. Programming includes sponsored speakers, a joint professional conference with students at other business institutions' social events throughout the year, and maintains a liaison with area high schools.

Gaming Club: For students who enjoy any type of gaming, whether that be console, PC-based, board and card gaming, or all the above, Gaming Club hosts gaming hangouts and tournaments on campus.

International Club: Open to all students wishing to share a global experience with fellow Thomas College students, the club promotes diversity and inclusion through fun and educational campus events and activities in which participants can share aspects of their cultural backgrounds.

Investment Society: 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: Open to all students, regardless of JMG status, this club helps students grow their skill sets through community outreach, leadership/career opportunities, and volunteer work.

Morgan's Message: Morgan's Message organization that strives to eliminate the stigma surrounding mental health within the student-athlete community and equalize the treatment of physical and mental health in athletics. They aim to expand the dialogue on mental health by normalizing conversations, empowering those who suffer in silence, and supporting those who feel alone.

NIL Club: For any student interested in support with Name, Image, and Likeness (NIL), this club helps students build their public-facing brand.

Orientation Leaders: Orientation Leaders (OL) are selected in the spring to help plan and later implement the Summer, Fall, and Winter orientation programs for incoming students. OL selections are based upon a student's demonstrated potential for student leadership and involvement at Thomas College. The OL Team participates in a leadership training program during August to assist them in their development as student leaders. Students must be selected to participate.

Peer Academic Leaders: PALs provide weekly student-led workshops for students in approved Peer-Led Team Learning (PLTL) courses. They guide the students through material provided by the course professor that is essential to students' understanding of the course and essential to doing well on course exams. In the workshops, students, under the direction of a PAL, gain the opportunity to practice what has been taught in class that week and assess their own understanding of class topics well ahead of exams or major projects. Students must be selected to participate.

Peer Tutors: Peer Tutors assist students in a wide array of subjects. Peer Tutors receive extensive training so they can help students develop their academic skills, prepare for quizzes and exams, and plan how to approach papers and other projects. Students must be selected to participate.

Queer Frequencies: Queer Frequencies is Thomas College's LGBTQIA+ student run collective that focuses on community building and social support amongst queer students, in addition to education and capacity building around LGBTQIA+ advocacy for the entire campus community.

Rotaract: A group tied to Rotary; membership regularly participates in service projects that make an impact in the local community. Rotaract fosters professional and leadership skill development opportunities as well.

Science Club: This group offers activities and experiences to broaden students understanding and appreciation of science topics.

Social Media Ambassadors: Social Media Ambassadors serve as the trusted voices in our community, lending credibility and authenticity to our college's narrative on our various social media accounts. Ambassadors create content that fosters engagement in an authentic and relatable way. Students must be selected to participate.

Special Olympics Club: The Special Olympics Club coordinates on-campus Special Olympics competitions and promotes inclusivity on campus. The club supports and advances Special Olympics initiatives and promotions when necessary.

Student Ambassadors: The first voice and face of Thomas College, ambassadors provide a warm welcome and campus tours to prospective students, families, and alumni, sharing college facts, their personal story, and how Thomas College has provided opportunities for them to learn and grow. Ambassadors are a vital part of the Admissions staff as well as the entire college community. Students must be selected to participate.

Student Athlete Advisory Committee: Members promote a positive student-athlete image and facilitate communication between student-athletes and the administration. The group also plans and co-sponsors events, activities, and community service efforts on and off campus.

Student Philanthropy Team: SPT aims for peer-to-peer education about philanthropy, while also raising money for the Thomas Fund. The group organizes unique fundraisers to enhance the Thomas experience for all.

Student Psychological Association: For students interested in psychology, this group participates in discussions and fun activities that spark curiosity and connection.

Student Senate: Elected annually by the student body, it is the governing body for all students. Working closely with representatives of the College administration and faculty, Student Senate members inform them of student opinions and reactions while also representing their peers in the formation and execution of policies concerning general welfare. It also assists with funding for student clubs and groups. Students must be elected to participate.

Theatre Club: The mission of Theatre Club is to promote and encourage involvement with and appreciation of the dramatic arts in the Thomas College community through theatrical events and productions.

Thomas College Republicans: Members of the Thomas College Republicans encourage active citizenship in the political processes that define the United States. Members will have the opportunity to meet other members of College Republicans through networking and conventions while also serving as advocates for voting and political activism on campus.

Thomas Sustainability Association: This group is focused on bringing awareness about and demonstrating sustainable practices that students can implement in their lives.

STUDENT CLUB AND ORGANIZATION GUIDELINES/ PROCEDURES

Advertising On/Off Campus

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

Fundraising Policy

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

advisor or coach. Registered clubs and groups should use the Plan of Action Form to request a fundraiser.

All student groups wishing to fundraise must be registered with the Student Life Office (Athletic teams do not need to register but are required to consult the Athletic Director). Groups or individuals who fail to follow the Fundraising Policy may be subject to disciplinary action. Contact the Senior Coordinator of Student Activities for more information or to learn more about how to organize a fundraiser for your student group.

Funds and Accounts

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

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

Planning Events

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

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

Registering Student Groups

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

will be eligible for Student Senate funding. Contact the Senior Coordinator of Student Activities for additional information.

Club and Group Handbook

The above policies are provided for general knowledge of club and group procedures. The Club and Group Handbook is available on the Thomas College Intranet for club and group leaders and includes more details and additional policies and procedures for clubs and groups, including how to apply for funding, how to use funds, club travel, how to add programs to the activities calendar, and advertising guidelines and processes.

STUDENT SENATE

(Ayotte Center, Room AD-127: Lisa Desautels-Poliquin, VP of Student Affairs/Dean of Students , Advisor, 207-859-1220)

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

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

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

STUDENT SUCCESS CENTER

(Alfond Academic Center, Room AL-123: Matthew Nash, Student Success Specialist, 207-859-1375; Room AL-110: Sammy Grimaldi, First Year Experience Coordinator, 207-859-1141; Room AL-124: Hailey Mealey, Intensive Programs Coordinator, 207-859-1209; Room AL-111: Audrey Kimball, May Intensive Coordinator, 207-859-1376; Room AD-124: Crystal Leavitt, JMG College Success Specialist, 207-859-1462.)

The Student Success Center (SSC) supports the learning and success of Thomas students. The Center provides peer tutoring for all students and professional academic coaching upon request. The SSC also administers the First-Year Experience, Maymester, and Peer-Led Team Learning (PLTL) programs.

The First-Year Experience program works in partnership with multiple campus offices to bridge entering undergraduates into their full Thomas College experience beginning with the onboarding checklist and continuing through FY110 First Year Experience courses.

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

The Peer-Led Team Learning Program is provided in designated classes and utilizes collaborative workshops to increase student understanding and help all students master course concepts. During the workshops, students will complete real-world, problem-solving exercises that are tied directly to course content under the guidance and support of a Peer Academic Leader (PAL).

JMG

JMG at Thomas College supports the success and graduation of active alumni of JMG high school programs attending Thomas College by integrating the JMG model at Thomas College. JMG Specialists bridge students from high school to college through graduation, focusing especially on career and personal development and providing success coaching to meet each student's needs. Other students who identify with JMG may request participation by contacting the JMG Specialist.

TRIO STUDENT SUPPORT SERVICES

(Alfond Academic Center, Room AL-115:)

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

TRIO SSS participants are more likely to maintain a GPA above a 2.0 and graduate from Thomas, than peers from similar backgrounds. Participants work with a TRIO coach to support their academic, social, and financial

development throughout their time at Thomas. The TRIO SSS program also includes free educational workshops, cultural events, May intensive courses, scholarship opportunities and leadership development opportunities. Students can apply through the TRIO application link found on the TRIO web page or on a student's MyThomas page.

ACADEMICS

(Ayotte Center: Academic Affairs Office, AD-204 Dr. Jeremy Qualls, Provost, 207-859-1151; Kelly Stevens, Assistant Director of Academic Operations 207-859-1362; AD-206 Luke Shorty, Executive Director of Strategic Initiatives)

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."

1. Communication & Expression

Students clearly and effectively convey ideas in oral, written, visual, and digital forms, tailoring message, structure, and tone to purpose, audience, and context.

2. Critical Inquiry & Problem Solving

Students frame questions, gather and evaluate evidence (including quantitative and qualitative data), and use analytic and creative reasoning to generate, test, and communicate solutions.

3. Collaboration, Leadership, & Professionalism

Students work productively with others by contributing responsibly to teams, demonstrating ethical, inclusive, and professional behavior, managing responsibilities reliably, and supporting shared organizational goals.

4. Civic, Community, & Intercultural Engagement

Students recognize their responsibilities to others, analyze how social, cultural, economic, and political factors shape communities and perspectives, and engage respectfully and effectively with people from diverse backgrounds.

5. Digital Fluency & Innovation

Students use digital tools confidently, critically, and ethically to find, evaluate, create, and share information, and apply innovative and entrepreneurial thinking to improve processes, services, or solutions.

6. Personal & Career Development

Students identify their strengths, values, and goals, seek feedback and growth opportunities, and take intentional steps to prepare for meaningful careers and lifelong learning.

Thomas College Diversity Statement

Thomas College is committed to building a diverse, equitable and inclusive community that fosters professional, intellectual, and social advancement. We

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

ACADEMIC INTEGRITY

The International Center for Academic Integrity (ICAI) defines academic integrity as “a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage.” They state that these are “fundamental values [that] serve to inform and improve ethical decision-making capacities and behavior” in the global academic community. These values “enable academic communities to translate ideals into action.”

