

The provisions of this handbook are for information purposes only and should not be construed as a contract between Aquinas College and the student.

MISSION STATEMENT OF AQUINAS COLLEGE

Aquinas College is a private Catholic institution of higher education. The College offers an academically challenging curriculum in the sciences and liberal arts.

The primary mission of Aquinas College is to provide an atmosphere of learning permeated with faith, directed to the intellectual, moral and professional formation of the human person. Aquinas seeks to foster intellectual achievement and personal growth in a socially and economically diverse population. The Christian principles and values they learn enrich students.

Faculty and staff seek to make students aware that a relationship exists between human culture and the message of salvation. Thus, the mission of Aquinas College is to bring this message of salvation to bear on ethical, social, political, religious, and cultural issues.

Members of the Aquinas College community, including students, are expected to become familiar with and to foster in their lives the mission of Aquinas College. College personnel are expected to create an educational environment that is productive, supportive, and conducive to learning.

THE STUDENT'S ROLE IN INSTITUTIONAL DECISION-MAKING

At Aquinas, every student plays a role in institutional decision-making and their input is valued by the administration of the College. Students are involved in institutional decision-making on several different levels:

- Two student leaders, chosen by the Strategic Planning Committee, participate in institutional decision-making as members of this committee. This group is responsible for the development of the Strategic Plan for the College. All units of the College are involved in the Strategic Plan, either on ad-hoc committees or as members of the Strategic Planning Committee.
- Every student is encouraged to actively participate in the Student Activities Board, chaired by a student elected by the Board. This group is a formal student organization and meets regularly on campus. In cooperation with the Director of Student Affairs, the Student Activities Board is responsible for suggesting, planning and implementing student activities on campus. Every student is invited to attend meetings through posters, class announcements and the student newsletter, and equal representation from all of our constituent student groups is encouraged.
- Two students, chosen by the faculty members of the Student Review Committee, participate in institutional decision-making as members of this committee. This committee is convened for the purpose of considering student appeals on academic grievances.
- One student representative, chosen by the Student Activities Board, serves on the Safety Committee of Aquinas College.
- Every student is invited to share suggestions and concerns through a "suggestion box" located in the Carriage House. These suggestions are reviewed regularly by the Director of Student Affairs and presented to the Student Activities Board for discussion and action, when deemed necessary.
- Every student is encouraged to express opinions and concerns to academic advisors, faculty members, and/or program directors. End-of-course surveys provide a direct means whereby students may rate the effectiveness of instructors and the classroom experience. These surveys are then shared with the faculty members and Vice President for Academic Affairs for action, when deemed necessary.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

This document deals with the expectations of students as members of the Aquinas College community. This applies to behavior on college property and at all college-sponsored activities held off campus.

The rights of students at Aquinas College include, but are not limited to:

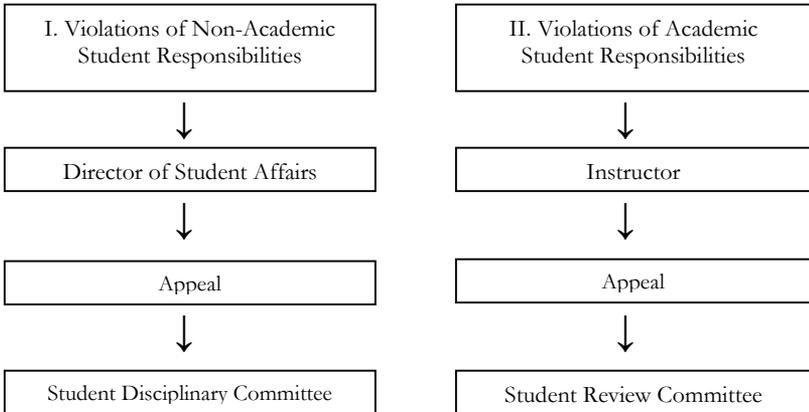
- Right to learn in a diverse community,
- Right to be free from discrimination and harassment in any form,
- Right to be treated equally,
- Right to see all records related to educational program at Aquinas College in accordance with the Buckley Amendment,
- Right to participate in campus activities.

The responsibilities of students at Aquinas College include, but are not limited to:

- Accountability for own learning,
- Accountability for individual actions,
- Expectation to respect other persons and the property of others,
- Expectation to abide by the federal, state, local law, and college regulations,
- Expectation to be honest.

PROCEDURES AND SANCTIONS FOR VIOLATIONS OF STUDENT RESPONSIBILITIES

All proceedings of the Aquinas College community are intended to be educational, non-adversarial, and confidential. They are not to be considered analogous to any civil proceedings. The disciplinary process is based on the concepts of justice and fairness. Proceedings begin when a student, staff, faculty, community member or security officer witnesses an incident, situation, or questionable behavior which appears to violate the standards expected of an Aquinas College student. Proceedings fall into two categories: academic and non-academic.



I. Violations of Non-Academic Student Responsibilities

A. Violations

Violations of non-academic student responsibilities include, but are not limited to:

1. Disrespect to persons or property of others including, but not limited to:

- a. Physical, psychological or sexual abuse of any member of the college community or of members of his or her family, or threat of such abuse, wherever it may occur.
- b. Racial harassment which is defined as any person's conduct that unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of race, color, or national origin.
- c. Intentional physical assault or injury to another person.
- d. Intentional damage, destruction, misuse or theft of the property of the college or of an individual.
- e. Individual or group participation in acts of vandalism.
- f. Conduct that substantially disrupts or materially interferes with college activities or that reasonably leads college authorities to expect such disruption or interference.
- g. Unauthorized entrance into or occupancy of any administrative office, classroom, or other college facility.

