

## A. Residence Standards and Regulations

Community living requires the establishment of guidelines by which members of the community may live in mutual respect for one another. Breaches of these guidelines can lead to disciplinary action.

Discipline for the violation of residence guidelines is under the direction of the Residence Managers. Disciplinary sanctions imposed upon residents may include: community service; cash bonds (which are refunded to students after a stipulated period of acceptable behavior); fines; ban orders from residences; or expulsion from residence. Criminal offences may be referred over to police.

A damage deposit of \$250.00 is required of new students upon first coming into residence. This deposit is subject to charges for damages to the University property while students are in residence. Damages attributed to an entire house as well as damages attributed to an individual may be charged against this fee. Damage charges in excess of \$250.00 will be billed to the student responsible for the damage. The unexpended portion will be refunded, upon request, within one year of withdrawal from residence. For all other information

knowing, understanding and complying with Provincial laws and University regulations regarding alcohol. All students consuming alcohol are responsible for their behavior and actions. The Residence Life Office requires that students limit alcohol consumption to their rooms.

Drinking games, funnels and/or speed drinking devices and brewing equipment are not permitted. Possession and/or consumption of “common source” alcohol (e.g. keg, large containers of pre-mixed alcohol, etc) within residence is prohibited.

### Balconies

For the protection of all students, no items may be thrown over, stored, or hung from the balconies. This includes bottles or garbage. Students should not congregate on balconies.

### Bicycles

For fire and safety reasons, bicycles are not allowed inside the residence halls at any time for any reason, except locked in the storage room. Bicycles can also be locked outside.

### Damage Deposit

Each first-year residence student must pay a \$250.00 damage deposit with their residence fees. This deposit is transferred to the next year provided the student stays in residence and there are no damages to the room.

### Damage to Property

Damage to property other than your own is prohibited and may result in disciplinary action and the cost of replacement/repair of damaged property. A pricing list is available at the Residence Life Office if requested.

### Dangerous Activity

Activities which are considered dangerous or potentially harmful to any person, including the resident engaging in the activity, are prohibited. These activities include, but are not limited to, breaking glass, dangerous horseplay, climbing in/out of residence windows, setting off fireworks, etc.

### Drugs and Narcotics

St. Thomas University has a zero tolerance for the use, possession and/or trafficking of drugs or narcotics. Students found in conflict with this policy are subject to disciplinary action which may include, but is not limited to, eviction from residence. Hosts will be held accountable for guests in violation with this policy. The University reserves the right to involve local law enforcement.

### Emergency Situations

In the event of an emergency in your room, please contact your Residence Advisor or Residence Coordinator who can help as they have been trained in emergency response. If you will be missing several classes as a consequence of the partial emergency, please notify the Registrar's Office. If, for some reason, you are unable to do this personally, give the message to your Residence Advisor or Residence Coordinator and he/she will pass it along for you.

### Fire Safety and Regulations

The floors of all residence buildings are equipped with manual fire alarm pull stations as well as an automatic smoke detector system. In the event of a fire alarm, all residents and guests must exit the building promptly and remain outside of the building, until informed by a Fire Department representative, Security member or Residence Life team member that it

is acceptable to refer to indoors. House meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures. False, malicious or prank alarms will not be tolerated. All hallways/stairwells are to be kept clear at all times. Nothing is to be stored or temporarily placed in hallways or stairwells. Flags/posters are not permitted to hang from ceilings obstructing the smoke detector or sprinkler system and nothing is to be hung from the sprinkler system. No open flame/elements are permitted in residence. Tampering with fire equipment, including but not limited to smoke detectors, fire extinguishers, sprinklers and emergency exits, may result in disciplinary action.

### Garbage

Each resident is responsible for the disposal of garbage from his/her room. There are designated disposal sites at each residence for garbage. Please tie and place bagged garbage at the designated site. Room garbage is not to be taken to common areas or lockers.

### Grade Point Average (GPA) Requirements

The minimum annual GPA for re-admission to residence and University is 2.0 in the current year. Students with GPAs that are below 2.0 may be re-admitted on probation. Further details are available by contacting the Residence Life Office.