At Thomas, we expect students to demonstrate these values in their academic and professional work, to follow guidelines related to the use of the ideas, organization and formulations of others, and to accurately and appropriately identify and credit the extent to which their work is informed by others. Taking credit for work that is not one’s own, is a serious offense. It can take several forms:

- **AI:** Unauthorized and/or undocumented use of Artificial Intelligence tools (AI) to complete or contribute to course work. When any doubt exists about whether AI use is authorized for any assignment or course contribution, students are expected to confirm and document any and all uses of AI with the course instructor prior to submitting the work for assessment.
- **Plagiarizing.** According to the Modern Language Association (MLA), plagiarism consists of “presenting another person’s ideas, words, or entire work as your own.” This can also include AI generated work, especially if the AI source is not appropriately acknowledged. According to the MLA, “Plagiarism can take a number of forms. Copying a published or unpublished text of any length, whether deliberately or accidentally, is plagiarism if you don’t give credit to the source. Paraphrasing someone’s ideas or arguments or copying someone’s unique wording without giving proper credit is plagiarism. Plagiarism and Academic Dishonesty | MLA Style Center
- **Aiding and abetting plagiarism.** Permitting others to use your work.
- **Recycling your own work.** Submitting, without permission, in one course work originally done for another.
- **Cheating.** Copying from another student’s exam paper or work; permitting others to copy one’s work; accessing unauthorized material

for exams or course work; accepting or giving unauthorized assistance on coursework and/or assignments.

- **Falsifying.** Falsification or fabrication of research results, quotations, facts, and/or references.

Violations of Academic Integrity

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. Instructors are expected to inform the Academic Affairs Office of any instance of alleged academic misconduct. Penalties for violations of academic integrity will be determined and issued by the course instructor and may range from failing the particular assignment at issue to failing the course. A student normally will not be allowed to withdraw or drop from a course to avoid the consequences of a finding of academic misconduct.

Appeals

Students may appeal the finding of academic misconduct in writing to the instructor within 72 hours of being notified of the finding. The instructor may accept or deny the appeal and will notify the student of their decision. If the student's appeal is denied, and the student wishes to appeal the instructor's finding further, they may file a written appeal with the appropriate 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's Chair, an alternate Chair will function in their capacity during the appeals process.)

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

Students who are reported to the Academic Affairs Office for an alleged second offense (or any alleged subsequent offense) will have their cases automatically referred to the Academic Affairs Committee for review. In cases where the Provost has been involved in a formal appeal of the incident in question, the Provost will be replaced on the committee by the Chief Student Affairs Officer. The Academic Affairs committee may choose to recommend an additional penalty to include academic disciplinary probation or dismissal. Decisions of the Academic Affairs committee may be appealed to the Appeals Board within one calendar week of the decision of the Academic Affairs committee. Appeals must be based on new evidence or when there is reason to believe that proper procedure has been violated but may not be made solely on the basis of dissatisfaction with the sanction. There is no further appeal beyond the Appeals Board.

Satisfactory Academic Progress

The Academic Affairs Committee considers this combination of credits and grade point averages as guidelines for satisfactory academic progress.

Students who adhere to the terms of their academic plan is considered to be making satisfactory academic progress.

Four-Year Programs

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

Two-Year Programs

0 -.99 Cumulative GPA	Subject to academic dismissal (no appeal)
0 - 5 earned credits	Subject to academic dismissal (no appeal)
6 - 29 earned credits	Below 1.31
30 credits or above	Below 1.75

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

Academic Dismissal Guidelines

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

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

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

A student dismissed from the College for academic reasons who is eligible to appeal may do so by submitting a written request to the Provost. At that time, students may present new evidence of their ability to satisfactorily

continue their studies. The student may meet with the Provost, at which time the Provost 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 Provost makes an exception. At this point, VA benefits will no longer be certified, until such a time that the reason for unsatisfactory progress is resolved.

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

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

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

Academic Probation Guidelines

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

Four-Year Programs

6 - 29 earned credits	1.31 - 1.99 cumulative GPA
30 - 61 earned credits	1.75 - 1.99 cumulative GPA
Above 61 earned credits	1.90 - 1.99 cumulative GPA

Two-Year Programs

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

Academic Warning

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

Academic Disciplinary Dismissal

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

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

Graduation Information

The responsibility for meeting the various prerequisite, degree, and graduation requirements rests with the student. It is the student's responsibility to submit an Application for Graduation to the Registrar's Office by the deadline set forth during the Fall semester prior to May graduation.

A student who is substantially certain to complete their degree requirements during that calendar year will be permitted to participate in commencement exercises in May. Substantial certainty exists when, at the time the degree candidate list is published, the Registrar certifies that in their opinion the student will satisfactorily complete the required course work by the end of that calendar year. If the student fails to do so, the degree cannot be awarded. In such cases, the date when the degree requirements are met will be indicated on the student's transcript, and the degree will be awarded the following year. Students may participate in one commencement per degree awarded.

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.

Practice or attendance at events where the student-athlete is ineligible to compete are not considered part of this policy.

ATHLETIC ACADEMIC ELIGIBILITY POLICY

To be considered academically eligible to participate in athletics at Thomas, students with 30 or more attempted credits or two attempted full-time semesters at Thomas must be enrolled full-time and have a 2.0 cumulative GPA or higher at the start of the term. Students with fewer than 30 attempted credits or fewer than two attempted full-time semesters at Thomas must have a cumulative GPA of 1.31 or higher.

Students dismissed from Athletics for academic reasons must attain a Thomas College cumulative GPA of 2.0 or higher to regain eligibility. The exception for the 2.0 cumulative GPA requirement for students with fewer than 30 attempted credits or fewer than two attempted full-time semesters applies only for the semester immediately following their first full-time semester at Thomas. Students who withdraw for a semester forfeit this exception and must attain a Thomas College cumulative GPA of 2.0 to have eligibility.

A student dismissed from athletics for academic reasons who is eligible to appeal may do so by submitting a written request to the Athletics Compliance Director. To be eligible for an appeal, students with 30 or more attempted credits or two attempted full-time semesters at Thomas must have a cumulative GPA above a 1.90. Students with fewer than 30 attempted credits or fewer than two attempted full-time semesters at Thomas must have a cumulative GPA above 1.20.

The written appeal must be submitted within 5 business days of the dismissal notification. In the written appeal, students may present a compelling argument about any extenuating circumstances (e.g., family, health, financial or academic) that may have impacted their performance.

The Athletics Compliance Director will review the appeal and student record and will make a recommendation to the Vice President of Athletics. In consultation with the Compliance Director, the Vice President of Athletics may allow the dismissal decision to stand or reverse the dismissal. The decision of the Vice President of Athletics is final. Eligible students may only exercise their right to appeal once in their career at Thomas.

RIGHT TO PRIVACY

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

Annual Notification

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

Definitions

For the purposes of this policy the following definitions apply:

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

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

Disclosure of Educational Records

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

1. School officials who have legitimate educational interests in the records.
A school official is:
 - A person employed by the College in an administrative, supervisory,

academic or research, or support staff position.

- A person elected to the Board of Trustees.
- A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.

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

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

Directory Information

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

Correction of Education Records

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

1. A student must ask the appropriate record custodian of Thomas College to amend a record. In doing so, the student should identify the part of the

record they want changed and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights.

2. Thomas College may comply with the request, or it may decide not to comply. If it decides not to comply, Thomas College will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's right.
3. Upon request, Thomas College will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Thomas College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Thomas College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Thomas College discloses the contested portion of the record, it must also disclose the statement.
8. If Thomas College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

Procedure to Inspect Education Records

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

Maintaining of Disciplinary Records

Student Discipline (or conduct) Records are maintained by the VP of Student

Affairs/Dean of Students 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 VP of Student Affairs/Dean of Students.

Right to Refuse Access

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

- 1. The financial statement of the student’s parents.
- 2. Letters and statements of recommendation for which the student has waived their right of access, or which were placed in the file before January 1, 1975.
- 3. Records connected with an application to attend Thomas College if that application was denied.
- 4. Other records excluded from the FERPA definition of education records.

Refusal to Provide Copies

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

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

Fees for Copies of Records

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

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

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

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

Publicity Waiver

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

STUDENT CONDUCT CODE

STATEMENT OF GENERAL PRINCIPLES

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

JURISDICTION

To Whom Policies Apply

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

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

The Conduct Code applies for all actions:

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

Authorized Personnel

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

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

Disciplinary Records

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

DEFINITIONS

- **Appeals Board:** a five-member panel appointed by the Provost/designee and VP of Student Affairs/Dean of Students/designee and is made up of at least one Thomas College faculty and at least one Thomas College staff member, and one student. The Appeals Board will only review outcomes referred to them by the VP of Student Affairs/Dean of Students/designee or Provost/designee in accordance with college policies.
- **College:** Refers to Thomas College.
- **College Related Property & College Related Personal Property:** Property as is held by members of the faculty, staff, administration, or by other College officers or employees as a direct result of and in connection with their service for the College, and such property as is held by college- approved organizations. College-related personal property shall also include any document or record issued or purporting to be issued by the College.
- **Incident Report:** The documentation of a person's actions and/or behavior which are determined to have violated the Conduct Code or other College policy or community standard. Incident Reports are sent to the Director of Community Standards, Assistant VP of Residential Life, VP of Student Affairs/Dean of Students, Residential Life professional staff, and Director of Safety & Security for initial review (except for reports regarding the Equal Opportunity, Harassment, and Nondiscrimination Policy which are only sent to the Director of Community Standards and VP of Student Affairs/Dean of Students.) All reports are managed by the Director of Community Standards. Formal or Informal disciplinary action may result if a violation of the Conduct Code is found to have occurred. Additionally, an Incident Report may be filed whenever a situation arises that presents a concern for the health, safety, or well-being of an individual(s) or the campus community.
- **Judicial Officer:** Violations of the Conduct Code or violations that are disruptive and/or disrespectful where the student behavior is expected to change, are sent to a Judicial Officer for review. The Director of Community Standards, Assistant Vice President of Residence Life and Student Engagement and the Residential Life professional staff

or designee shall serve as campus Judicial Officers. If necessary, the VP of Student Affairs/Dean of Students may also serve as a Judicial Officer or appoint additional Judicial Officers.

