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5.1 General Information

5.1.1 Administrative Services

General Administration

The Senior Staff of Thomas University consists of the President, Vice President for Academic Affairs, Vice President of Advancement, Executive Director of Enrollment Management and Student Affairs, and the Vice-President for Finance and Administration. The offices of the President, Vice President for Academic Affairs, Dean of Professional Studies, Dean of Arts and Sciences, Athletic Department and some faculty offices are located in the Forbes Administration Building. The Vice-President for Finance and Administration and the Executive Director of Enrollment Management & Student Affairs are located in the Student and Business Services building.

All administrative offices are open Monday through Thursday from 8 a.m. to 6 p.m. and on Friday from 8 a.m. to 5 p.m.

Student Life Administration

The Associate Director of Student Life and Campus Chaplain, whose office is located in the Residence Hall, is responsible for administrative oversight for Housing and Residence Life, the Student Government Association, Campus Activity Board, student clubs/organizations, student activities, career services, and a number of other initiatives designed to enhance the experience of Thomas University students outside the classroom.

Judicial affairs are officiated by the Chair of the Judicial Review Board which hears all cases related to student behavioral misconduct. (See section 5.4)

5.1.1.1 Student Responsibilities

Students must assume full responsibility for understanding the policies, procedures, rules, and regulations of the university. Students who accept an offer of admission to Thomas University are expected to be responsible citizens of the college and community, to respect the rights of others, and to observe the laws of the state of Georgia.

5.1.2 Academic Services

5.1.2.1 Academic Advising and Assistance

Academic Advising and Assistance

Every student will be assigned to an academic advisor who will assist in identifying a progression of courses and determining the appropriate classes to take each semester. Your advisor will be assigned at the time of matriculation to Thomas University, and you should discuss your academic progress with your advisor on a regular basis.

Your professor is the best resource for assistance if you are having academic trouble in a course. In addition to specific advice or assistance, your professor can inform you of other available support. You may also want to talk to your academic advisor if you find that you are having difficulty that cannot be corrected by your professor.

5.1.2.2 Orientation

Orientation is held prior to Fall semester for all new freshmen and transfer students. For more information regarding orientation programming, contact the Associate Director of Enrollment Services.

5.1.2.3 Student Support Services
Student Support Services provides academic services such as peer tutoring, remedial courses, and academic advising. Tutors are available in most subjects. Students must meet Federal regulations and be accepted into the program to participate in SSS.

### 5.1.2.4 Academic Resource Center

The Thomas University Academic Resource Center, located in Classroom 2 of the Academic Complex, provides individual tutoring and group workshops to help students develop the language, research, and math skills and strategies necessary to become confident, active, and independent learners. Hours of operation are posted each semester on the university web site.

### 5.1.2.5 Library

The Library, located in the academic complex on the eastern end of campus, houses over 52,000 volumes, 409 periodical titles which are available in hardcopy, music listening stations, Internet service, and online public access catalogs.

The computer room, located in the Library, has newly updated and networked microcomputers for student use. TVs/VCRs and projectors are available for classroom use. Copying services are available in the library for a nominal fee.

The Library is also home to the Career Development Information Center where students can explore personality inventories, research major and career opportunities, and begin their career exploration process.

Students who are currently registered at Thomas University may check out library materials by displaying their Thomas University Student ID card. Fines for overdue books are $.10 per day. If you lose a book you will have to pay for the book, a $5.00 processing fee, and any fine that might have accrued. Mutilation or theft of library materials will result in prosecution.

The Library is open from 8:00 a.m. to 9:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 noon on Friday. The library is also open from 10:00 a.m. to 2:00 p.m. on Saturday. Changes in the library schedule will be posted on the university web site. Call library personnel for special hours during the holidays or academic breaks.

### 5.1.2.6 Internet Usage Policy

Thomas University provides Internet access to all enrolled students, faculty and staff. The Information Services staff is located in the Academic Complex. The purpose of Thomas University network access to the Internet is to support education by providing access to unique resources and the opportunity for collaborative work.