### Guests in Residence

You are welcome to have guests in residence. Please inform guests of residence rules and regulations and escort them at all times. Keep in mind that residents are held accountable for the actions of their guests. Guests are to leave by midnight on weekdays and 2 a.m. on weekends, unless signed in with a Residence Advisor. Lending your keys to a guest is prohibited. You may have overnight guests. Since most residents share accommodations with a roommate it is of utmost importance and respect for this person to have their permission prior to having an overnight guest. The stay of your guest may not be any longer than three consecutive days. A guest slip is available from your Residence Advisor. Once you've filled it out, your roommate must sign the slip and bring it to a Residence Advisor. Upon the Residence Advisor receiving verbal and written consent from your roommate you will receive a copy. Overnight guests are not permitted during 24-hour hours. Guests (including parents) must be escorted by the resident.

### Keys

Residents are reminded to keep their keys with them at all times. In order to prevent thefts, it is also recommended that your door be kept locked. For security reasons keys must not be copied. If you are locked out of your room, please see the Residence Advisor on duty. A charge of \$1 or a non-perishable food item may be applied, all of which are donated to the Campus Ministry Food Bank. If you lose your keys, replacement keys can be bought at the Registrar's Office for \$25 each and picked up at the Facilities Management Office in Edney and Casey Hall Room 18.

### Music

To accommodate every resident and in keeping with the confines of respect for others, the following parameters are to be observed: acceptable volume to limit sound to one's room, volume with low bass level and earphones can be used when louder music is desired.

#### *Interior Residence Room Doors*

Room doors must be closed during hours.

#### *Exterior Residence Doors*

For security purposes, propping exterior (outside) doors open is prohibited.

### Open Flame

Burning candles, incense or having any other open flame in residence is not permitted.

### Personal Safety

Although personal safety is not a regulation or standard, it is a subject of which all residents should be concerned. The following tips should be regarded as behaviors which need to be adopted:

- Keep your door locked when you are not in your room
- Carry your keys with you at all times
- Keep blinds closed when appropriate
- Walk with a friend
- Do not admit people into your residence when you do not expect to escort them during their entire visit
- Report any suspicious visitors or activities to the Residence Advisor on duty

### Pets

Pets are not permitted except non-dangerous tropical fish kept in a small aquarium. Special permission may be granted for service animals.

### Quiet Hours

In order to accommodate an appropriate amount of study and sleep time, the residence community has specific quiet hours. During quiet hours, please keep your door closed and TVs and stereos turned down. It is the primary goal of residence to promote an academic community and quiet hours helps to achieve this goal. Every member of the residence community is expected to work together and help each other to maintain quiet hours.

Weekdays 10:00 p.m. until 10:00 a.m. Weekends 12:00 a.m. until 12:00 p.m.

If you have any questions or concerns about the appropriate noise levels, please see your Residence Advisor/Residence Coordinator or the residents on your floor. It is this kind of consideration which enhances the residence community. During exam periods, the residence

### Smoke-Free Residences

Our residence community is smoke-free. Smoking is only allowed in designated smoking areas outside the residence buildings. Residents are reminded to inform their guests of the smoking policy. Breaches regarding this policy will result in disciplinary consequences. All smokers are asked to dispose of their cigarette butts in the appropriate disposal containers.

### Theft

Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card, PIN, or Calling Card number. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the residence life community are subject to disciplinary action.

Please report any thefts to the Residence Coordinator or to your Residence Advisor immediately.

The University is not responsible for any lost or damaged goods, theft or otherwise, in residence. We strongly recommend you obtain insurance for your property. Ask your parents or guardian to contact their insurance company regarding coverage of your belongings.

### Throwing Objects

Throwing, dropping, kicking or knocking objects from or towards residence buildings, windows, balconies or stairwells is prohibited and will result in disciplinary sanctions. Throwing snowballs is also prohibited.

### Violence

In accordance with the *Code of Student Conduct* and the Harassment Policy of St. Thomas University, there is zero-tolerance for written or verbal threats, physical aggression, violence and/or sexual assault. Anyone engaging in such behaviours in residence, on campus or electronically, may be evicted from residence, subject to further disciplinary proceedings and may be referred to police authorities.

### Weapons

Firearms, knives, explosives or other weapons are not permitted in residence. This includes weapons for “self-defense” purposes.