2. Violations of federal, state, local law or college regulations, including but not limited to:

- a. Possession, use, sale, or distribution of narcotics or other controlled substances on the college campus or at any college-sponsored function off campus, except when such possession or use is prescribed by a licensed physician or permitted by law.
Students must notify the Director of Student Affairs of any criminal drug statute violation for which they are convicted, no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any local, state or federal judicial body.
- b. Possession of alcoholic beverages on the college campus at any function on the campus or at any college-sponsored function off campus. **The following conduct related to alcohol use is prohibited:**
 - 1) Possessing or consuming alcohol if under the legal age.
 - 2) Operating a motor vehicle while under the influence of alcohol.
 - 3) Misrepresenting one's age for the purposes of purchasing or consuming alcohol.
 - 4) Possessing, furnishing or consuming alcohol in college buildings or on college grounds.
 - 5) Purchasing, furnishing, or serving alcohol as a legal-aged student to a minor.
 - 6) Being dangerously intoxicated to the point where state law mandates that the person be taken into custody.
- c. Possession of firearms, explosives, or other dangerous weapons likely to cause harm to another.
- d. Misuse of fire safety equipment.
- e. Unauthorized use of Aquinas College computers or network. The unauthorized use of

Aquinas College computers and network is defined as follows:

- 1) To transmit, publish, display, retrieve or store any information or material in violation of state or federal law. This includes, but is not limited to, actions that would be in violation of federal copyright laws.
- 2) To transmit, publish, display, retrieve or store any information or material that is obscene, profane, and physically or sexually explicit or that describes or displays conduct that would be considered inappropriate for general public viewing and not in keeping with the goals or mission of the College.
- 3) To transmit, publish, display, retrieve or store information or material that reasonably could be construed to create a hostile or offensive work or educational environment for members of a particular sex, nationality, or creed.

B. Disciplinary Procedure

If a violation occurs off campus and is in no way related to an activity of the college, disciplinary proceedings will normally not be initiated by the college unless the nature of the violation is such that the continued attendance of the student is judged to be detrimental to the college or to the safety of others.

A student charged with violating a non-academic student responsibility will be required to attend a disciplinary conference with the Director of Student Affairs. The student charged shall be notified in writing of both the alleged violation(s) and the time and place of the disciplinary conference at least three business days in advance. Serious allegations may warrant interim suspension of the individual involved prior to the conference. The Director of Student Affairs imposes the sanction, if a sanction is called for. A record is made for the student's disciplinary file.

C. Sanctions

Violations of non-academic student responsibilities may be subject to one or more of the following sanctions:

- **Warning:** Notice to a student, orally, that he or she has failed to meet the college's standard of conduct. The warning includes caution that the continuation or repetition of the specific action involved or other misconduct may result in the imposition of a more serious sanction. A record of this oral warning is placed in the student's disciplinary file.
- **Reprimand:** Formal, written notification censuring a student for failure to meet Student Responsibilities. The Director of Student Affairs sends written reprimands to the student with copies being retained in the student's disciplinary file.
- **Restitution and Fines:** Requirement to make restitution or to pay a fine for damage to or misuse of college or other property or in the case of personal injury.
- **Drug/Alcohol Rehabilitation Program:** Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program (for violations of drug/alcohol policy.)
- **Suspension:** Temporary withdrawal of student status for serious violation of Student Responsibilities. Notification of suspension is in writing and indicates the term of suspension and any special condition that must be met before readmission. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Normally, after the period of suspension, the student will be on probation for a period of time.
- **Expulsion:** Termination of student status for serious violation of Student Responsibilities. The same policy will be followed regarding notification and the refund of fees, as in the case of suspension.

Note: All sanctions are not at the sole discretion of the Director of Student Affairs. Some require consultation with the Vice President for Administrative Affairs.

D. Appeals Procedure

1. If the student wishes to appeal the sanction imposed by the Director of Student Affairs, the student must provide notice in writing to the Director of Student Affairs. The student's right to appeal is waived if written notice of the intent to appeal is not provided to the Director of Student Affairs within five business days.
2. The Director of Student Affairs will acknowledge to the student, by certified mail, receipt of the notice of intent to appeal and will forward to the student for completion the "Narrative for Appeal of Academic and Disciplinary Matters."
3. The student will complete the narrative and return it along with any supporting documentation to the Director of Student Affairs within seven business days of the date the narrative was received. Failure to do so will serve as a withdrawal of the appeal.
4. A Student Disciplinary Committee shall be convened for the purpose of considering the appeal.
5. The Chair of the Student Disciplinary Committee will notify the student by certified mail of the date, time and place of the hearing on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the hearing. If the student elects not to be present at the hearing, the Committee will consider the student's narrative and any accompanying documents as the basis for the student's appeal. If the student fails to appear after having notified the Chair of intent to appear at the hearing, the Student Disciplinary Committee may, in its discretion, dismiss the student's appeal without consideration of the merits.
6. Only individuals directly involved in the incident may be admitted to the hearing.
7. After hearing the appeal, the Student Disciplinary Committee will decide the issue(s) being appealed. Through certified mail, the Committee Chair will notify the student of the decision. The decision of the Student Disciplinary Committee is final.