Use of Thomas University Internet access must be for academic activities consistent with the educational objectives of Thomas University. Use of other organization’s network or computing resources must comply with the rules appropriate for that federal or state regulation is prohibited. This includes, but is not limited to, copyright materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

More information related to acceptable use of Thomas University Internet access is available in the Thomas University Catalog.
5.1.3 Registrar’s Policies

5.1.3.1 Early-Registration/Registration
There are three steps in the Early-Registration/Registration Process; 1) Academic Advising; 2) Early-Registration/Registration; and 3) Tuition and Fee payment. Academic advising for those students who choose to register early is by appointment only. Early-Registration dates will be posted each semester. If you have not been assigned an academic advisor, contact the Dean of Arts & Sciences (freshmen and sophomores) or the division chair of your program of study (juniors & seniors).

The Registrar’s Office is the best source of information about Early-Registration/Registration. Consult the Thomas University Academic Calendar for the appropriate dates each semester. Fees payment may be made by cash, personal check, money order or credit card. Students are expected to pay all tuition and fees at pre-registration/registration, unless prior arrangements have been made with Business Office. For more information on fee payments, contact the Business Office.

5.1.3.3 Changes in Schedule
A Drop/Add period is provided at the beginning each semester to meet the last minute scheduling needs of students and to allow for changes in course schedules during the first week of classes. Consult the Thomas University Bulletin for Drop/Add dates. A student is not considered as having formally withdrawn from a class until a drop form is submitted to both the Registrar’s Office and the Business Office.

Students who do not attend the first day of class may be administratively withdrawn. An instructor may withdraw a student from class for failure to attend. See the Thomas University Catalog for details. A student who has been administratively withdrawn from a course may appeal for reinstatement.

Students may drop courses from their schedule during the Drop/Add period, but should be aware that a reduction in enrolled hours may affect financial aid eligibility. Students are strongly encouraged to consult with a financial aid representative before dropping courses from their schedule.

During the Drop/Add period, students may not add a course to their schedule that has met more than two times. For classes that have met twice, the instructor’s approval, in writing, is required before the Registrar’s office can process a request to add a course.

Students may withdraw from a course following the Drop/Add period, on or before the date that has been designated as the last day to withdraw. Consult the Academic Calendar for the date. Student-initiated withdrawals after this deadline are only allowed under extenuating circumstances, and with the written permission of the Dean. Students who fail to formally withdraw from a course, but do not attend, will receive an “F” in that course.

5.1.3.4 Academic Transcripts
The Registrar’s Office is responsible for maintaining the official transcript of your academic work. You may request a copy of your academic transcript by completing a request form available from the Registrar, or online via www.thomasu.edu.

All tuition and fees are due in full at the time of registration. Any deferment of payment because of grants or other approved financial arrangements will result in transcripts being held until the student’s account has been cleared in full. The receipt of grant and/or funds may take from four to six weeks after the semester begins.
Any delinquency in tuition, fees, bookstore charges, residence life fees/fines, or library fine payments will cause transcript service to be withheld until all accounts have been cleared.

The initial transcript request is free; each additional transcript request is $5.00. The fee must be paid before the transcript will be prepared.

5.1.3.5 Disclosure of Student Records
The safe keeping of academic records is the responsibility of the Registrar. The disclosure or publication of student information is governed by the policies of Thomas University within the framework of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Information that can be released without your prior consent, called directory information, includes the following:

- Name
- Date and place of birth
- Mailing address
- Classification
- Major field of study
- Dates of attendance at Thomas University
- Degrees, honors, and awards received

Students may prevent the release of directory information by marking “No” in the appropriate space on your application for admission or by submitting a written request to the Registrar.

Thomas University students and alumni have the right to inspect their educational records by submitting a written request twenty-four hours in advance. The right of inspection includes academic records and related support documents maintained in the registrar’s office, student support services, the business office, and/or the financial aid office.

5.1.3.6 Academic Requirements for Financial Aid
The United States Department of Education and federal law, as described in Part 668.18 (e) of the Student Assistance General Provisions, mandates institutions of higher education to establish and enforce standards of “satisfactory progress” for students receiving financial aid. Thomas University makes these standards available to all students and the Office of Financial Aid adheres to all applicable regulations. For additional information, contact the Financial Aid Office.