### Windows/Screens

Hanging objects from the inside or outside of windows is not permitted. Objects may be hanging in front of windows only if they do not interfere with the blinds provided by the University. Window screens are not to be removed or opened.

### General Residence Norms of Behaviour

- Respect Yourself, Respect Others
- Alcohol is not to be consumed in the hallways
- Respect the house quiet hours
- Keep your keys to yourself instead of lending them to others. Follow the residence's guest policy
- Clean up any messes you make
- Respect house rules
- Keep your things in your room

- Only smoke in the designated

forfeited if further discipline is necessary.

#### *Eviction*

Students can be evicted from residence for conduct-related issues. Examples include, but are not limited to, multiple rule violations, disrespect towards staff, physical violence, vandalism, theft or possession of or involvement with illegal substances. Any recommendation to evict a student from residence must be made by the Manager or Supervisor of

The decision to cancel classes for inclement weather will be made by the University. The University administration will undertake to notify faculty and students of this decision.





#### 4. *Scheduling Final Examinations*

Examinations are held each year in December and April. The examination schedule is determined by faculty and announced in advance of the start of classes. In December, Christmas examinations are held in six-credit hours courses, and final examinations are held in first-semester, 3 credit-hour courses. In April, final examinations are held in 6 credit hour courses and second-semester, 3 credit hour courses. No student is required to write more than two examinations in a twenty-four hour period. The student may request that an examination be moved to a date set aside for those makeup examinations after the established examination period. Such requests shall be directed to the Registrar's Office. The Registrar's Office will determine which examination will be moved. The date and time set for the return of completed take-home examinations shall normally coincide with the scheduled examination timetable.

#### 5. *Special Final Examinations*

Students seeking to write special final examinations for reasons of proven illness or compassion and in the case where they are scheduled to write more than two examinations in a twenty-four hour period, must apply to the Registrar's Office. If approved, the Registrar's Office will notify the professor and request an appropriate alternative evaluation arrangement.

### **Grading System**

#### 1. *Grade Point Average*

In calculating the grade point average, a letter grade is converted to a numerical value as follows:

			powers of analysis, criticism, articulation, and demonstrated originality. A performance qualitatively better than that expected of a student who does the assignment or course well.
B+	3.3	(Very) good	Demonstrating considerable knowledge of subject matter, concepts, techniques, as well as considerable ability to analyze, criticize, and articulate; performance in an assignment or course which can be called "well done."
B	3.0	Good	
B-	2.7	(Fairly) good	
C+	2.3	(Better than) adequate	Demonstrating a reasonable understanding of the subject matter, concepts, and techniques; performance in an assignment or course which, while not particularly good, is adequate to satisfy general University requirements and to indicate that the student has learned something useful.
C	2.0	Adequate, satisfactory	
C-	1.7	(Barely) adequate	
D	1.0	Minimally acceptable	Marginal performance, demonstrating a low level of understanding and ability in an assignment or course; less than adequate to satisfy general University requirements, but sufficient to earn a credit.
F	0.0	Unacceptable	Wholly below University requirements.
WF		Withdrawn with failure	Failing grade awarded to student who withdraws from a course after the deadline.

#### 4. Incomplete Grade

An incomplete (INC) is a temporary notation and as such will not remain on the student's academic record beyond the date set for completion of the course work. Since academic decisions concerning such matters as scholarships and academic standing are made within a reasonable time after the end of term, it is necessary that final grades be recorded on the student's academic records prior to those decisions being made.

Students are expected to complete all course work by the deadlines prescribed by the instructor. There may be special circumstances (e.g. a serious illness of the student or the death of a close relative) in which the instructor has agreed to allow late work to be submitted.









- Submitting an essay, report, or assignment when a major portion has been previously submitted or is being submitted for another course at St. Thomas or any other university without the express permission of both instructors.

A student who is doubtful as to what constitutes plagiarism should discuss the matter with the professor concerned before submitting the assignment.

## 2. Cheating

During an examination, test, or any other written assignment, to judge student performance, the following actions are examples of cheating:

- Using unauthorized material such as books, notes, or electronic devices.
- Obtaining by improper means examinations, tests, or similar materials.
- Using or distributing to others examinations, tests, or similar materials obtained by improper means.
- Discussing with another student tests or examination questions that have been obtained by improper means.
- Either writing a test or examination for another student or having another student write a test or examination.
- Either giving answers provided by another student or providing answers to another student.
- Copying answers from another student during examinations or tests.