II. Violations of Academic Student Responsibilities

A. Violations

Violations of academic student responsibilities include, but are not limited to:

1. Deceit of any kind, including, but not limited to:
 - a. Acts of academic dishonesty, including cheating and plagiarism.

Cheating includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
- the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the college;
- influencing, or attempting to influence, any college official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation.

Plagiarism is the verbal, written, graphic, or three-dimensional presentation of borrowed material without citing its source or without indicating that the student's wording is directly taken from another source. A student must cite the source of quotations, paraphrases, or borrowed ideas, models, information, or organization

of material. If the student is not sure whether something requires citation, the student should see the instructor involved.

- b. **Forgery**, alteration or misuse of college documents, records, or identification cards. This includes unauthorized access to college computers or use of college computer equipment to secure unauthorized access to non-college computers.

2. Conduct respectful of all members of the Aquinas College community is expected from every student. Standards of good conduct include, but are not limited to:

- a. High moral character
- b. Self-respect in dress
- c. Personal discipline
- d. Integrity
- e. Personal Demeanor

Conduct that is detrimental to good order, disrespectful of the rights and property of others, denotes a clear uncooperative demeanor with College policy, or any behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, or the use of any electronic or other noise or light emitting device which disturbs others) can result in disciplinary action to a student.

B. Disciplinary Procedure

If the instructor suspects an act of academic dishonesty, or experiences classroom disruption, he will investigate the matter. The student will be notified if a sanction is imposed.

C. Sanctions

Violations of academic student responsibilities may be subject to one or more of the following sanctions:

- **Warning:** The student is informed, either orally or in writing, that he or she has failed to meet the college's standard of conduct. The warning includes caution that the continuation or repetition of the specific action involved or other misconduct may result in the imposition of a more serious sanction.
- **Failing grade on exam, project, paper, etc.**
- **Immediate removal from the classroom or campus.**
- **Failure in course.**
- **Suspension:** Temporary withdrawal of student status for serious violation of Student Responsibilities. Notification of suspension is in writing and indicates the term of suspension and any special condition that must be met before eradication. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Normally, after the period of suspension, the student is on probation for a period of time.
- **Expulsion:** Termination of student status for serious violation of Student Responsibilities. The same policy is followed regarding notification and the refund of fees, as in the case of suspension above.

Note: All sanctions are not at the sole discretion of the instructor. Some require consultation with the Program Director or Vice President for Academic Affairs.

D. Appeals Procedure

1. If the student wishes to appeal the sanction, the student must provide notice in writing to the Vice President for Academic Affairs. The student's right to appeal is waived if written notice of the intent to appeal is not provided to the Vice President for Academic Affairs within five business days following the conference with the instructor.
2. The Vice President for Academic Affairs will acknowledge to the student, by certified mail,

receipt of the notice of intent to appeal and will forward to the student for completion the "Narrative for Appeal of Academic and Disciplinary Matters."

3. The student will complete the narrative and return it along with any supporting documentation to the Vice President for Academic Affairs within seven business days of the date the narrative was received. Failure to do so will serve as a withdrawal of the appeal.
4. A Student Review Committee shall be convened for the purpose of considering the appeal.
5. The Chair of the Student Review Committee will notify the student by certified mail of the date, time and place of the hearing on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the hearing. If the student elects not to be present at the hearing, the Committee will consider the student's narrative and any accompanying documents as the basis for the student's appeal. If the student fails to appear after having notified the Chair of intent to appear at the hearing, the Student Review Committee may, in its discretion, dismiss the student's appeal without consideration of the merits.
6. Only individuals directly involved in the incident may be admitted to the hearing.
7. After hearing the appeal, the Student Review Committee will decide the issue(s) being appealed. Through certified mail, the Committee Chair will notify the student of the decision. The decision of the Student Review Committee is final.

STUDENT SEXUAL HARASSMENT/DISCRIMINATION POLICY

Aquinas College makes every effort to provide educational and work conditions free from harassment and discrimination. Further, Aquinas College does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in regard to employment, admission, or access to its programs and activities. Behavior indicative of, or discriminatory on the basis of, such factors is not tolerated.

Aquinas College is committed to making every reasonable effort to insure that no student is subjected to sexual harassment/discrimination.

In accordance with EEO guidelines, Aquinas College defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of the student's status in a program, course, or activity;
2. submission to or rejection of such conduct is used as a criterion for evaluation or as a basis for academic or other decisions concerning that student;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or creating an intimidating, hostile, or offensive environment.

Student Sexual Harassment/Discrimination Complaint Process

Informal Complaint

Individuals should immediately voice their concern to the person whose actions they find offensive or to the head of the department in which they are a student or a student employee. The seriousness of the charge is such that it should not be made lightly, nor will it be considered lightly. Problems, questions, and complaints of sexual harassment/discrimination may also be discussed with the Director of Student Affairs.

Formal Complaint

An individual may file a formal complaint if he/she wants an official College investigation with potential disciplinary action against the alleged offender. The complaint is to be put in writing,

signed by the student, and sent to the Vice President for Administrative Affairs for investigation.

GRADE DISPUTE POLICY

Students should understand that evaluation in the form of grading is viewed by Aquinas College as a relationship between the instructor and the student. Actual changes in grades are both rare and at the option of the instructor.

Should a student believe there is a concrete reason to dispute a grade for a course, the procedure is as follows:

1. The student should discuss the matter with the instructor.
2. If the student still disputes the matter, the student should contact his/her advisor and request a Grade Dispute form.
3. The student should complete and return the form to his/her advisor within 10 business days of receipt of the posted grade.
4. The Program Director will schedule a conference with the student and instructor.
5. Following the conference, the Program Director will notify the student of the decision. The decision of the Program Director is final.