Time Limits of Degree Programs – Be sure to determine the time allowed to complete all work for your degree program. This information is available in the Thomas University Bulletin.

Probation – If your cumulative grade point average is below the minimum level indicated for satisfactory academic progress, you will be placed on ACADEMIC PROBATION.
Removal from Probation – Students will clear probationary status when their cumulative grade point average is at the level specified in the Thomas University Bulletin. Students may continue attending classes while on probation if they maintain a semester grade point average of 2.0 or higher during the probationary term.

Financial Aid Probation – In the event you fail to maintain satisfactory academic progress as defined above and you are receiving financial aid, you also will be placed on financial aid probation.

Financial Aid Suspension – If you fail to meet the minimum standards while on probation, all financial aid will be suspended. Students whose financial aid has been suspended, and who leave the university, will not be eligible for financial aid until the qualitative and quantitative criteria for financial aid are satisfied.

Specific guidelines for maintaining financial aid eligibility and guidelines for appeal and reinstatement of aid can be found in the Thomas University Catalog.

The termination of eligibility to receive financial assistance has no effect on the right of a student to enroll at Thomas University.

5.1.3.7 Veterans and International Students
The Registrar is responsible for certification and eligibility services for veterans and international students. Any student requiring assistance in processing paperwork should contact the Registrar in the Student Affairs Building.

5.1.3.8 Graduation
See the Thomas University Catalog for programs of study and graduation requirements. Prior to the last day of class during fall semester, students who are near completion of degree requirements must request a graduation audit from the Registrar. The Registrar will then inform each student of the remaining requirements for graduation.

Thomas University has an annual commencement exercise in the spring of each year. Students nearing graduation who wish to participate in commencement exercises must file the Intent to Graduate documentation on or before March 1. See the Thomas University Catalog for a complete list of procedures that must be completed before a degree can be conferred.

5.2 Student Services

5.2.1 Campus Security
Campus Security

Thomas University falls under the jurisdiction of local law enforcement, and students violating criminal or civil Codes will be prosecuted.

Campus Security is the responsibility of the Business Office. Security personnel are available each school night on the main campus. Any incidents of criminal activity will be reported to the Business Office and the appropriate local law enforcement agency.

5.2.2 E-Bookstore
Required text books, course materials and other general merchandise are available to purchase online through the Thomas University E-Bookstore at http://www.thomasu.bkstr.com

The E-Bookstore accepts payments in the form of personal check, credit or debit card, money order, or financial aid. If using financial aid, students must contact the Bursar in the Thomas University Business Office to request a financial aid username and password.

5.2.3 Financial Aid
Thomas University is committed to providing access to higher education for those individuals who will benefit from this experience. The university realizes that the cost of attending an institution of higher learning can sometimes be financially prohibitive. Therefore, Thomas University is committed to extending financial aid assistance to qualified students through federal and state grants, athletic and institutional scholarships, corporate and community organizational scholarships, and private donors. Guidelines for applying for financial assistance are detailed in the Thomas University Catalog. See the Director of Financial Aid in the Student Affairs building for further information.

5.2.3.1 Time Limit for Aid
Time Limit for Aid – Students will be permitted to receive financial assistance until graduation or until exceeding the maximum amount of credit hours allowed to graduate. A student may receive financial aid for up to 150% of the total hours required for his or her degree.

Students taking development courses (those courses with prefix number 100 or less) may receive financial aid for up to 30 semester hours of required developmental courses.

5.2.3.2 Financial Aid Notification
The Financial Aid Office will notify, by letter, any student receiving financial assistance who does not meet minimum satisfactory progress standards or who is being terminated from aid. This notice will be addressed to the student’s most current address on file with the Financial Aid Office.

Students who lose their eligibility for financial aid have the opportunity to appeal for reinstatement with the Director of Financial Aid.

5.2.4 Food Services
Food Service is an ancillary program provided by Thomas University. The Director of Food Services is responsible for the operation of the Hawk’s Nest dining hall, campus store kiosk, all athletic concessions, vending machines, and catering for all on-campus events. All campus offices, departments and groups must confer with the Director of Food Services for the catering of any event on campus. The Food Service Director maintains the right of “first refusal” for any campus sponsored event. Student organizations may be exempt from this requirement.