- **Policy:** The written regulations of the College as found in, but not limited to, the College Conduct Code, Student Handbook, Residence Life Housing Agreement, and course catalogs.
- **Real Property:** Property held in any manner, whether owned, rented, chartered, or otherwise engaged by the College.
- **Sanction:** The penalty or penalties subsequently imposed upon an individual, group, or club/organization as a result of a violation of the Conduct Code.
- **Equal Opportunity, Harassment, and Nondiscrimination Board:** The Board is comprised of Thomas College staff, faculty or an appointed (internal/external) designee. The Board reviews allegations of the Equal Opportunity, Harassment, and Nondiscrimination Policy referred to them by the Title IX Coordinator.
- **Standard of Proof:** Defined as preponderance of the evidence to support the finding of a violation indicating that there is more likely than not reason to believe that a violation has occurred.
- **Student:** Includes all persons taking courses at, through, or in affiliation with the College, both full-time and part-time and in undergraduate, graduate, professional studies, online, or those who attend institutions other than Thomas College and who reside in college residence halls or are engaged in an academic program or class at Thomas College. Persons engaged in a faculty- led, third- party provider, or any other College approved study abroad and who are not officially enrolled for a particular term but have a continuing relationship as a student with the College are considered students.

DISCIPLINARY PROCEDURES

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

Incidents are reviewed/heard by a Judicial Officer. [Note: Incidents involving alleged violations of sexual misconduct will be reviewed according to the Equal Opportunity, Harassment, and Nondiscrimination Policy.]

Typically, allegations are heard by the Director of Community Standards/Judicial Officer. Depending on the nature of the violation, the VP of Student Affairs/Dean of Students/designee reserves the right to determine whether a case will be reviewed by a Judicial Officer, or in some situations take immediate action to protect the community and/or person(s) involved.

Disciplinary Process Flowchart:

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

Disciplinary Process Explained:

1. A potential violation of the Conduct Code or campus policy is documented in an Incident Report and filed with the Student Affairs Office.
2. Incidents are reviewed by the Director of Community Standards and those serving as Judicial Officers.
3. Students involved in an alleged violation documented in an Incident Report will be notified by a Judicial Officer, as soon as possible, that an Incident Report has been filed.
4. Communication with students will be delivered in writing via campus e-mail or through campus mail. Students are responsible for retrieving their e-mail and campus mail within 48 hours. Failure to do so is not an acceptable excuse for delaying the judicial process or reason for appeal.
5. All persons involved in an incident may be required to meet with the Judicial Officer to gather information and details regarding an incident. This hearing/review will be scheduled by the Judicial Officer and those involved will be notified in writing of the scheduled hearing/review.
6. Students who fail to appear at the appointed time or fail to request to reschedule prior to the time of the original appointment, waive their right to a Hearing and may be found in violation for Failure to Attend a Judicial Hearing. In a student's absence, the Judicial Officer will determine responsibility based on information available at the time of the Hearing. A student forfeits their right to appeal any Judicial outcome if they missed a Judicial hearing/review.

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7. At the Judicial Officer hearing/review, those persons involved with the incident will be given an opportunity to review the Incident Report and to voice their own account of the incident in individual meetings. The Judicial Officer will meet with people involved with the incident to determine if a violation has occurred or if the incident needs to be referred.
 - a. If it is determined that a violation has occurred, the Judicial Officer will impose an appropriate sanction and notify, in writing, the students involved.
 - b. If it is determined that a violation has occurred, and the student involved is a registered Athlete at Thomas College, the Athletic Director or designee may be notified.
 - c. If it is determined that a violation did not occur, the Judicial Officer will notify the student in writing of this outcome.
 - d. If additional information is obtained through the hearing/review process, the notice of hearing and alleged violations may be updated or amended at any time prior to an outcome based on newly obtained information during the process
 8. If a student has been found in violation, at any level, and a sanction is imposed, the student has 3 business days from the time of written notification to appeal a decision based on the criteria outlined (see Appeals).

Appeals

All appeals must be submitted in writing on the Appeals Form (located online on the Student Affairs webpage or in the Student Affairs Office) to the VP of Student Affairs/Dean of Students or designee within three (3) business days of having written notification sent of the hearing decision. The VP of Student Affairs/Dean of Students or designee will review the appeal or forward it to the appropriate Committee/Board as described below. All appeals will be reviewed in a timely manner. Judicial Decisions may be appealed based on the following criteria:

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

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

Judicial Officer Appeal Process

1. All decisions made by a Judicial Officer may be appealed. [The exceptions to this are when a student fails to attend the original hearing without an attempt to reschedule, or in situations where the student has admitted to the violation and/or requested that the Judicial Officer take whatever action they deem necessary.]

2. Appeals will initially be submitted to the VP of Student Affairs/Dean of Students or Designee who will determine whether an appeal meets the criteria for review. If so, the VP of Student Affairs/Dean of Students will review the appeal and render a final decision. In the event the VP of Student Affairs/Dean of Students served as the Judicial Officer, the appeal will be reviewed by another Judicial Officer not previously involved who will review and render a final decision.
3. Only appeals that meet criteria will be reviewed.
4. Any appeal of a sanction that includes suspension or expulsion (or referred by the VP of Student Affairs/Provost/designee) and meets criteria for review will be reviewed by the Appeals Board who will render a final decision. There is no further appeal.

Appeals Board

The Appeals Board is a five-member panel appointed by the Provost/designee and VP of Student Affairs/Dean of Students/designee and is made up of at least 1 Thomas College faculty and at least 1 Thomas College staff member, and 1 student. The Appeals Board will only review outcomes referred to them by the VP of Student Affairs/Dean of Students/designee or Provost/designee in accordance with college policies. Judicial decisions may be appealed based on the following criteria:

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

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

Appeals Board Hearing Procedure

The Appeals Board hearing procedure is as follows:

1. Consideration of type of hearing:
 - a. Student Judicial: an appeal must be submitted in writing using the Appeals Form to the VP of Student Affairs/Dean of Students or designee within 3 business days of written notice being sent. (see “Appeals”)
 - b. Academic Honesty: an appeal can be submitted in writing to the Provost within one calendar week of the decision of the Academic Affairs Committee. (see “Penalties”)
2. Once either party has submitted an appeal which meets the above criteria, the Appeals Board members will be convened and presented with copies of the documentation.
3. If required, the persons involved may be asked to present their appeal and why they believe the incident/outcome should be reviewed.

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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.
 6. The Chair member of the Appeals Board will present the Appeals Board's decision in writing to the VP of Student Affairs/Dean of Students or designee or Provost or designee (as appropriate), who will notify the persons involved in writing within 5 business days.
 7. The Appeals Board's decision is final.

Student Rights & Responsibilities

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

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

Sanctioning

Violations of the Student Code of Conduct will result in education and/or disciplinary sanctions. Sanctions are designed with the intent of educating the Thomas community. When determining sanctions, decision makers

will consider the nature and seriousness of the violation, the impact of the violation on the community, the student's past conduct history, as well as the developmental needs, and mitigating or aggravating factors existing at the time of the offense. Multiple sanctions may be imposed for one violation.

The range and explanation of sanctions are provided below:

- **Educational Task:** A task designed to provide the student with an opportunity to examine their actions and their impact on self and/or on the community.
- **Expulsion:** Permanent termination of enrollment and revocation of rights to be on campus for any reason or to attend College sponsored events.
- **Fine:** Monetary costs used by the College to fund a service, program, or fees.
- **Housing Relocation:** Requires a student to move to a different residential facility/room/area. The location and timeline for the move is determined by the College.
- **No Contact Ban:** A ban requiring the student to have no contact with a designated individual(s), including, but not limited to, verbal, written, electronic, or physical contact, or contact made or attempted through a third party, all of which are prohibited. Violation of a no contact ban may be a violation of this Regulation resulting in additional disciplinary or administrative action. The college may amend a no contact ban as necessary throughout the conduct process to protect the interests of the parties.
- **Probation:** A period of time during which the student's behavior is under College review. Probation is intended to communicate to the student that the College considers the student's behavior inappropriate and that further violations will result in more severe consequences.
- **Removal of Housing:** Permanent removal from Residences. Students removed from housing must comply with all check-out procedures. All access to the residence halls may be terminated and students may not be able to enter or visit any residence hall. Housing fees may be forfeited.
- **Residence Hall Probation:** A period of time for resident students which indicates that if a student engages in any further violations, they will likely be removed from the residence hall. A student on residence hall probation may not be eligible for early arrival on campus, extended stays in residence halls and break housing.
- **Restricted Privileges:** A period during which the student's privilege of using Thomas facilities or participating in college functions is modified or limited. Depending on the circumstances, restrictions may be structured to allow a student to attend class, participate in a job or internship, or use the library. A student with restricted privileges may not be eligible, for example, for early arrival on campus, extended stays in residence halls, representing the College in competition or

other official capacities, campus employment, and campus leadership opportunities.