### *Procedures in Cases of Cheating or Plagiarism*

1. As soon as a professor believes that academic misconduct has occurred, the professor will contact the student via email, with a copy to the Registrar's Office. In the email, the professor will:

- state the problem;
- ask for a meeting with the student;
- specify that a response is required within 7 days;
- state that if the student has not replied within 7 days, then an admission of guilt will be presumed and a penalty will be imposed.

Note: The professor will keep a copy of the email, and the Registrar's Office will place a copy in the student's academic file.

2. At the meeting between the professor and the student, the professor will:

- present the evidence of misconduct, and the student may respond;
- ask the student to complete and sign the Student Statement on Academic Misconduct form, which is available on the STU website at [http://w3.stu.ca/student/administrative/vp\\_academic/academic\\_misconduct.pdf](http://w3.stu.ca/student/administrative/vp_academic/academic_misconduct.pdf) (Administrative Offices → Vice-President Academic & Research → Policies → Academic Misconduct; scroll to Appendix B).

3. Within 7 days after meeting with the student, the professor will:

- discuss the matter with the Department Chair, and they will decide on a course-based penalty up to and including a failing grade in the course;
- submit evidence of academic misconduct to the Department Chair;
- submit the completed Student Statement on Academic Misconduct form to the Department Chair.

4. Within 7 days of meeting with the professor, the Department Chair will:

- inform the student in writing of the decision (regarding guilt or innocence) and



penalty, and also of the right to appeal the decision (and/or penalty) to the Senate Student Academic Grievance Committee;

## PURPOSE

The purpose of this policy is to:

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

## DEFINITIONS

In this policy:

- "Advisor" means the individual who attends a Hearing with a Student to act in an advisory and support role.
- "Appeal" means an appeal to the Vice President (Academic and Research) of a decision of Appendix C relating to Student Non-Academic Misconduct.
- "Business Days" means days that the University is open for business, excluding weekends and holiday closures.
- "Complainant" means the person alleging Student Non-Academic Misconduct.
- "Complaint" means a report alleging a breach of this policy.
- "Director" means the Director, Student Services and Residence Life.
- "Hearing" means the process to evaluate and resolve an allegation of Student Non-Academic Misconduct.
- "Hearing Board" means a committee established in accordance with Appendix 3: Hearing Board Composition which is authorized to investigate, review and resolve an allegation of Student Non-Academic Misconduct.
- "Hearing Officer" means an individual employed by the University, who is authorized to investigate, review and resolve an allegation of Student Non-Academic Misconduct.
- "Respondent" means an individual employed by the University, who is authorized



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

#### COMPLAINT PROCEDURE

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

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

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

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

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

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

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

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

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

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

- the seriousness of the allegation(s) made in the Complaint;
- whether the alleged incident was related to a single event / incident or is one of several alleged incidents; and
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Academic Misconduct Policy is the civil standard, being on a balance of probabilities. Hearings will not be open to the public and are required to be kept confidential by the Hearing Officer or Hearing Board.

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

#### APPEAL PROCEDURE

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

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

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

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

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

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

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

## SANCTIONS

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

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

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

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

## RECORDS

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

## APPENDIX A: PROHIBITED CONDUCT

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

### 1. ACTIONS AGAINST PERSONS

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

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

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

## 2. ACTIONS AGAINST PROPERTY

A student shall not:

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

## 3. DISRUPTION OF UNIVERSITY FUNCTIONS, ACTIVITIES AND SERVICES

A student shall not:

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

Examples of functions, activities and services include:

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

## 4. FALSE INFORMATION AND IDENTIFICATION

A student shall not:

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



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

A Student shall not:

- possess, use, manufacture, sell, exchange or otherwise distribute firearms, explosives or other weapons in violation of any applicable law;
- possess, use, manufacture, produce, sell, exchange or otherwise distribute any drug

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

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

## APPENDIX C: HEARING BOARD COMPOSITION

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

### COMPOSITION AND MEMBERSHIP

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

### SELECTION FOR THE HEARING BOARD

- The Student Services Office will request fifty (50) members each year to serve on the Hearing Board, with the Students' Union invited to participate in the call for nominations.
- The panel of Hearing Board members will normally be selected in September by the Student Services Office and members will be part of the panel until the panel is selected the following year.
- The Student Services Office will select Hearing Board members based on recommendations received through a call for nominations.
- Hearing Board members selected to hear a specific Complaint will declare a relation-

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

## APPEALS

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

## APPENDIX D - STU ATHLETICS CODE OF CONDUCT

### 1. INTRODUCTION

The Varsity Athletics program at St. Thomas University is an environment of coaches, student athletes and staff engaged in a competitive setting designed to offer another experience for students to grow and mature.