The dining area in the Campus Center seats 60 to 100 persons. The terrace across the rear of the building greatly enlarges both the seating and serving capacity when the weather permits.

5.2.5 Health Services
As independent adults, students are responsible for deciding if they are physically able to participate in university activities. Students are expected to have their own family physicians, and arrange for any necessary health insurance. If an emergency arises, Archbold Memorial Hospital is located four blocks from the university campus; there is no university health clinic.
First-Aid kits are available in the student affairs building, business office, library, campus center, and science labs for emergency use. Students requiring emergency medical treatment will have their families contacted to provide transportation home or to a medical facility. In the event the student’s family cannot be contacted or cannot provide transportation, an emergency medical service unit will be called. Students are responsible for all expenses incurred.

5.2.6 Career Development Information Center
The Career Development Information Center, located in the Thomas University Library, is a self-help center that will assist you with the first two critical components of your career development process: Self Assessment/Self Exploration and basic career information. The Career Development Information Center has access to SIGI³ and GCIC information and data bases, as well as additional resource materials that can be utilized in your initial career exploration.

5.2.7 Campus Bulletin Boards
The Associate Director of Student Life and Campus Chaplain is responsible for ensuring the proper use of campus bulletin boards. Any person or representative of any group, organization, institution, company or business wishing to use the bulletin boards must abide by the following rules.

a. Prior to posting an announcement, advertisement, notice or other information, permission to do so should be obtained from the Director of Student Life.

b. The items posted must have information about goods, services, or activities that have some direct benefit for the students of Thomas University.

c. Each item to be posted must have a stamp indicating that it has been approved for posting around campus. The approval stamp will bear the date of initial posting and an expiration date for when the posting will be removed. The date of removal for posted items will generally be when the activity has passed or for a period of time not to exceed two weeks. Individuals who post items will also be responsible for removal of each item upon their termination date.

d. Care must be taken when posting a notice not to cover an item post at an earlier date.

e. Failure to comply with the rules listed above will result in the removal of the notice.

5.2.8 Computing and Internet Services
The Thomas University Internet access and e-mail addresses offer vast, diverse and unique resources to students. Our goal in providing this service to student is to promote educational excellence at Thomas University by facilitating resource sharing, innovation and communication. Students have access to electronic mail communication, information and news from the World Wide Web, public domain and shareware of all types, and discussion groups on an ever-increasing range of topics. The Internet Usage Policy is outline below.

5.2.8.1 Acceptable Use
The purpose of Thomas University network access to the Internet is to support education by providing access to unique resources and the opportunity for collaborative work. Use of your access must be for academic activities consistent with the educational objectives of Thomas University. Use of other organization’s network or computing resources must comply with the rules appropriate for that federal or state regulation or such use is prohibited. This includes, but is not limited to, copyright materials, threatening or obscene materials, or material protected by trade
secret. Use of campus computing services for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

5.2.8.2 Privileges
The use of the Internet is a privilege. Inappropriate use will result in cancellation of those privileges.

Netiquette — You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

a. Limit use to one hour if others are waiting to use the public use terminals.
b. Be considerate in your choice of sites and graphics. The viewing of sexually explicit materials may constitute sexual harassment under federal law.
c. Be polite. Do not get abusive in your messages to others.
d. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.

Do not reveal your personal address or phone numbers of students or colleagues.

Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Do not use the network in such a way that you would disrupt the use of the network by other users. All communications and information accessible via the network should be assumed to be private property.

5.2.8.3 Security
Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you should notify an administrator. Do not demonstrate the problem to other users. Do not use another individual’s access without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges.