FACILITIES

BOOKSTORE

The College bookstore is located on the first floor of the main building in Room 110. Textbooks may be purchased from the bookstore on the dates of registration and at posted times following registrations. Students are encouraged to pay for their textbooks in full at the time of purchase. However, if a student will have ample financial aid or scholarship funds forthcoming, arrangements may be made through the Financial Aid Office to apply those funds to the purchase of textbooks.

Textbooks will not be accepted for return at full refund after the drop/add period ends. Textbooks must be free of any markings for a full refund.

Used books are offered for sale during each registration period. Used books may neither be returned nor exchanged, but may be offered for resale. Toward the end of each term, notices are posted by the Bookstore Manager notifying students of dates when used books are accepted for resale. If the book is sold, a maximum of 50% of the original price (depending on the condition of the book) will be refunded to the student. The College charges a handling fee, and the seller gets the remaining proceeds. Books not sold are retained by the bookstore for one year, unless the books are no longer being used in any college course or have been replaced by a newer edition. Any claims must be accompanied by the seller's copy of the agreement.

CARRIAGE HOUSE

The Carriage House is located in the small white building across the drive from the main college building and serves as the student center for the campus. Vending machines, a refrigerator, and a microwave oven are available for the convenience of students. Students are expected to help keep this area clean.

CAVALIER CORNER

Cavalier Corner, located at the far end of the Carriage House, under the blue and gold sunbrella, sells Aquinas logo apparel, novelty merchandise, nursing supplies and various school supplies. The store is operated by students in the Bachelor of Business Administration Program and is open Monday through Thursday during the fall and spring semesters.

ST. JUDE CHAPEL

St. Jude Chapel is located on the ground floor of the Academic Building, to the right of the main entrance. Mass is offered in St. Jude Chapel during the fall and spring semesters and during the summer session, depending on the availability of a priest. Adoration of the Blessed Sacrament is

available at various times throughout the school year. Dates and times for Mass and Adoration are regularly posted. The chapel is open daily from 7:30 a.m. to 9:00 p.m. for personal prayer.

ST. DOMINIC EDUCATION BUILDING

The St. Dominic Education Building is a two-story white building located directly behind the Carriage House. It houses the Teacher Education program.

WHITE HOUSE

The White House is the administrative building for the entire campus. Students should use the canopied back entrance for fee payment

LIBRARY

The library is located in the Aquinas Center and on the Internet at <http://library.aquinas-tn.edu> The library has a local collection of approximately 65,000 items and provides students access to more than 35 bibliographic and full-text online databases. Linking to these databases and the library's catalog from off-campus will require a username and password that can be obtained in the library. Students can receive reference services both in the library and online. Students may also place requests for materials not held in the local collection by contacting the inter-library loan personnel.

Materials from the general and reserve collection circulate for various lengths of time and may be renewed. Students may also place holds on items already in circulation. Policies and procedures on library fines and fees are available at the library website and in the Library Manual. All fines must be paid and all books returned in order for the College to release any student records. Reference books and periodicals do not circulate.

Audio-visual and technology equipment, such as video and CD players and LCD projectors may be checked out by faculty for their own use or their students' use during class. A computer lab consisting of approximately 17 computer workstations is located in the library. The computers are designated for student use, and students are able to print materials for a small fee. A photocopier is also located in the library.

Library hours are posted in the library and at the library website and are subject to change. The library is not open during College holidays or on Sundays.

All individuals in the library are expected to be courteous and behave in a quiet manner. Students are asked to refrain from bringing food and drink into the library.

THE CARELL RESOURCE CENTER

The Carell Resource Center houses books and supplies for students in the Teacher Education program and serves as a workroom for student projects. It is housed in the Academic Building.

THE ANN AND MONROE CARELL, JR. TECHNOLOGY EDUCATION CENTER

The Ann and Monroe Carell, Jr. Technology Education Center is the college's instructional computer lab which houses 20 state-of-the-art student computers utilizing current word processing, spreadsheets, databases, desktop publishing, professional communication software and Internet technologies which are accessed through the use of a T-1 line. Aquinas students are provided a network user ID enabling them to use lab and library computers as well as college email.

Students are eligible for Academic versions (student discounted software) of some of the software used in the labs. This software can be purchased at local commercial vendors.

All students are advised of a few mandatory rules when utilizing the lab that will ensure its functionality for years to come:

1. There is no eating or drinking in the lab
2. Commercial software must never be loaded on any of the computers, as this is a violation of federal law. If you have shareware or freeware for demonstration, please advise the instructor or the systems administrator.
3. Under no circumstances may computer hardware be removed from the lab.

4. Hardware peripherals provided by the student for demonstration may only be connected to Aquinas hardware under the supervision of the instructor or the systems administrator.

Aquinas College takes pride in offering a state-of-the-art technology lab and further expansion is planned.

CLASSROOM ETIQUETTE

Food and drink are permitted in classrooms at the discretion of the instructor. Classrooms should be left in good order at the end of each class session. All paper, cans, wrappers, etc. should be discarded in the appropriate containers. Unsupervised children are not permitted in any buildings on the College campus. Children are not allowed in classrooms during class meetings.