Varsity and club athletes are not only representatives of their sport, but are considered ambassadors of St. Thomas University and the Department of Athletics. In all three roles, they are expected to display exemplary conduct which reflects the privileged position that they occupy. The Athletics Code of Conduct (hereinafter "the Code") has been implemented to facilitate a clear understanding regarding what is appropriate behavior both on the field of play and as representatives of St. Thomas University and the Department of Athletics off the playing field.

### 2. PURPOSE

The purpose of this Code is to ensure consistency regarding the expected behavior and actions of varsity and club athletes who are representing St. Thomas University both on and off the field of play. The Code sets forth resolutions for inappropriate behavior that are primarily corrective and educational, however punitive measures may be utilized if deemed appropriate by the administrators of the Code. The Code also sets the means of appeal for athletes.

### 3. SCOPE

The Code will apply to the conduct of varsity and club athletes while on St. Thomas University premises or off campus when acting as delegates or designated representatives of the University. The code will also apply to non-sanctioned off campus events where one or more team members or team alumni are associating, where the central purpose of the association is to promote or facilitate team cohesion, camaraderie, or fellowship. The Code will always apply when a varsity or club athlete is alleged to have engaged in misconduct while wearing the uniform and/or accoutrements of their team or sport, regardless of the location or time in which the problematic conduct is exhibited.

### 4. HARASSMENT & HAZING

1. Harassment, for the purposes of this Policy, means engaging in a course of comment or conduct that is known or ought reasonably to be known to be unwelcome. This includes any unwelcome comments, conduct or gestures that provoke, irritate, threaten, annoy, insult or demean, or result in some other form of discomfort, or words or actions that demean or cause humiliation, offense or embarrassment to another person and/or which adversely affects the employment or academic status of the individual.
2. Hazing is prohibited at St. Thomas University. Hazing refers to any activity expected

of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. For example, hazing may occur when a group of students requires or pressures newcomers to undergo actions that tend to demean, embarrass, humiliate or otherwise compromise the emotional or physical well-being of the persons who perform them. Such behavior includes coerced consumption of alcohol. St. Thomas University and the Department of Athletics maintain a zero tolerance stance towards hazing or team Initiation activities, events, or rituals of any kind.

This list of prohibited practices is intended to provide examples of hazing that can occur during any initiation/training process and active membership to an organization/team. Because it is impossible to anticipate every situation that could involve hazing, this list should not be considered all-inclusive. Any infraction of the below can result in disciplinary sanctions.

Psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of another; (b) cause embarrassment or shame to another; (c) cause another to be the object of malicious attention or ridicule; (d) or cause psychological harm or substantial emotional strain.

- Line-ups of the new members/recruits, or grilling individuals or groups with

- Forcing, coercing or permitting students to eat or drink foreign or unusual substances such as raw meat, salt water, onion, hot peppers, baby food, etc.
- Forced nudity and/or forcing, allowing or suggesting that students dress in a conspicuous, embarrassing, and/or degrading manner.
- Forcing, coercing, allowing, suggesting, or permitting students to drink excessive amounts of alcohol.
- Branding/Tattooing any part of the body, whether voluntary or involuntary.
- Forcing, coercing or permitting an individual to be "buried alive", for any period of time.
- Forcing, coercing or permitting students to disrupt the operation of the University dining halls.
- Any form of punishment/and or demerit system is prohibited.
- Any activity or ritual that involves the abuse or mistreatment of an animal