5.2.8.4 Internet Vandalism
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, alter, or destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

5.2.9 Thomas University Identification Cards
The Office of Student Life is responsible for assisting Thomas University students, faculty and staff members in obtaining their official Thomas University Identification Card. This identification card is necessary in order to purchase textbooks at the Campus Store, check out resource materials from the library or other campus offices, charge meals at the Hawk’s Nest, and for general campus identification purposes.
ID pictures will be taken and the identification cards will be issued throughout the course of the academic year, but you should consider getting your Thomas University Identification Card during the designated registration times or the first week of the semester. Because the Thomas University Identification Card can be considered to be an “official” identification resource, please be prepared to show a current course registration sheet with your valid TU identification number and one other form of valid, government-issued identification. Students should have their ID cards validated at the beginning of each academic term. The University provides the first identification card as part of the student fees, however replacement cards cost $5.00 each.

5.2.10 Resource Center for Students with Disabilities

Thomas University is committed to the requirements of making all programs, services, and facilities accessible to and usable by individuals with disabilities in order for students to obtain maximum benefit from their educational experience. Resource Center staff members are available to advise students with disabilities and may also act as advocates and liaisons with faculty, staff, and local agencies.

In order to access available disability resources, students must self-identify their particular need. Students who identify themselves and provide appropriate documentation will be eligible to receive reasonable support services. Documentation should be provided by a medical doctor, a psychologist, or by a licensed or certified specialist recognized as appropriate to treat the specific disability.

Although Thomas University is responsible for notifying faculty, students, and staff of services available in the Resource Center, students with disabilities are responsible for requesting services. Services are listed in publications, including this bulletin, faculty handbook, brochures, student handbook, and at orientation.

The Academic Council at Thomas University establishes policies and procedures for reasonable substitutions for eligible students to meet admission and graduation requirements. Substitutions recommended by the Director of Disability Services and the Student’s Academic Advisor must be approved by the Division Chair and Vice President of Academic Affairs.

The university campus is accessible and special parking is available. For information and assistance, students should contact the Thomas University Resource Center for Students with Disabilities at (229) 226-1621 ext 141.

5.3 Student Housing and Residence Life

Thomas University maintains a Residence Hall that is designed to promote quality living and learning experiences for undergraduate students. Due to restricted size and space limitations, Thomas University is unable to provide graduate student housing. Students requesting Thomas University Residence Hall accommodations should contact the Director of Student Life for more information.

The guidelines established for students living in the Residence Hall can be found in Appendix A of this volume of the Thomas University policy manual.

Residence Hall residents are subject to a Residence Hall Code of Discipline, Appendix B of this volume of the Thomas University policy manual.
5.4 Campus Judicial Procedure

The Judicial Review Board (JRB) was established in 2009 to provide a means of Due Process for students accused of Violations of the student Code of Conduct. The JRB consists of five members: Two student representatives, two faculty representatives and the Chair of the Board. The Chair only votes in the case of a tie.

Students accused of a level one violation will automatically be referred to the Chair of the JRB for appropriate hearing and action. A Student accused of a level two violation will have the choice to appear before the Chair of the Board or sit for a formal hearing before the entire Board. Students Accused of a level three or four violation will automatically appear before the entire JRB in a full, formal hearing.

The Judicial Review Board has full authority to dispense disciplinary action based on the facts of the case and testimony from University officials. Disciplinary actions are spelled out in the student code of conduct and depend upon the severity of the offense. They range from community service hours and monetary fines to expulsion from the University. Students convicted of a level three or four offense have the right to appeal the decision to the Executive Director of Enrollment Management and Student Affairs once. The Executive Director has the authority to uphold or commute the sentence of the JRB after hearing the facts of the case via a transcript of the hearing and, if deemed necessary by the Executive Director, an interview of the accused and witnesses.

The JRB only meets when a case is pending and is to be heard. The Chair of the JRB will call together the board and summon all parties to the hearing as needed. Failure to obey a summons from the Chair of the JRB is a disciplinary offense.

Thomas University adheres to a “Three Strikes You Are Out” policy. Three convictions, either by the JRB or the Honor Council or a combination of the two organizations will result in the immediate expulsion of the student from the University.

Thomas University falls under the jurisdiction of local law enforcement personnel. Students violating criminal or civil codes will be prosecuted by local authorities and will be provided the judicial processes thereof.

5.4.1 Philosophy on Student Conduct and Discipline

Thomas University is committed to providing accessible higher education and services to qualified citizens of the community. The University strives to maintain the flexibility and adaptability, which have characterized its growth and development. The academic freedom to teach and to learn is an inherent facet of this society and this University.