- Restitution: Reimbursement to the person or entity harmed by the violation.
- Service: Service hours completed at an approved service site.
- Suspension: A temporary separation from enrollment at the College for a defined period of time.
- Warning: A written notification informing the student that the College considers the student's behavior inappropriate, and that the student needs to change this behavior.

POLICIES & PROCEDURES

BICYCLES/SCOOTERS, DRONES, ETC.

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

DAMAGE/VANDALISM

Intentional or unintentional defacement, damage, destruction of College or private property. This includes attempted or actual damage to property. Violations may result in restitution.

DISORDERLY CONDUCT

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

DRIVING ON CAMPUS

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

EXCESSIVE TICKETS

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

FAILURE TO COMPLY

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

FALSIFYING OR TAMPERING

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

FIRE SAFETY/CAMPUS SAFETY

The use of candles or incense, smoking indoors, tampering with electrical, mechanical, or plumbing systems, creating fire hazards, initiating false alarms or reports, tampering with or covering fire safety equipment, blocking fire equipment or exits, tampering with emergency call boxes, or endangering the safety of persons or property are prohibited. These unsafe issues may also result in sanctions imposed by the appropriate civil authorities. For the safety of everyone in the community, any person discovering a fire should pull the nearest fire alarm. If the alarm sounds, everyone must vacate the building. For fire safety, BBQ grills may not be used on campus (except for Dining Services and other approved department events, at which time grills must be away from buildings and parked cars) and may not be stored in student rooms.

FIREWORKS AND EXPLOSIVE MATERIALS

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

GAMBLING

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

HARASSMENT

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

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

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

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

Bullying is defined as:

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

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

HAZING

Thomas College has developed the following policy in compliance with the Stop Campus Hazing Act (2025).

Definition

Hazing is defined as “any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the college or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.”

Examples of conduct that causes or creates such a risk, include:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on a person’s body
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity
- causing, coercing, or otherwise inducing a person to consume food, liquid, alcohol, drugs, or other substances
- causing, coercing, or otherwise inducing another person to perform sexual acts
- any activity that places a person in reasonable fear of bodily harm resulting from threats or conduct
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law or induces, causes, or requires another person to perform a duty or task that involves a criminal violation of such laws

A “student organization” is defined as: “an organization at Thomas (such as a club, society, association, varsity athletic team, club sports team, performing arts, or student government), in which two or more of the members are enrolled students, whether or not the organization is established or recognized by the institution.”

Reporting

1. Allegations of Hazing
 - a. All Thomas College employees (faculty, staff, administrators) are required to report actual or suspected hazing incidents.
 - b. Any person who has knowledge of any activity or conduct which may constitute hazing should report their concerns to the VP of Student Affairs/Dean of Students, Director of Safety and Security, or Director of Community Standards.

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2. Self-Reporting of Incidents - Student organization/team members and officers/captains should immediately report any hazing incidents that occur within their organization to the VP of Student Affairs/Dean of Students, Director of Safety and Security, or Director of Community Standards, providing a detailed description of the events that have transpired, the names of any individuals involved, and a description of any actions.
 3. Upon receiving the report, the VP of Student Affairs/Dean of Students will initiate the investigation process as described in this policy and the organization president and advisor/coach may be notified. The investigation and adjudication will proceed related to the policy violations by the individual(s) implicated in the report, unless evidence discovered in the investigation shows the incident to have been sanctioned by the organization. If the incident appears to have been sanctioned by the organization, a follow-up investigation into the organization's role may be undertaken. If the student organization is affiliated with a national organization, the national headquarters will be notified.

Review Process

Upon receiving a report of alleged hazing, the VP of Student Affairs/Dean of Students/Designee will assign the incident to a Judicial Officer and follow-up using Thomas' Disciplinary Process to review the allegation(s). Note: Thomas reserves the option to use an independent investigator and/or external Judicial Officer. In situations where the allegation includes a potential violation of the Sexual Misconduct policy, the incident will be referred to the Title IX Office.

Adjudication

Adjudication shall be conducted pursuant to the Student Code of Conduct outlined in the Student Handbook.

Individual and Organization Responsibility - The College will, on a case-by-case basis, determine whether any violations of this policy are individual or organizational in nature. In determining whether or not a violation is organizational in nature, the College will consider the following:

1. How many members were present when the alleged violation occurred or had specific knowledge of the alleged violation?
2. What knowledge did the appropriate organization officers and/or advisors have of the alleged violation?
3. What action did the appropriate organization officers and/or advisors take in addressing/preventing the alleged violation?
4. Were organization members acting in concert, or did the individual's membership in the club/organization/team serve as an impetus for the alleged violation?
5. Did the violation arise out of an organization sponsored, financed or endorsed event?

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6. Is there a pattern of individual violations that have occurred without proper action by the organization?

Amnesty - Students who make a hazing complaint in good faith, or victims of hazing who participate in an investigation, will not be reviewed for other College policy violations that are brought to light in the course of the investigation that arose out of, or were committed as a direct result of, the hazing incident(s) under investigation (i.e. students forced to consume alcohol as part of a hazing incident will not be accountable for violating the College's alcohol policy). The College reserves the right to follow up with those students related to those issues as appropriate in a non-disciplinary setting.

Sanctions

Any person(s) or organization(s) found in violation of this policy will be subject to disciplinary action in accordance with the Student Code of Conduct which could include disciplinary probation, suspension, or dismissal of the organization or individuals involved.

Student organizations subject to the College jurisdiction and individual students found responsible for violations of this policy shall be sanctioned in accordance with the Student Code of Conduct.

1. For student groups, sanctions may include, but are not limited to, revocation of registration or denial of application for registration, loss of college privileges such as the ability to host events or request funding, to formally meet on campus and to use campus facilities, or to represent the College.
2. For groups that are formally associated with the College (i.e. varsity/club athletic teams, performing arts groups such as dance, or any other groups supported or sponsored by the College that are not required to register as student organizations), sanctioning for violations of this policy shall be determined by the VP of Student Affairs/Dean of Students/Designee in consultation with the Cabinet member of the administrative area that sponsors/supports the group.

Sanctions imposed by the College for violations of this policy may be in addition to any penalty imposed for violation of the criminal laws of the State of Maine and for violation of any other College policies.

Retaliation

It is a violation of this policy to retaliate or take adverse action towards any person for reporting an alleged violation of this policy or for cooperating with a college investigation related to this policy. Retaliation includes, but is not limited to, verbal or implied threats, physical or psychological abuse, intimidation, harassment (verbal or written), isolation, or any other action

intended to create a hostile environment for the intended target of the retaliation.

Education

Thomas uses a varied approach to provide prevention and awareness programs for the campus community to include required training, education of club/organization and team leadership, awareness days, and workshops.

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

Representing oneself as another person or presenting false identification is a violation of the Conduct Code, as well as impersonating, forging, altering or otherwise misusing the identity of any student, faculty, staff or administrator. This includes, but is not limited to, social networking sites and electronic communications. Impersonation may also be a violation of federal, state, or local law.

INFORMATION TECHNOLOGY (Acceptable Use Policy)

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

General

1. Computer facilities privileges are only available to current students, faculty, staff, and others (as approved by the VP of IS and CIO) 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.

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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.
 10. Computers must be configured to use DHCP to get an IP address. Static addresses are not allowed since they conflict with DHCP users.
 11. 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.

Messaging, Email and Other Communication

Thomas College provides a robust communication platform for users to fulfill its mission. Since e-mail is used as a primary method of communication, all are responsible for checking their e-mail at least weekly. All electronic communication or information, including e-mail messages and files, should not be considered private or confidential. Users must not:

1. Transmit threatening, obscene, or harassing materials.
2. Send unsolicited electronic messages, including junk mail or other advertising material to individuals who did not specifically request such material (spam) unless:
 - a. The message is college-related business sent by a faculty or staff member.
 - b. The message is sent to students only and is approved by the Student Affairs office.
3. Solicit sales or conduct business using Thomas College computers or networks.
4. Automatically forward electronic messages of any kind, by using client message handling rules or any other mechanism.

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5. Solicit electronic messages for any other digital identifier (e.g. email address, social handle, etc.), other than that of the poster's account, with the intent to harass or to collect replies; or
 6. Create or forward chain letters or messages, including those that promote pyramid schemes of any type.

Academic Computer Labs

1. Food and drink are not allowed in any computer lab.
2. Teaching lab (Ayotte Center room 126) gives 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. Students may have wired switches, routers, or hubs to connect computers owned by them.
4. 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.
5. 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:

1. 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.

2. 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.
3. 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.
4. Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network. This would include the use of sniffers or SNMP tools.
5. Attempting to obtain another user's account username, ID, password, or PIN.

Security and Cyber Defense Students and Security Center

1. Security and cyber defense courses and program related activities, as well as Security Center activities, must be performed on the network dedicated for this purpose.
2. 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.

Incident Reporting

Thomas College is committed to responding to security incidents involving personnel, organization-owned information assets. As part of this policy:

1. The loss, theft or inappropriate use of organization access credentials (e.g. passwords, key cards or security tokens), assets (e.g. laptop, cell phones), or other information will be reported to the CIO.
2. An organization workforce member will not prevent another member from reporting a security incident.