STUDENT LIFE

STUDENT ACTIVITIES

There are several social activities planned for the student body throughout the school year. These include our annual Fall Festival and Spring Fling, a Halloween Party, Christmas Tree Lighting, and Mardi Gras Party. Aquinas students are encouraged to participate in charitable events such as blood drives and the Salvation Army Angel Tree program.

RELIGIOUS ACTIVITIES

All classes at Aquinas begin with a prayer or spiritual reading.

Mass is offered in St. Jude Chapel during the fall and spring semesters and during the summer session depending on the availability of a priest. Additionally, Adoration of the Blessed Sacrament and the Sacrament of Reconciliation are offered at various times throughout the school year. Dates and times for Mass, Confession and Adoration are regularly posted. The chapel is open daily from 7:30 a.m. to 9:00 p.m. for personal prayer.

Two campus-wide masses are celebrated during the school year: the Holy Spirit Mass during the fall semester and the St. Thomas Aquinas Mass in the spring. While attendance is not mandatory, all students are encouraged to participate.

The Frassati Society, named for Blessed Pier Giorgio Frassati, is a student organization, open to all students, dedicated to living the Beatitudes. Religious activities are planned monthly to highlight specific Beatitudes. Additionally, The Frassati Society sponsors a weekly rosary, a weekly Spiritual Café, and Stations of the Cross during Lent.

STUDENT ORGANIZATIONS

Student organizations at Aquinas College are either academic or non-academic in nature.

Sponsors of academic organizations (i.e., Phi Beta Lambda, ASCD) are appointed by and report directly to the Program Director under which the organization exists. Any new policies and procedures or alterations of current policies and procedures related to the conduct of the organization must be approved by the Program Director. Student Affairs assistance can be requested for approved projects.

Sponsors of non-academic organizations report directly to the Director of Student Affairs. Any new policies and procedures or alterations of current policies and procedures related to the conduct of the organization must be approved by the Director of Student Affairs.

All sponsors will coordinate event scheduling with the Director of Student Affairs.

The procedure for developing student activities follows:

- Any student, faculty member, or staff member may propose a new student activity or organization.
- A faculty or staff sponsor must be secured.
- The proposal must be submitted in writing to the Director of Student Affairs, who will determine the viability of the proposed organization.

- Once the decision concerning the proposal is made, the Director of Student Affairs will notify the individual(s) making the request.

The following clubs and organizations are available to Aquinas students:

STUDENT ACTIVITIES BOARD

The Student Activities Board serves as the Aquinas College student government organization. It serves as a forum for students, faculty, and administrators to communicate and consider matters of general concern to the College.

ARTICLE I Name

The name of the organization shall be called the Student Activities Board.

ARTICLE II Purpose

The purpose of The Student Activities Board is:

- A. To provide for organized student expression in college affairs and for activities appropriate to such an organization.
- B. To provide a means whereby the faculty may become more aware of student needs, opinions and attitudes.
- C. To promote cooperation between the administration, the faculty and students.
 - D. To promote participation by the members of the student body in the activities of the college.

ARTICLE III Membership

Membership shall be as follows: the Director of Student Affairs will serve as the organization's sponsor, the Assistant Director of Student Affairs will serve as the organization's secretary, at least two faculty members from diverse academic programs, one at-large staff representative, an unlimited number of student representatives.

Any student who attends at least two consecutive meetings of the Board and takes active participation in projects and activities sponsored through the Student Activities Board shall qualify as an active representative with full voting privileges.

ARTICLE IV Officers

The officers of the Student Activities Board shall be President, Vice-President, and secretary.

- A. Qualification for office on the Student Activities Board shall be:
 - 1. Enrollment in a degree program of Aquinas College.
 - 2. Completion of at least 12 semester hours for those seeking an office.
 - 3. Enrollment in at least six semester hours.
 - 4. Minimum GPA of 2.0.
- B. Duties of the Officers shall be:
 - President:
 - 1. Call and preside over all meetings of the Board.
 - 2. Determine the need for special committees.
 - 3. Along with the Director of Student Affairs, determine the agenda for each meeting of the Board.

Vice-President:

- 1. Assume all duties of the President in the absence of or at the request of the President.

2. Attend all officer's meetings.
3. Assist in the preparation of the agendas for meetings.

Secretary:

1. The Secretary shall be the Assistant Director of Student Affairs
2. The Secretary shall take minutes of all meetings and distribute them to all members promptly.
3. Publicize all meetings and events of the Board.

ARTICLE V Meetings

The Student Activities Board meets twice a month to discuss social/religious/non-social aspects of student life. Additional meetings may be called by the Director of Student Affairs or Board officers.

ARTICLE VI Moderator

The President of the Student Activities Board shall serve as moderator for all meetings.

ARTICLE VII Election of Officers

Elections will be explained and publicized during the first meeting of the new academic year. Elections will be held during the second meeting of the academic year.

PHI BETA LAMBDA (BUSINESS ADMINISTRATION)

Phi Beta Lambda is a national organization for collegiate business students. Its mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. The Aquinas chapter sponsors student activities both on and off campus, such as tours of local businesses, guest speakers, fund-raising, volunteering and support for charity.

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (ASCD)- STUDENT CHAPTER (TEACHER EDUCATION)

The Aquinas College Association for Supervision and Curriculum Development Chapter is an organization for teacher education students who are committed to their professional development as future teachers. This organization provides teacher education students with opportunities to serve in leadership roles. The Aquinas College ASCD Chapter provides students and area teachers with professional development opportunities by sponsoring two Commitment to Quality Seminars each year. Public service is an important part of the ASCD Chapter.