The University has the right and responsibility to develop policies and procedures that protect its educational purpose and objectives by setting standards of conduct and academic activity for students attending the institution. In order for students to realize individual goals, they are guaranteed certain rights. The principles and procedures established for student conduct and discipline have been adopted to create and protect the academic atmosphere.

5.4.2 Student Bill of Rights

The following is a summary of the Bill of Rights, which can be found in the Student Government Constitution, located in volume I of the Thomas University Policy Manual, section 1.6.4.

Right to Academic Freedom: All Thomas University students have the right to seek knowledge in an environment, which is conducive to free inquiry.
Right to Fair Academic Evaluation: Thomas University students shall have the right to fair academic evaluation. Students, however, must meet the requirements of the instructors.

Right to Confidentiality of Student’s Records: Thomas University students have the right to have their records kept confidential in accordance with the federally mandated Buckley Amendment.

Right to Due Process: Thomas University students are to be free from arbitrary and capricious punishment. When charged with misconduct, students have the right to due process.

Right to Inquiry and Expression: Students have the freedom to seek knowledge, debate ideas, examine and discuss all issues of interest, and to express opinions publicly and privately as long as these expressions of opinion do not interfere with the same rights and freedom of others or violate federal, state, or local laws. This includes:

   a. Freedom to organize peacefully in groups;
   b. Freedom to petition those issues or regulations to which they object or seek to have implemented;
   c. Freedom to write and circulate literature on campus according to the policies of the institution and within the limits of applicable law;
   d. Freedom to join organizations or create organizations consistent with institutional guideline;
   e. Freedom to print their opinions on subjects and issues according to the policies of the institution; and
   f. Freedom to speak or invite persons from outside the university to speak on issues of importance to themselves.

5.4.3 Academic Violations

5.4.3.1 Code of Academic Honor
The Academic Honor System of the university is based on the premise that each student has the sole responsibility:

   a. to uphold high standards of academic honesty and intellectual ownership;
   b. to refuse to tolerate academic dishonesty in the university community;
   c. to foster a high sense of honor and social responsibility on the part of all students.

As a member of the Thomas University student body, it is understood that you agree to the following honor code oath: “As a member of the Thomas University student body, I will not lie, cheat, or steal in any endeavor related to my academic pursuits, nor will I tolerate this behavior in others.”

Each member of the university community is responsible for abiding by the Academic Honor Code at all times.

5.4.4 The Honor Code of Thomas University
a. As a member of the Thomas University student body, I will not lie, cheat, or steal any endeavor related to my academic pursuits, nor will I tolerate this behavior in others.

b. Each member of the university community is responsible for abiding by the Academic Honor Code at all times.

5.4.5 The Honor Council

Primary responsibility for implementation of the Honor Code is vested in the Honor Council, which is composed entirely of members of the student body. The Honor Council has two major roles: education and enforcement.

5.4.5.1 Honor Council Membership

The Honor Council shall be composed of nine students, of which six are active members for enforcement hearings and three are designated alternates. All nine members participate in the education role of the Council, subject to decisions of the Honor Council. Membership Selection Committee (see below), the only stipulated qualifications for Council membership are:

a. Actively enrolled as an on-campus student during the term of Council membership

b. Maintenance of a minimum grade point average of 2.5

c. Have completed at least one semester of on-campus enrollment at Thomas University

5.4.5.2 Honor Council Membership Selection Committee

a. The committee is composed of four members:

   i) One out-going member of the Honor Council, selected by the other three members of the committee
   ii) Out-going President of the SGA
   iii) Speaker of the Faculty Senate
   iv) Faculty Advisor to the Honor Council (this position is appointed by the University President)

b. The committee shall meet annually during spring semester to solicit and evaluate nominations to the Honor Council and to select Honor Council members for the next academic year no later than March 1. All appointments to the Honor Council are for a period of one academic year. Nominations may be from any source, including self-nominations, and must be submitted on or before February 1. Appointees shall be notified via letter from the chair of the committee. Appointees must agree to attend special training sessions as a condition of appointment. The chair shall also provide for public notice of the selection of Honor Council Members after receiving notice of acceptance from those selected.