Exceptions/Violation of Policy

1. Exceptions must be approved by the Vice President of Information Services and CIO during normal business hours.
2. The Thomas College Vice President of Information Services and CIO 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 VP of Student Affairs/Dean of Students 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 VP of Student Affairs/Dean of Students for review by the Judicial Review Board or a Judicial Officer.

PET POLICY

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

PHYSICAL ASSAULT

Students are expected to conduct themselves in a manner respectful of others. Students who participate in any action directed toward another person that results in physical violence either through direct or indirect contact will be subject to disciplinary action.

SMOKING/TOBACCO

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

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

In respect of the Thomas community, please dispose of smoking/tobacco materials in proper receptacles. Smoking, including e-cigarettes and vaping, is prohibited in college owned vehicles. Smoking is also prohibited in leased or rented vehicles as well as individually owned vehicles used for college work or activities, whenever other employees are present in the vehicle, or another person is in the vehicle for work-related reasons.

TAMPERING WITH MACHINES/EQUIPMENT

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

THEFT

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

UNAUTHORIZED ACCESS/ENTRY/USE

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

UNAUTHORIZED RECORDING

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

WEAPONS

Weapons, including, but not limited to, knives, archery equipment, air/paintball guns, tasers/stun-guns, BB guns, slingshots, ammunition, martial arts equipment, firearms of any type, or any other objects classified or used as weapons with potential for danger or harm are strictly prohibited anywhere on the College campus. No person shall possess replica or toy firearms that resemble an actual firearm or weapon. Any person found to have violated this policy will be subject to disciplinary action which may include immediate suspension or termination of the Residence Hall Agreement, or suspension or dismissal from the College. Note: Small "pocket-knives" for personal use with blades no longer than 2 ½" in length are generally acceptable.

EQUAL OPPORTUNITY, HARASSMENT AND NON-DISCRIMINATION

Policy and Procedures

Rationale for Policy

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

Applicable Scope

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

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

Title IX Coordinators

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

Administrative Contact Information

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

Lisa Desautels-Poliquin	Michelle Joler-Labbe
Title IX Senior Coordinator	Title IX Coordinator
Student Affairs Office	Human Resources Office
AD-127	AD-220
(207) 859-1220	(207) 859-1240
desautelsl@thomas.edu	HR@thomas.edu

Policy and Procedures

Complete copy of the Thomas College Policy on Equal Opportunity, Harassment, and Non-Discrimination policy including definitions, processes, and procedures.

SUBSTANCE POLICY

Introduction

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

With society's increased awareness of the potential risks of substance use, responsible conduct should be demonstrated by each individual in the best interest of their personal health and the community's general welfare. The following policies and guidelines are intended to serve as a standard of behavior for all members of the Thomas College community and their guests.

Overall

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

- All members of the Thomas community are responsible for the actions of their guests. This includes informing all visitors of Thomas' substance policy and making sure they are following such policy.

- Any campus approved event where alcoholic beverages are served must be in an area licensed by the Maine State Liquor Commission for the dispensing and consumption of alcoholic beverages.
- Any alcohol, illegal substance, or paraphernalia that is confiscated will not be returned and will be disposed of.
- Voluntarily being present in a room or place where a violation of the substance policy is occurring may result in people being held accountable.

Alcohol Policy

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

Those persons 21 years of age or older:

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

Those persons under the age of 21:

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

General Alcohol Policy

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

- Consumption or possession of an open container of alcohol or imitation alcohol by someone of legal age in a common area unless the event/area is sanctioned by the College. Common areas include: the Ayotte Center, the Spann Commons (except at the Dog Pound), the Athletic Center, the Alford Academic Center, the Sukeforth Family Sports Center, and/or outdoors; and within residences, common hallways, bathrooms, lounges, computer lab, stairwells, or any other common area(s).
- Intoxication that interferes with or disrupts others or necessitates staff intervention or medical attention (as determined by college staff).
- Public or dangerous intoxication: defined as a state of intoxication accompanied by a perceptible act (e.g., causing a disturbance, being perceived as a danger to self, others, or property, or requires the

attention of college staff), a series of behaviors, or the appearance of an individual, which clearly demonstrates a state of intoxication.

- Furnishing alcohol to a minor: Furnishing liquor or imitation liquor to a person under the age of 21 or allowing a person under the age of 21 to possess liquor or imitation liquor on a premise under one's control (including residence room).
- The possession and/or use of false identification; providing or assisting an underage student with false identification.
- Common source containers of alcohol such as kegs (except at the Dog Pound), "beer balls", trash cans, punch bowls/spiked punch, alcohol filled fruit, etc.
- Games, acts, or any paraphernalia intended to influence or coerce individuals to ingest alcohol, or which imply that such ingestion is taking place. Examples include, but are not limited to, games typically associated with drinking whether alcohol is involved or not (e.g. "pong", "Beirut", "Quarters", "Flip Cup"), funnels, shot gunning, Jell-O shots, or any item/device used for mass consumption.
- Operating any type of motor vehicle while under the influence of alcohol.
- Use of student fees (e.g. Student Senate, fundraisers, student activities, residence halls, etc.) to purchase alcohol.

Alcohol Policy Specific to Residences

1. Resident students who are of legal age and their guests, of legal age, may only consume alcohol within their residence room/suite/townhouse or that of another 21-year-old if that student is present (except in Substance Free Housing: Hinman Hall).
2. Consumption of alcoholic beverages or possession of an open/closed container of alcohol for legal-age students is prohibited in Substance Free Housing (Hinman Hall) or within a room where the room owners are under 21.
3. Open alcohol containers, including any alcoholic beverage out of the original container or having a broken seal on the original container, are not permitted in common hallways, lounges, computer labs, bathrooms, stairwells, or any other common area(s). If all Residents living in a Suite/Townhouse and their guests are of legal drinking age, open alcohol containers are permitted in the common area of the Suite/Townhouse.
4. There may be only one open container per person of legal drinking age.
5. The display of advertisements or signs, bottles, cans, lights, etc., that promotes or encourages the consumption of alcohol and is visible from outside of a campus building or a resident room is not permitted.
6. Alcohol containers of a decorative nature, for collection, or for recycling are not permitted in Substance Free Housing or rooms where no resident is of legal age.

Dog Pound Alcohol Policy

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

Social Gatherings with Alcohol

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

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

Illegal Substance Policy

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

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

Prescription Drugs

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

Medical/Recreational Marijuana

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

Alcohol/Illegal Substance Policy Sanctions

When determining sanctions, decision makers will consider the nature and seriousness of the violation, the impact of the violation on the community, the student's past conduct history, as well as the developmental needs, and mitigating or aggravating factors existing at the time of the offense. Multiple sanctions may be imposed for one violation. The following sanctions are typically utilized based on the category and frequency of the violation.

Category I Violations (Includes but not limited to)

- Under 21 in possession of alcohol (physical or by consumption)
- Over 21 with open container in common space/outdoors
- Over 21 where behavior requires staff response (non-medical)
- Possession of empty containers:
 - Public Displays

- For recycling or decorative container (under 21)
- Engaging in high-risk drinking (i.e.: drinking games) or possession of paraphernalia that encourages high risk consumption (i.e.: funnel)
- Being present when a violation is occurring
- Possession of alcohol in substance free housing
- Possession or use of marijuana
- Possession of drug paraphernalia
- Odor/smell of marijuana
- Under the influence of drugs or alcohol (if under 21) whether consumed on/off campus

Sanctions (Includes but not limited to)

1st violation:

- Warning
- Educational component
- Restitution

2nd violation:

- Educational
- Community Service
- Restitution

3rd violation:

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

Category II Violation (Includes but not limited to)

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

Sanctions (Includes but not limited to)

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

Good Samaritan Policy

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

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

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

SUBSTANCE ABUSE PREVENTION, EDUCATION, AND REFERRAL SERVICES

Counseling Services

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

Local Resources

- Maine Office of Substance Abuse (207) 287-2595
- Maine Drug Enforcement Agency (800)452-6457 (Anonymous & Confidential - you may report illegal drug activity)
- Maine General Mental Health & Substance Abuse (877) 777-9393

What are Potential Signs of a Problem?

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

WHAT DOES THE LAW SAY ABOUT ALCOHOL? UNDER 21

Title 28-A, §2051: Prohibited acts by minors (mainelegislature.org)

Illegal Possession

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

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

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

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

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

Use of False Identification

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

- 1st Offense - a fine of \$200 to \$400
- 2nd Offense - a fine of \$300 to \$600
- 3rd or Subsequent Offense - a fine of \$600

The Teen OUI Law (Zero Tolerance)

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

*Minors who test .08 or more will be prosecuted for the criminal offense of OUI. Anyone, including a minor, who drives with a Blood Alcohol Content (BAC) of .08 or higher can be charged with Operating Under the Influence (OUI). Individuals with a BAC lower than .08 can still be charged with an OUI if a law enforcement officer feels they are unable to safely operate a vehicle.

OVER 21

Furnishing Liquor to a Minor

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

Furnishing Imitation Liquor to a Minor

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

Maine Liquor Liability Act

Title 28-A, Chapter 100: MAINE LIQUOR LIABILITY ACT
(mainelegislature.org)

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

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

Financial Implications

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

WHAT DOES THE LAW SAY ABOUT ILLEGAL SUBSTANCES?