## 5. VIOLATIONS

Student athletes who are participating in University sanctioned activities (MTD/Sports/Ag and Off-Campus Programs) on or off campus and who violate this Code will first be subject to the processes and if necessary sanctions under the Code. The Policy and its procedures may be employed where there are questions about the application of the Athletic Code of Conduct and/or other regulations/MCID 1486 → BDC B(433.8614 Tm0001 → 139500740001 → 6700022004F005A → TJ)/See o

the University (including varsity and club athletes) are as follows:

- Varsity and club athletes are required to conduct themselves in accordance with St. Thomas University policies and with this Code of Conduct.
- Varsity and club athletes are expected to devote themselves to their team throughout the year, during the entire training period for their sport, and to bring to the attention of their coach any conflicts or problems which they foresee might reasonably interfere with the fulfillment of these expectations.
- Varsity and club athletes are expected to separate themselves from any conduct that might be considered unsporting or that might bring their own reputation, the reputation of the team, the University or their sport into disrepute. Examples of unsporting behavior include participation in any form of hazing, or any initiation rite which would be considered demeaning, humiliating or disrespectful as measured by the standard of the reasonable person. (Participation will be deemed to include passive participation or failure to act to end such behavior by others where one reasonably knew or ought to have known it was taking place.)
- Varsity and club athletes are expected to treat everyone with courtesy and respect within the context of their sport, regardless of gender, place or origin, color or ethnicity, religion, political belief or economic status. This requirement prohibits any form of harassment or discrimination by a varsity or club athlete.
- Varsity and club athletes must abide by the rules and regulations of their sport, as set forth by the regional and/or national sport-governing body. Varsity and club athletes, who perceive any conflict between the Policy and/or the Code, and the requirements of the rules and regulations of their sport, must immediately seek clarification from their coach.
- Varsity and club athletes are expected to avoid the use of anabolic steroids or other illegal performance-enhancing drugs and techniques (e.g., blood doping), as are outlined by the Centre for Ethics in Sport. Varsity and club athletes who engage in or observe the use of such substances or techniques by another student varsity or club athlete are required to report the conduct to the Director of Athletics.
- Varsity and club athletes are expected to avoid any negative interaction or conflict with members of opposing team except as they occur in the actual course of competition and which constitute, on behalf of their teams, the legitimate expression of the competitive spirit of their teams or team members.
- Varsity and club athletes are expected to avoid the illegal use of "recreational" drugs (e.g. marijuana, cocaine, hashish) as well as the illegal and/or excessive consumption of alcohol. Varsity and club athletes are expected to refrain from providing recreational substances, including alcohol, to anyone who has not attained the age of majority.
- Varsity and club athletes are expected to exhibit conduct at all times which complements or adds to the University's reputation and resources.
- Varsity and club athletes are expected to recognize and to pursue academic success while a student varsity or club athlete at the University.

the date on which the Registrar accepts the withdrawal. A student who withdraws may be entitled to a partial refund of tuition fees.

## G. Academic Appeal Procedure

In any academic appeal procedure, the University is committed to the principles of natural justice. The officers and committees of the University will hear the appeal in a fair and impartial manner, with due respect for the parties' rights and sensitivities. There are two Senate committees that deal with student appeals: the Senate Admissions and Academic Standing Committee and the Senate Student Academic Grievance Committee. The Senate Admissions and Academic Standing Committee decides appeals related to admissions; academic standing; and academic regulations of the University. The Senate Student Academic Grievance Committee decides appeals related to academic misconduct; final grades; and all other academic matters. Students who wish to appeal may do so by submitting a written

A student may apply for a review of the final grade in any course, as follows:

1. The student shall apply in writing to the Registrar's Office no later than two months after receipt of the final grade;
2. The Registrar's Office shall ask the professor to review the final grade. The review shall involve the final examination, if any, and the student's class record, wherever possible;
3. If the student chooses to appeal the professor's review of the final grade, the Registrar's Office shall submit the matter to the Chair of the Department. This review will involve consultation with the professor, if available, and may involve consultation with other professor(s) appointed by the Chair (Note: when the appeal concerns the Chair, the Vice-President Academic shall act as Chair);
4. If the student chooses to appeal the Chair's review, the matter shall be referred to the Senate Student Academic Grievance Committee which will review all its aspects.



Office for the reinstatement of their scholarships as follows:

- (a) If students have been away from the university for a full academic year (September to April), their eligibility for scholarship reinstatement will be considered based on course work (minimum of 30 credits/semester) completed on