STUDENT NURSES ASSOCIATION (NURSING)

The Student Nurses Association is an organization for students enrolled in the associate degree nursing program. The purpose of this group is twofold:

1. Through organized meetings, to provide students an opportunity to participate in the governance of the College and the Nursing program.
2. Through an organized method, to increase awareness and opportunities to participate in community service activities and professional development opportunities.

FRASSATI SOCIETY

The Frassati Society, named for Blessed Pier Giorgio Frassati, is a student organization, open to all students, dedicated to living the Beatitudes. Religious activities are planned monthly to highlight specific Beatitudes.

DELTA EPSILON SIGMA (ACADEMIC HONOR SOCIETY)

Delta Epsilon Sigma is an academic honor society for students enrolled in Catholic colleges and universities. Candidates must have a record of outstanding academic accomplishments, show

dedication to intellectual activity, and accept their responsibility of service to others. Prospective members must have completed at least sixty hours of the credit requirements for their baccalaureate degrees and rank in the top 20% of their degree program at the time of initiation. Faculty members and alumni are eligible for election to membership if they have graduated *cum laude* or have received a graduate degree or have fulfilled the general requirements of membership in some other manner.

SIGMA BETA DELTA (BUSINESS ACADEMIC HONOR SOCIETY)

Sigma Beta Delta is an international honor society in business, management and administration. Its goals are to encourage and recognize scholarship and accomplishment among students of business, management and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind.

THE AQUINAS SINGERS

The Aquinas Singers choir performs both sacred and secular literature, and is open to students, faculty, staff, alumni, and the greater Nashville community. The Singers meet on campus on Mondays and Wednesdays from 2:30 to 3:45 p.m. The course, FAR 216, may be taken for credit or non-credit. Scholarships are available.

AQUINAS STUDENT AMBASSADORS

As recipients of academic scholarships at Aquinas College, Student Ambassadors are required to participate in various College activities coordinated by the Office of Student Affairs. These activities include, but are not limited to, college fairs, registration, orientation, campus tours, commencement, and calling campaigns. Aquinas College Student Ambassadors represent the College and its mission at all times.

STUDENT SERVICES

ADMISSIONS

The Office of Admissions is primarily responsible for recruiting and admitting new students to the College. They work closely with high school guidance offices and college registrars to create a seamless transition for incoming students.

FINANCIAL AID

The mission of the Office of Financial Aid is to offer a wide range of financial services to students who desire to attend a private Catholic institution. Financial aid packages developed by the Office attempt to bridge the gap between student resources and the actual cost of an Aquinas College education, thus enabling students to attend the College. They address all aspects of financial aid with each student, beginning with the application process and continuing after the student leaves the College, in the realization that financial aid may incur a continuing cost for many years to come.

REGISTRAR

The Registrar's Office is primarily responsible for creating and sending student transcripts, creating class rosters, recording student grades, coordinating dropping/adding of classes, and maintaining and storing student records. Additionally, they approve all transfer of credit and extra-institutional credit (i.e., CLEP). The following fees apply to transcript services:

- \$3 Unofficial Student Transcript
- \$3 Official Transcript Mailed by Aquinas
- \$5 Official Transcript Issued to Student

STUDENT AFFAIRS

The mission of the Office of Student Affairs is to provide student opportunities for extracurricular involvement in clubs and activities, which promote ethical, political, social, religious and cultural development. This office is responsible for coordinating and developing Student Disability Services,

student organizations, student discipline, social and cultural event programming, Aquinas ACCESS, and all areas of student life.

STUDENT DISABILITY SERVICES

Aquinas College strives to provide an optimal opportunity for students with disabilities to meet with success, while not compromising the caliber of instruction or the self-confidence of the learner. The *Americans with Disabilities Act* of 1990 prohibits discrimination against individuals with disabilities. Section 504 of the *Rehabilitation Act* of 1973 mandates that postsecondary institutions that receive federal monies provide "reasonable accommodations" for students with disabilities.

Enrolled students of Aquinas College who have a disability that requires accommodation *must request* such services from the Director of Student Affairs. These students must provide documentation to the Director of Student Affairs to certify the disability. Documentation must be based on current test results (*within the last three years*) provided by a physician (who practices in the area specifically associated with the student's disability) or certified psychologist. Aquinas reserves the right to request another evaluation, if it is deemed necessary by the Director of Student Affairs. Such evaluations are the financial responsibility of the student.

It is the responsibility of the student to be certain that all necessary documentation is provided to the Director of Student Affairs early enough to provide sufficient planning time to coordinate and provide appropriate support services.

The Director of Student Affairs will meet with the student to assess the current need and access to accommodations. The Director of Student Affairs acts as the liaison between the student and the accommodation provider at the College. It is the responsibility of the Director of Student Affairs to facilitate the acquisition of such reasonable accommodations as may be required.

These accommodations may include such services as classroom accommodation on tests and examinations; taping of class lectures; assistance with class scheduling and selection (though not to replace the responsibilities of the faculty advisor); referrals to Student Learning Services for tutoring services; and referral to the Department of Vocational Rehabilitation.

The accommodation is made on a per term basis. Therefore, it is the responsibility of the student to request support services each term for which the student is enrolled.

Any student with special needs should contact the Director of Student Affairs, Suzette Telli, at (615) 297-7545, x 436, for assistance. The Office of Student Affairs will work closely with students with mental and physical limitations to provide reasonable accommodations. Aquinas College is committed to providing the best possible learning environment for all of our students.