c. The Speaker of the Faculty Senate shall chair the committee.
5.4.5.2.1 Honor Council—General Operation and Hearings

a. General—the Honor Council shall function to educate and encourage the campus community on issues of academic integrity. It shall also function as the body charged with enforcing the Honor Code. In this role, it shall hear charges of academic dishonesty, determine guilt or innocence, and determine penalties for offending students.

b. Officers—the Honor Council shall have three officers elected by the full membership of the Council. All officers shall be elected within 30 days of the appointment of the Council for the coming year.

c. President—the President shall be elected from the regular (not alternate) membership of the Council.

Duties of the President are:

i) to call meetings related to education and hearings on reported Honor Code violations.

ii) to preside at all meetings.

iii) to chair and facilitate hearings on violations, but to have no vote in such hearings.

iv) to advise persons accused of violations as to their rights under the Honor System.

v) to generally insure that hearings are conducted in a fair and equitable manner, protecting the rights of the accused.

vi) to carry out other duties prescribed under the Honor System and as may be determined by the general membership of the Council.

d. Vice-President—the Vice-President shall be similarly elected from the regular membership and will carry out the full role of the President when the President is unable to do so. When not substituting for the President, the Vice-President is a full voting member of the Council. Regular duties of the Vice-President are:

i) to initiate and coordinate the education activities of the Honor Council.

ii) to insure the confidentiality of all violation hearings by requiring all participants to sign a confidentiality pledge before being admitted to the hearing.

iii) to carry out other duties as may be assigned by the President of the Honor Council.

e. Recorder—the Recorder shall be a voting member elected from the regular membership. Duties of the Recorder are:

i) to electronically record all violation hearings and associated penalty determinations; to compile a written summary of the recorded hearings; to provide for safe and confidential storage of such records; to provide such records to University administrators and/or Appeals Committee upon written request by the President of the Honor Council.

ii) to timely destroy all records of hearings resulting in a verdict of “not guilty”.

iii) to take minutes of all other official meetings of the Council.
f. **Alternate Members**—alternate members shall be fully functional members of the Council, except during violation hearings and penalty determinations.

   i) Alternates shall not attend such hearings unless called by the President to replace a regular member who cannot attend. At such times, the Alternate shall serve as a regular voting member.

   ii) Alternate members shall also serve as a member of the Screening Committee and/or Appeals Committee, upon appointment by the President of the Honor Council.

g. **Voting**—voting at regular meetings of the Council shall be by a show of hands and by secret ballot at hearings, and the Recorder shall enter the tally into the minutes or the record. The specific votes of individuals shall not be recorded in any format during hearings. A simple majority shall constitute an affirmative vote on any issue.

h. **Attendance**—attendance at violation hearings is mandatory. In case of a conflict of interest or personal emergency, the President, who will appoint an Alternate member to serve in the place of the excused member, may excuse a regular member of the Council from a violation hearing.

i. **Confidentiality**—all matters related to violation hearings shall be kept forever confidential by the participants, who will be required to sign a confidentiality pledge prior to participation. Persons accused of a violation are exempt from this requirement. All members of the Honor Council shall sign a general confidentiality pledge as a condition of their appointment.

j. **Removal of Honor Council Members**—the Honor Council, as a body, may petition the Selection Committee to remove and replace any member for cause. Using the authority granted to it here, the Selection Committee may remove the member and appoint a replacement by whatever means are deemed appropriate by the Committee.

k. **Faculty Advisor**—the Faculty Advisor to the Honor Council shall be appointed by the University President and shall serve at the President’s pleasure. The Advisor shall function as a liaison between the Administration/Faculty and the Honor Council, shall attend all violation hearings, and shall attend other meetings as appropriate, in an advisory role only. The Advisor shall assist the Council in all matters, but shall have no authority to vote or otherwise influence decisions in violation hearings, other than to advise the Council relative to past decisions and existing rules of procedure. The University President may also appoint one or more Co-Advisors who shall function to assist and substitute for the Advisor when needed, and are hereby granted the authority to be present during violation hearings and penalty deliberations.