Maine State Laws Governing the Use of Controlled Substances

1. The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.” Note: The sale of illicit drugs within one thousand (1,000) feet of a school is a federal offense.
2. Possession of a usable amount of marijuana by a person under 21 years of age is considered a civil infraction with a fine of up to six hundred dollars (\$600) or up to one thousand dollars (\$1,000) depending on the amount (up to 2 ½ ounces). Possession of greater quantities may result in a legal presumption of trafficking in scheduled drugs. Trafficking carries severe penalties.
3. It is unlawful for any person to use, or to possess with intent to use, to grow, harvest, manufacture, produce, test, store, conceal, inject, ingest, inhale, or otherwise introduce into the human body an unlicensed controlled substance or counterfeit controlled substance. Penalties include prison terms and substantial fines. This does not apply in Maine to a person who is authorized to possess marijuana for medical use pursuant to Title 22, chapter 558-C or to a person who is authorized to possess marijuana pursuant to Title 28-B; however, it is still against federal law.

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4. It is unlawful in the State of Maine to possess, use, sell, manufacture, or advertise drug paraphernalia. Paraphernalia includes any equipment, product, or material which is used for or intended for use in growing, harvesting, manufacturing, producing, testing, storing, concealing, injecting, ingesting, inhaling, or otherwise used to introduce an illicit drug into the human body. Bongs, hash pipes, water pipes, roach clips, etc. are considered drug paraphernalia. Fines of up to two thousand dollars (\$2000), in addition to a maximum jail term of one (1) year, are provided for under Maine law. This does not apply to a person who is authorized in Maine to possess marijuana for medical use pursuant to Title 22, chapter 558-C, to the extent the drug paraphernalia is used for that person's medical use of marijuana or to a person who is authorized to possess marijuana pursuant to Title 28-B or to the extent the drug paraphernalia is used for that person's adult use of marijuana; however, it is still against federal law.

RESIDENTIAL LIFE

(Alfond Athletic Center: James Delorie, Assistant Vice President for Residence Life and Student Engagement, Office #203; 207-859-1183; Hinman: Derek Dalrymple, Resident Director, 207-859-1305; Bartlett: Shan Scott, Resident Director, 207-859-1236)

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

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

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

RESIDENCE LIVING COMMUNITIES

All residential living communities are smoke and vape free. Every on-campus room is wired for voice, video, and data. Every on-campus resident has access to cable TV via our network connection.

Bartlett Hall

This residence hall offers options for upper-class students who wish to live in a suite-style living arrangement. Suites have 4- 5 bedrooms with one to two full bathrooms per suite accordingly. Clusters of suites share a lounge with a kitchenette. 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, and a Residential Life professional staff office. Laundry facilities for the building residents are located on the first floor. Co-ed suite options are available to be selected through the Room Selection process each spring.

Grant, Parks, Heath (GPH) Residence Halls

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

Hinman Hall

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

Townhouse Suites

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

Village Residence Area

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

RESIDENCE LIFE FACILITIES & SERVICES

Campus Mail

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

Students receiving mail will be sent an e-mail letting them know that their package is in the Mail Room, located on the first floor of the administration building. Students wishing to purchase stamps may do so in the Mail Room.

Computers

Computer Network Connections

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

GPH, Hinman, and Bartlett Computer Labs

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

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

Custodial Services

Cleaning services (cleaning of common areas and trash removal) are provided in the GPH, Hinman, and Bartlett residence halls, and the common space in Unit #5 of the Townhouses. The staff cleans all common areas, including common bathrooms, hallways, and laundry rooms. Students living in the Village, Bartlett Hall, and Townhouse housing are responsible for cleaning their own suite common area and bathrooms and must provide their own bathroom paper products. At the end of the first semester each year, students living in Village, Bartlett, and Townhouse will have their bathrooms cleaned during break, time permitting. All residents are expected to dispose of trash bags in designated 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 include a full-size stove and oven. Students are responsible for providing their own dishes and cooking utensils. 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. Students are expected to clean up after themselves when using these facilities, including cleaning and putting away their dishes. Improperly stored, unlabeled, or expired food in community refrigerators will be disposed of without exception. Excessive cleaning of kitchens or dishes by the custodial staff as determined by the departments of Physical Plant and Residential Life and Housing may result in an excessive cleaning fine for those responsible for the floor/area.

Laundry

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

Storage

There are no storage spaces on campus for students' belongings during the academic year. Any storage of furniture and other large items is not permitted. Items, including rugs, left in a room after the student has officially checked out will be thrown away and the college is not responsible for any item left behind after a student has vacated their room. A disposal fee may be assessed for the removal of any item left behind. Summer storage is not available on campus. Residential Life Staff works with local vendors to connect students needing storage with local storage facilities.

Telephone Options for Residents

1. Your personal cellphone
 - Favored by most
 - All major carrier networks work well on campus, with both CDMA and GSM networks (used by most carriers) working well.
2. Microsoft Teams (part of Office 365)
 - Contact Christopher Rhoda (VP of IS) for national and international options and pricing

Cable TV Systems

The Spectrum TV service/channels are available at <https://watch.spectrum.net> or the SpectrumU app. This service is available on most tablets and smartphones from most areas on campus (via Wi-Fi or an ethernet cable). You may also connect your device to a TV for viewing on a larger screen. Many Smart TVs can run the Spectrum TV app. If you have a TV that cannot, we recommend buying an infrared-based Roku Express device for about \$30 (for example: [Amazon.com: Roku Express | HD Roku Streaming Device with Standard Remote \(no TV controls\), Free & Live TV : Electronics](https://www.amazon.com/Roku-Express-HD-Roku-Streaming-Device-with-Standard-Remote/dp/B079888888)) **A channel line-up** may be found at <https://watch.spectrumutv.com/guide/>.

Vending Machines

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

HOUSING ASSIGNMENT

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

Housing Agreement

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

Eligibility

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

Occupancy Period and Agreement Termination

1. The Housing Agreement, when signed and submitted to Residential Life and Housing, is binding for the academic year (two semesters) or the balance of the academic year, (if entering after the beginning of the fall semester) and is non-transferable. Residents may terminate this agreement for the second semester by notifying Residential Life prior to December 31, 2026. This also includes students who are assigned to out-of-town teaching or field placement positions for the spring semester. Failure to notify Residential Life by that date may result in charges for the semester. Exceptions may be made only in cases of illness, a call to military duty, extreme hardship, when an occupant leaves for the convenience of the College, and/or if overcrowded conditions exist. The charges in these cases will be determined by the College according to the circumstances of each case. The agreement will terminate for those students who are no longer enrolled at Thomas College at the end of the fall semester.
2. All upper-class students in campus housing are required to purchase a meal plan (unlimited meals, 225-block, or 135-block). Juniors, Seniors, and Graduate students are eligible for the 100-block plan as well. First-year students are required to be on the unlimited meal plan or 225-block meal plan.
3. After the start of a semester when a full-time day student officially changes from commuter to resident, the room, board, and resident technology fees will be prorated by week. Financial aid may be recalculated in the same manner. After the start of a semester when a full-time day student changes from resident to commuter, the room, board, and resident technology fees will be recalculated according to the refund policy. After 60% of the semester has been completed, no change will be made to the student's charges. Financial aid may be recalculated in the same manner.
4. The indicated rate does not include room and board during scheduled College breaks and vacation periods, regardless of academic requirements.
5. New students are entitled to occupy their rooms on the first day of Orientation. Upper-class students may occupy their rooms the day before classes start at 12:00 p.m.
6. Graduating seniors and Graduate students receiving advanced degrees may remain in the rooms until 5:00 p.m. on the day of graduation; all other occupants must vacate their rooms within 24 hours after their last exam. . In the case of withdrawal, suspension, or dismissal, occupants must vacate at the time of clearance stated by the Assistant Vice President for Residence Life and Student Engagement or Residential Life staff.
7. A student who has been terminated due to academic reasons automatically forfeits their campus housing space.

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8. Returning students are eligible for housing through the Spring Room Selection Process. To be eligible, students must have all health immunization records on file and up to date in the Health Center and be cleared financially with Student Financial Services by the stated deadline.

Agreement Enforcement

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

Room Changes

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

Room Consolidations

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

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

College Liability

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

THOMAS COLLEGE SUMMER HOUSING POLICIES

During Summer break, the Residence Halls close and residents are expected to vacate their rooms by 6:00 p.m. on the last day of finals week. Students requesting housing during the summer period must submit a request to Residential Life and Housing through the online form by the stated deadlines. Students will be contacted via their Thomas College email by professional staff when the Summer Break Housing request form becomes available. Students will be notified prior to closing if they are eligible for Summer Housing. Filling out this form does not guarantee summer housing, and housing will be filled based on need and availability of space with preference given to those enrolled in summer courses or working on campus jobs.

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 Summer Housing (students needing to stay for academic reasons may request special consideration). Students granted an exception to remain in housing over the summer period must attend a mandatory Summer Housing meeting and adhere to additional Summer Housing policies. During the summer period, all Thomas College policies remain in effect with the following additions or amendments made to accommodate the unique period.

Summer Housing Eligibility & Approval:

Students staying in housing over the summer must have approval to be on campus. Summer housing is only available to currently enrolled students who

are registered to return in the Fall. Students must keep their Student ID on them at all times and present it to security or other Thomas staff to verify they are approved to be in summer housing if asked. Summer housing constitutes the period of time from the closing of traditional housing until a week before classes begin. Discharge from, or termination of, any summer campus employment position for any reason may result in loss of summer housing. 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.