STUDENT LEARNING SERVICES

The mission of Student Learning Services (SLS) is to enhance the academic performance of Aquinas College students. SLS services include individual and group tutorial assistance in many courses including all developmental courses and all Associate of Science nursing courses. Students may request these services, but permission of the instructor is required. SLS also offers learning skills enhancement seminars throughout the academic year. There is no charge to the student for tutorial or seminar services. Call (615) 297-7545 x 441 for more information.

WRITING CENTER

The English faculty at Aquinas sponsors a Writing Center for students in need of writing assistance outside the classroom. The location and times will be posted at the start of each semester.

GENERAL INFORMATION

GRADUATION INFORMATION

Ordering of Diplomas

Diplomas/post-baccalaureate certificates will be ordered for December and May graduates in February. Diplomas/post-baccalaureate certificates will be ordered in August for students finishing their coursework during the summer sessions.

Distribution of Diplomas/Post-Baccalaureate Certificates

Diplomas/post-baccalaureate certificates will be presented to students who have completed their coursework and are participating in the May commencement ceremony during the commencement ceremony. Students not participating in the May commencement ceremony or students who finish their coursework following the May commencement ceremony may request one of the following options for distribution of the diploma/post-baccalaureate certificate:

- Mail as directed.
- Students may wish to pick up in person from the office of the Assistant to the Vice President for Academic Affairs.

Students needing proof that the degree/post-baccalaureate certificate is earned may request an official transcript from the Office of the Registrar.

SMOKING POLICY

Smoking or chewing of tobacco is **not permitted inside any building on the campus**. Smoking is prohibited on the front porch and near the side entrances of the main college building as well as on the campus grounds, but is permitted in the designated smoking area behind the administration building. There are no exceptions to this policy.

STUDENT DRESS

There is no student dress code. However, please let modesty and common sense be your guides when choosing your attire. Some departments may have specific dress guidelines related to certain activities (i.e., student teaching, hospital clinicals, etc.). These will be communicated to you through the academic department.

OFF CAMPUS HOUSING

Students must arrange for their own housing. Assistance in the form of apartment listings is available from the Student Affairs Office. Any student who chooses to sign a rental agreement with landlords, property managers, or leasing agents does so at their own risk. A contractual agreement exists between the students and the landlord exclusive of the College. Aquinas College is not an intermediary between renters and landlords and listing property with the Student Affairs Office does not constitute an approval or endorsement by the College. It is strongly recommended that students or their parents contract for personal property insurance for the student's belongings. Usually the cost of this insurance is minimal and can be purchased as a 'rider' to the parents' household policy.

CAMPUS RECYCLING

The Office of Student Affairs sponsors a campus recycling program. Aluminum can recycling bins are located on the Carriage House porch, in Breen Hall, and at the student entrance to the main building. Additionally, office paper and cardboard recycling bins are located in the faculty workroom, instructional computer lab, and library. Ink cartridges and toner cartridges can be recycled in the Student Affairs Office.

COMPUTER USE

Aquinas students are provided a network user ID enabling them to use lab and library computers as well as college email. Unless otherwise notified, your initial user ID to log onto the campus network will be your last name first initial (all lowercase, no space), password "student". *If someone else shares your last name first initial, you will be assigned an extra number to designate your login.* You will then be asked to change the password to one of your own choosing. Never share your password with other students, faculty, or staff members. To access campus email from a remote location, enter mail.aquinascollege.edu in the url (web address). Then enter user name and password. You may not access your email through the Internet if you do not have a password on your email account. Your e-mail address will be "last name first

initial@student.aquinascollege.edu."Computer use rights and responsibilities are detailed in "Violations of Non-academic Student Responsibilities." A student assistant is available in the library computer lab to assist students with login difficulties during posted hours. The library staff is not responsible for computer problems.

Wireless Internet service is available in the Carriage House and the Aquinas library. See the library staff for log-on instructions and a password.

FEDERAL DRUG-FREE WORKPLACE ACT AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, you are hereby notified by Aquinas College that the following constitute prohibited conduct on the Aquinas College campus or at Aquinas College sponsored activities:

1. Unauthorized distribution, possession, or use of any alcohol, controlled substance or illegal drug.
2. Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age.
3. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, or unauthorized distribution of alcoholic beverages for purposes of legal distribution.

In addition to imposition of disciplinary sanctions under College procedures, including suspension or separation from the College for such acts, employees and students may face prosecution and imprisonment under Tennessee laws, which make such acts felony and misdemeanor crimes.

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to the following: physical and psychological dependence; damage to the brain, pancreas, kidneys, and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; a diminished immune system; and death.

The College provides referral services to students and employees, and serves as an alcohol and drug information/education resource through the Office of Student Affairs.

CAMPUS SPEED LIMIT

Since campus roads are for both pedestrian and car use, a maximum speed limit of 10 m.p.h. is enforced. Violators of the speed limit will be fined \$15 for each violation, and upon the third time, the vehicle will not be permitted on the campus for the remainder of the semester.

STUDENT PHOTOCOPIER

Photocopiers are located in the library and in the area near the new lecture halls in the old library. The cost per copy is 10 cents.

STUDENT PARKING

All student and faculty vehicles must have an Aquinas parking permit clearly displayed. Student permits are designed to be transportable from one vehicle to another, and should be hung from the rear view mirror so that identifying information is visible through the windshield. Parking permits may be obtained during the ACCESS student orientation program or from the Campus Bookstore.

Students must park in designated areas. The student areas are to the northeast and rear of the main building and at the Aquinas Center.

The driveway adjacent to the Business Office is used for parking and is not a through passageway for traffic.

Handicapped parking is located to the right of the front entrance to the main College building and at the front of the student parking lot. Vehicles illegally parked in handicapped spaces will be towed without warning.

Students are to park only in lined spaces. There is no parking on the grass or in the parking lot passageways. Vehicles parked on the grass will be ticketed if there are any open parking spaces in the student lot or next to the Aquinas Center. Vehicles parked in locations that block passageways

will be towed without warning. This is an issue not only of convenience but also of safety; emergency vehicles must be able to have quick access to all areas of the campus.

Parking violation fines are as follows:

First Offense	\$ 5.00
Second Offense	\$10.00
Third Offense	\$15.00
Fourth Offense	Car towed at the owner's expense.

Students are not permitted to park in faculty/visitor parking areas or the lane and circle by the Business Office between 7:00 a.m. and 4:00 p.m. Violators will be fined as follows:

First Offense	\$20.00
Second Offense	\$20.00
Third Offense	\$20.00
Fourth Offense	Car towed at the owner's expense.

In addition, any combination of four parking violations will result in the car being towed at the owner's expense.

Parking violation fines are to be paid to the Campus Bookstore upon receipt. Failure to meet this obligation will result in the withholding of an official transcript and grade reports until the fine is paid. Students will not be permitted to register for the subsequent semester/session with outstanding parking fines.

STUDENT SAFETY

Aquinas College intends to provide a healthy, safe, clean, and secure environment for all students and staff.

Protect your automobile.

- Park your car in a well-lighted area.
- Keep your car locked; never leave the keys or other valuables in the vehicle.

Protect your property.

Aquinas College is not responsible for loss of or damage to individuals' personal property. Personal property (purses, briefcases, calculators, etc.) should never be left unattended.

Protect yourself.

- Never walk alone at night.
- Refrain from shortcuts; walk where there is plenty of light and traffic.
- Walk in a group with other people

Help Us Protect You.

Report all thefts and property losses or suspicious behavior to Alan Bradley, our Director of Campus Safety, in the College Bookstore immediately. Do not disturb the scene! If you witness a violent crime, immediately call 911 and get to a safe location. For evening security, call 473-4016.

FIRST AID

First aid kits are located in the following areas: biology lab, chemistry lab, nursing office, bookstore, teacher education office, student affairs office, faculty workroom, and the registrar's office.

STUDENT IDENTIFICATION CARD

All students are required to obtain an Aquinas College ID. The ID card entitles a student to attend college campus activities and to use the library. Nursing students are required to display ID cards at all times during hospital clinicals. Pictures for ID cards are taken during ACCESS (Orientation).

NAME, ADDRESS, OR TELEPHONE CHANGE

Students living at an address other than the permanent address must notify the Registrar of the local address and telephone number. Any change of address, telephone, and/or name should be reported to the Registrar. Name change may require official documentation. Email address changes should be submitted to the Director of Student Affairs.

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, Aquinas College students have the right to review the accuracy of information kept in their cumulative file by the Registrar upon written request.

DISCLOSURE OF EDUCATION RECORDS

Student records will not be made available to unauthorized persons, nor will they be given to any institution or individual without the written permission of the student. This includes parents, spouses and family members.

Aquinas College will disclose information from a student's education records to a third party without written student consent in some instances:

- To school officials who have a legitimate educational interest in the records.
- 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 education programs.
- To officials 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.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.

STUDENT DIRECTORY

Certain personal information is defined as Directory Information for inclusion in the Student Directory published at the beginning of the fall semester. This information includes full name, local address and local telephone numbers. Any student not wishing to have personal address and telephone information included in the Directory must notify the Director of Student Affairs in writing.

CONFERRAL OF DEGREES

All degrees are conferred in May. Diplomas are issued with a December, May or August date depending on date of completion of required course work.

LOST AND FOUND

Articles may be turned in or claimed in the Office of Student Affairs. The College is not responsible for lost personal property.

BULLETIN BOARDS

A bulletin board for posting job listings is located in the stairwell exit to the student parking area. There are departmental bulletin boards on both floors that contain information pertinent to specific academic programs. An off campus housing board is located at the entrance of the Student Affairs Office. A graduate school bulletin board is located across from the ladies restroom on the second floor. A Student Organizations board is located near the instructional computer lab.

Instructions for posting notices:

Before posting a notice, a student should

- Present the notice to the Director of Student Affairs for approval. All notices must be in keeping with the mission and identity of Aquinas College. We reserve the right to deny permission for

posting information or to remove posted material deemed inappropriate.

- The Student Affairs Office will stamp each item with the date and “approved.”
- All notices should be neatly written or typed and on presentable paper.
- Place the notice in such a way that notices previously posted are not covered from view. Do not remove other fliers to make room for yours without permission from the Student Affairs Office.
- Remove the notice when the useful purpose has expired.

Failure to comply with the above will result in immediate removal of the notice.

GPA CALCULATION

To compute your grade point average, divide the total quality points by the total number of hours attempted. Hours transferred from other institutions are not calculated in the Aquinas College GPA.

COURSE	GRADE	HOURS	QUALITY POINTS
ENG 111	C	3	6
PSY 115	B	3	9
HPE 111	A	1	4
BIO 111	C	4	8
HIS 111	A	3	12
TOTALS		14	39

$$39 \text{ DIVIDED BY } 14 = 2.78$$