Location:

Thomas Summer Housing residents will be placed in village rooms. All rooms will be double occupancy. Students will be moved into their summer room as they become available. Students will be moved out of summer housing and into their fall room as soon as fall rooms are available. All room policies and restrictions remain in effect with the following exception. During the summer break period, use of one small portable floor air conditioning unit with Venting and Drainage outside through the window (10,000 BTU or less, Energy Star, 115 Volts) is permitted per village room. See Addendum #1 Thomas College Summer Residential AC Policy for more details.

Parking:

Your vehicle must be registered with Safety and Security, have the parking pass visible, and be parked in your designated parking area. If you will not be on campus for part of the break but will be leaving your car on campus, you must park in the Turf Lot and leave a copy of your key with Security so that your vehicle can be moved in the event of an emergency.

Quiet Hours:

Standard 24-hour courtesy hours remain in effect during summer. Official quiet hours begin at 10:00 pm and run until 8:00 am. Quiet hours will be enforced by Safety and Security or Summer CAs if applicable.

Dining Services & Kitchen Use:

Dining services are closed during the summer period. During this time, students are responsible for providing their own food. Students will have access to the Bartlett Hall kitchen to prepare food if necessary. Students are responsible for cleaning up after themselves when using the public kitchen. This includes washing dishes immediately when done, cleaning up any messes, putting away items when done with them and appropriately storing and labeling any food in the community refrigerator. Alcohol is not permitted to be stored in the community refrigerator.

Cleanliness & Maintenance:

Students are expected to clean up after themselves at all times of the year. This is especially important during summer when custodial services are not performing traditional rounds and will not be performing the usual daily cleaning and trash removal. Students should not create extra messes and should be cleaning up after themselves. Excessive cleaning will result in charges to summer residents. Maintenance and custodial services may be working on special projects during the summer. Students will be notified if this affects their living space. If staff need to enter an occupied room, they will do their best to work with the students present to schedule a time for this. Students must work with staff to accommodate the completion of these tasks during the summer period.

Guests & Unapproved Students:

Guests must be signed in at all times and residents must be present if/when guests are visiting (they may not be in a room without the resident present). Break Housing policies per the Student Handbook are in effect for the first and last week of summer housing including no guests between 10:00pm and 8:00am. Approved students should not allow other students into housing or hold the door for other students who are not approved to be in housing over the break.

Housing Fee:

Please note that there is a monthly charge for staying in housing over any part of the summer. Summer Housing payments are due on the 5th of each month. Overdue payments may result in removal from summer housing. There is also a one-time Tech Fee of \$94.00. Payments can be made via cash, check, or card online or in the Student Financial Services office. Payments can also be made through payroll deductions for those working on campus. Costs will be determined during the Spring Semester.

Summer Programs:

During times at which there are summer programs staying in the residence halls, there should be no fraternizing with these groups or conference/camp attendees. A violation of this policy may result in immediate removal from summer housing.

Policy Violations:

Violations of Summer Housing or Campus Policies during the summer break period may result in immediate loss of summer housing privileges for the remainder of the summer and up to one semester. The student would be asked to leave campus immediately or as soon as possible and not return until housing officially opens again.

THOMAS COLLEGE BREAK HOUSING POLICIES

During official College breaks, the Residence Halls close and residents are expected to vacate their rooms by 6:00 p.m. on the indicated day. Exceptions for Break Housing will be considered for reasons such as academics, athletics, work, and travel. Students requesting housing during break periods must submit a request to Residential Life and Housing through the online form by the stated deadlines. Students will be contacted via their Thomas College email by professional staff when each Break Housing request form becomes available on the Thomas College website (<https://www.thomas.edu/current-students/housing-during-breaks/>) and will be notified prior to the break if they are approved 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 \$40.00 per night or \$215.00 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 **\$150.00/day or night**.

During these breaks, all Thomas College policies remain in effect with the following additions or amendments made to accommodate the unique period.

Break Housing Approval:

Students staying in housing over break must have approval to be on campus. This will be indicated by a tag placed on your room or suite door by Residential Life Staff. This tag will indicate specifically who is approved and the period they are approved for. This tag is your break housing pass and needs to remain in place for the entirety of the break period that you will be present. This tag also serves to notify staff of students who are present in the event they need to enter the room or living space.

Students must keep their Student ID on them at all times and present it to security to verify they are approved to be in housing if asked. ID access to buildings will be turned off for all students shortly after the closing of housing. Access will be restored shortly after, but there may be a period where an approved student's ID does not work while they are in the process of being turned back on. If you need immediate assistance due to this, please contact Safety and Security to be let in.

Parking:

Your vehicle must be registered with Safety and Security, have the parking pass visible, and be parked in your designated parking area. If you will not be on campus for part of the break but will be leaving your car on campus, you must park in the Turf Lot and leave a copy of your key with Security so that your vehicle can be moved in the event of an emergency.

In the event of the need for snow removal, students must keep a look out for communication from the college in regards to when and where you must move your vehicle to. Failure to move your vehicle will result in normal ticketing by Safety and Security.

Quiet Hours:

Standard 24-hour courtesy hours remain in effect during breaks. Official quiet hours begin at 10:00 pm and run until 8:00 am. Quiet hours will be enforced by Safety and Security or break CAs if applicable.

Dining Services & Kitchen Use:

Dining services are closed during the break period. During this time, students are responsible for providing their own food. Students will have access to their residence hall kitchens to prepare food if necessary. In the event that their kitchen is not available, students will be granted access to a different kitchen space.

Students are responsible for cleaning up after themselves when using the public kitchen. This includes washing dishes immediately when done, cleaning up any messes, putting away items when done with them and appropriately storing and labeling any food in community refrigerators.

Cleanliness & Maintenance:

Students are expected to clean up after themselves at all times of the year. This is especially important during breaks when custodial services are not performing traditional rounds and will not be performing the usual daily cleaning and trash removal. Students should not create extra messes and should be cleaning up after themselves. Excessive cleaning will result in charges to break residents in the area where cleaning is needed.

Maintenance and custodial services may be working on special projects during breaks including the possibility of cleaning bathrooms in suites and village rooms. Students will be notified if this affects their living space. If staff need to enter an occupied suite or room, they will do their best to work with the students present to schedule a time for this. Students must work with staff to accommodate the completion of these tasks during the break period.

Guests & Unapproved Students:

During official breaks, overnight guests are not permitted in housing. Guests, including students not approved for break housing will be asked to leave if encountered. Approved students should not allow other students into housing or hold the door for other students who are not approved to be in housing over the break. This includes roommates of approved students who are not approved for break housing.

Housing Fee:

Break housing charges will be billed to students accounts through SFS. Charges for approved students are \$40.00 per night or \$215.00 per week (7-day period). This fee may be waived at the discretion of Residential Life Staff for students required to be on campus for educational reasons, approved athletic participation, on campus employment, or students who's travel distance would make leaving campus unreasonable. Students who are not approved for break housing or who do not apply for break housing before the deadline may be charged \$150.00 per night that they remain in campus housing.

Policy Violations:

Violations of Break Housing or Campus Policies during official breaks may result in immediate loss of break housing privileges for the remainder of the break and up to one semester. The student would be asked to leave campus immediately or as soon as possible and not return until housing officially opens again.

RESIDENCE LIFE POLICIES

Appliances

The following Appliances are permitted in student rooms:

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

The following Appliances are not permitted in student rooms

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

Bicycles & Scooters

Bicycles and scooters are not allowed in lounges, hallways, or stairwells

due to fire regulations. Where available, bicycles may be placed at outside bicycle racks. Bicycles may be stored in individual rooms as space permits. It is strongly recommended that bicycles and scooters be registered with Safety and Security in case of theft or vandalism.

Closing Hours

For security purposes, all entrances to the residence hall are locked 24 hours a day. All residents in GPH, Hinman, 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 the common area of Bartlett Hall 24 hours a day. Students residing in a Townhouse suite are responsible for the security of their own exterior door and interior room doors. Townhouse residents will also have card access to a common area 24 hours a day. All students have access to the GPH main entrance during the operating hours of the Health Center, which is in Grant Hall.

Electrical Extension Cords and Power Strips

Please keep the 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 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 students and community.

Fire Alarms and Equipment

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

Furnishings

You may arrange your room in any way you like, provided the furnishings are portable, are not moved in a manner they are not intended, and you do

not obstruct safe exit from your room. You are responsible for furnishings assigned to you at the beginning of the year. All College owned furniture and accessories may not be removed from the room. Furniture in GPH, Hinman, the Village, Bartlett, and Townhouse Suites must remain in the room and are not to be removed or swapped. Lounge and common area furniture is intended for the use of ALL students and is not to be removed. Furniture items from residence hall rooms, personal or college owned, are not allowed outside the room. Beds may be bunked; however, bunked beds may not be placed on the high loft settings for reasons of safety. Likewise, lofted or bunked beds may not be placed on blocks or other items to raise them higher than intended. Lofted or bunked beds also require that a rail be installed on the upper bed for safety.

Guests

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

Hall Sports

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

Health and Safety Inspections

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

Housekeeping

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

Incense, Candles, and Room Fresheners

Due to the extreme fire hazard resulting from the burning of incense or candles, neither is allowed anywhere within the residence halls. Scented wax burners with candles are not permitted. However, plug in scented wax melters

(without open flame or hotplates) are permitted.

Keys

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

Replacement Room Key	\$100.00
Replacement Townhouse Suite	\$150.00
Replacement Access Card	\$15.00

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

Painting

The College does not permit students to paint their rooms, suites, or doors or complete any damage repairs themselves. Doing so may result in charges to return the room to its original state.

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 VP of Student Affairs/Dean of Students office.

Quiet and Courtesy Hours

Sunday-Thursday: 11:00 PM to 7:00 AM

Friday & Saturday 1:00 AM to 8:00 AM

Courtesy hours are in effect 24 hours a day, 7 days a week in all residences, during which time students are to be considerate of the needs of their neighbors and fellow students upon request. Responsibility for quiet hours is shared. All residents are responsible for their own reasonable conduct and for letting others know when they are infringing on the right to a quiet living environment. In persistent cases, do not hesitate to seek help from your own CA, the CA on duty, or Safety and Security. Extended quiet hours will be in place during final exam week. Loud disturbances of any kind will not be tolerated during quiet hours. Large speakers, musical equipment, subwoofers, bass, etc. in student rooms deemed to be a continued noise issue in the residence halls may be removed by Safety and Security or 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. 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 is not recommended as they may cause excessive damage. Care should be exercised in the use of tape or 3M strips, so painted surfaces are not damaged. Damage due to other than normal and reasonable wear and tear will result in charges to responsible individuals. Residents are ultimately responsible for what occurs in their assigned room/suite. At the end of the year all room furniture must be arranged as it was at the time of check-in. Failure to clean a room and arrange the furniture may result in an excessive cleaning fee. Any problems with your room should immediately be addressed to your CA or Residential Life and Housing.

Room and Common Living Area Damage

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

Student Damage Fee Schedule (minimums)

Door Painting.....	\$50.00
Excessive Cleaning.....	\$50.00
Furniture Replacement	\$40.00 +cost
Installing Door Closures.....	\$25.00 +cost

Hallway Painting	\$300.00
Bartlett Suite Hallway Painting	\$150.00
Ceiling Painting	\$100.00
Relocating Thomas College Furniture	\$25.00/ 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
Screen Replacement - Village/Bartlett, Townhouse, Hinman	\$50.00
Screen Replacement - GPH	\$40.00
Large Blind Replacement - Bartlett/Townhouse/Hinman	\$70.00
Small Blind Replacement - Bartlett/Townhouse/Hinman	\$50.00
Window Shade	\$20.00
Broken/Missing Towel Rack	\$20.00

Note: Defacing any furniture will result in a charge to sand, stain, and paint as needed, or replacement cost of the piece. The fees listed above represent the minimum repair and/or replacement costs for restitution resulting from student damage. 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 purpose 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 VP of Student Affairs/Dean of Students, Assistant Vice President for Residence Life and Student Engagement, Residential Life professional staff, or Director of Physical Plant.

Room Inventory

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

Room/Suite Occupancy Maximum

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

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

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

Smoking/Tobacco

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

Waterbeds

Waterbeds are not permitted in college residences.

Windows and Window Screens

For safety reasons, screens may not be removed from rooms, common area, or hallway windows. Throwing or hanging anything out of a window or use of a window as an egress in non-emergency situations is prohibited. Windows in Bartlett Hall, Hinman, 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 2026-2027

Time Card Approvals Due	Period Covered	Check Date
by 9:00 am Monday (Unless in bold)		(Wednesday)
2026		
June 29	June 14 – June 27	July 1
July 13	June 28 – July 11	July 15
July 27	July 12 – July 25	July 29
August 10	July 26 – August 8	August 12
August 24	August 9 – August 22	August 26
September 7	August 23 – September 5	September 9
September 21	September 6 – September 19	September 23
October 5	September 20 – October 3	October 7
October 19	October 4 – October 17	October 21
November 2	October 18 – October 31	November 4
November 16	November 1 – November 14	November 18
November 30	November 15 – November 28	December 2
December 14	November 29 – December 12	December 16
December 28	December 13 – December 26	December 30
2027		
January 11	December 27 – January 9	January 13
January 25	January 10 – January 23	January 28
February 8	January 24 – February 6	February 10
February 22	February 7 – February 20	February 24
March 8	February 21 – March 6	March 10
March 22	March 7 – March 20	March 24
April 5	March 21 – April 3	April 7
April 19	April 5 – April 18	April 21
May 3	April 18 – May 1	May 5
May 17	May 2 – May 15	May 19
May 31	May 16 – May 29	June 2
June 14	May 30 – June 12	June 16
June 28	June 13 – June 26	June 30

DEPARTMENTS AND OFFICE STAFF

***To reach an extension below dial 1-207-859-1(Ext.#)**

EXT. #	DEPARTMENT	EXT. #	DEPARTMENT
362	Academic Affairs	204	IT Services
101	Admissions	435	Jeanie's Café
118	Advancement and Alumni Relations	462	JMG Office
314	Athletics	204	Library
152	Athletic Trainer	313	Marketing and Communications
250	Physical Plant Buildings and Grounds/ Maintenance	201	President's Office
399	Safety and Security	106	Professional and Career Development
295	Campus Store/Dog Pound	183	Recreation and Intramurals
216	Community Standards	423	Registrar's Office
204	Computer Lab Help Desk	183	Residential Life and Housing
444	Dining Center	243	Student Affairs Office
148	Graduate and Professional Studies	105	Student Financial Services
401	Health Center	247	Student Life/Activities
240	Human Resources	169	TRIO Office
		111	Welcome Center
	ACADEMIC AFFAIRS		
362	Kelly Stevens - Assistant Director- Academic Operations		STUDENT SUCCESS
148	Luke Shorty - Executive Director Strategic Initiatives	209	Hailey Mealey - Intensive Programs Coordinator
151	Dr. Jeremy Qualls - Provost	376	Audrey Kimball - May Intensive Coordinator
		375	Matthew Nash - Student Success Specialist
	STUDENT AFFAIRS	141	Sammy Grimaldi - First Year Experience Coordinator
243	Jan Landry - Administrative Assistant	462	Crystal Leavitt - JMG College Success Specialist
220	Lisa Desautels-Poliquin - VP of Student Affairs/Dean of Students	205	Ressa Maheu - TRIO Specialist
401	TBD Director of Health Services		
245	Carol Jollotta - LCSW Counselor		REGISTRAR'S OFFICE
216	TBD Director of Community Standards	405	Mickey Young - Assistant Registrar
247	Michael Sales Sr. - Coordinator of Student Activities	202	Denise Lafountain - Registrar
305	Derek Dalrymple - Resident Director		
236	Shan Scott - Resident Director		
183	Jim Delorie - Assistant VP Res Life/ Student Engagement		
169	Lexie Hinners-Mucci - Assistant Director of Disability Services and Student Support		
	STUDENT FINANCIAL SERVICES		
108	Nina Labbe - Financial Aid Counselor		
119	Kaitlyn Draper - SFS Counselor		
421	Gini Ernst - SFS Counselor		
255	Megan Aube - Assoc. Director of SFA		
110	Jamie Santiago - Director of SFS		

COMMUNITY ASSISTANTS

Hall	Community Assistant
Grant 1	Colby Mitchell
Grant 2	Emma Such
Grant 3	Emma Such
Parks 1	Kadra Soubane
Parks 2	Lauren Hodgkin
Parks 3	Emma Lindahl
Heath 1	Gabriel Dominicci
Heath 2	Angie Sanchez
Heath 3	Megan Pinkham
Bartlett 1st	Elisa Gonzalez
Bartlett 2nd	Brianna Essig
Bartlett 3rd	Wyatt Smith
Village Laundry Side	Haley Fuller
Village Parking-lot Side	Megan McDaniel
Village Road Side	Bismark Akoto
Village School Side	Bismark Akoto
Hinman 2 Female	Annine Kovacs
Hinman 2 Male	Jack Michaud
Hinman 3 Female	Mercedes Taungatua
Hinman 3 Male	Mathew Hunter
Townhouse Row A	Jeremiah Gomez
Townhouse Row B	Megan Blasius
Townhouse Row C	Reid Guillemette

OFFICE HOURS

Administrative Offices

Monday-Friday 8:00am-4:30pm

Academic Affairs Office

Accounting Office

Admissions Office

Alumni Office

Athletic Office

Human Resources

JMG

President's Office

Professional and Career Development

Registrar

Student Affairs

Student Financial Services

Student Success Center

TRIO Office

Dining Center

Monday-Friday (Breakfast)

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

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

Saturday/Sunday (Brunch)

10:30am-12:45pm

Monday-Friday (Lunch)

11:15am-1:30pm

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

Monday-Thursday (Dinner)

4:45pm-7:00pm

Friday (Dinner)

4:45pm-6:30pm

Graduate and Professional Studies

Monday-Friday 8:00am-4:30pm

Saturday (Dinner)

4:45pm-6:30pm

Library/Service Desk Hours

Monday-Thurs 7:30am-9:00pm

Friday 7:30am-11:30pm

Saturday 1:00pm-4:00pm

Sunday 1:00am-4:00pm

Sunday (Dinner)

4:45pm-7:00pm

The Dog Pound

Monday-Thursday

11:00am-10:30pm

Finance Lab Hours

Always open, outside of regularly scheduled classes

Friday-Saturday

11:00am-11:00pm

Campus Store

Monday-Thursday 11:00am-10:30pm

Friday/Saturday 11:00am-11:00pm

Sunday 11:00am-10:30pm

Sunday

11:00am-10:30pm

Jeanie's Café

Monday-Friday 7:30am-1:00pm

Link to Local Resources:

<https://www.waterville-me.gov/31/Visitors>

THOMAS COLLEGE

180 West River Road Waterville, ME 04901-5097

Phone: 207-859-1111

1-800-339-7001

www.thomas.edu