5.4.5.2.2 **Violations of the Honor Code**

All students are considered bound by the Honor Code upon admittance to the University. Violations of the Honor Code fall mainly within the categories of cheating, plagiarism, and lying related to any academic matter. Some examples of these categories of violations are presented below, but are by no means an exhaustive list.

a. **Cheating**—the unauthorized usage of notes, books or other materials on a test, quiz, or examination; also copying ideas or facts from another’s paper, giving or receiving any pertinent information during
testing, or giving or receiving, without authorization, test questions or other related information prior to the test. In addition, giving or receiving unauthorized assistance on a paper, project or other assignment is considered cheating.

b. *Plagiarism*—the use of facts, ideas, phrases, charts, etc. from any source without giving credit for the information. In a paper, report, or similar graded submission, all unacknowledged material is assumed the original work of the writer. The downloading of papers from the Internet and submission of the material as work done by the student is one of the most blatant examples of plagiarism. Individual professors are responsible for explaining their referencing policies in each class.

c. *Presenting false information or lying*—includes consciously furnishing false information to other students, faculty members, or administrators with the intent to mislead. Examples include, but are not limited to, misrepresenting activity outside the classroom (reports on fieldwork, internships, etc.) or improperly seeking special consideration, or privilege (e.g. for postponement of an examination or assignment deadline, etc.)

d. *Aiding and abetting a violation of the Honor Code*—includes intentionally:

   i) providing information or other assistance to another person with knowledge that such aid could be used to commit any of the violations noted above; or

   ii) providing false information in connection with any inquiry regarding academic integrity.

### 5.4.5.2.3 Reporting Honor Code Violations

a. Reporting violations of the Honor Code is a responsibility of all members of the University community, including all students, faculty, and administration. Any tolerance shown for such violations is, in fact, assisting in the violation.

b. Violations are to be reported in writing to the President of the Honor Council, following the procedure set forth by the Honor Council. In the President’s absence, violation reports may be submitted to any active member of the Honor Council, who shall immediately transmit the report to the President. Violation reports should provide full information on the violation and must be signed.

c. Upon receipt of a violation report, the President of the Honor Council shall convene a meeting of the Screening Committee to determine whether the reported violation has merit to proceed to Honor Council hearing. The person reporting the violation shall be timely notified of the scheduled Screening Committee meeting and shall be given the opportunity to present evidence at the meeting.

### 5.4.5.2.4 Screening Committee

a. The Screening Committee is composed of four members:

   i) President of the Honor Council (Chair of the committee)

   ii) Faculty Advisor to the Honor Council
iii) University Division Chair (selected by the President of the Honor Council). Priority is given to selecting a division chair not from the division in which the violation occurred.

iv) Alternate member of the Honor Council (selected by the President of the Honor Council)

b. Should any member of the Screening Committee not be able to serve due to a conflict of interest, the President of the Honor Council may appoint a replacement as follows:

i) President of the Honor Council – may be replaced by the Vice-President of the Honor Council.

ii) Faculty Advisor to the Honor Council – may be replaced by another faculty member.

iii) University Division Chair – may be replaced by another division chair.

iv) Alternate Member of the Honor Council – may be replaced by another Alternate Member.

c. The Screening Committee may, on its own initiative, excuse a committee member for cause, and may function with a quorum of three members when necessary.

d. The Screening Committee shall function to determine whether a reported violation of the Honor Code has merit for transmittal to the Honor Council for a hearing. The committee makes no determination of guilt or innocence.

e. Upon receiving a report of a violation, the President of the Honor Council shall, within two class-days, notify the membership of the Screening Committee. A meeting of the committee shall occur within ten class-days of notification. Other persons may be called to participate at the discretion of the committee. All portions of the committee meeting are to be held confidential, except:

f. Upon determination that a reported violation has insufficient merit for hearing, the President of the Honor Council shall so notify the reporting person via letter. There is no further action taken.

g. Upon determination that a reported violation has sufficient merit to proceed to hearing, the President of the Honor Council shall immediately notify all Council members and schedule the hearing within the next ten class-days. The President of the Honor Council shall also immediately notify the accused student via registered letter to the student’s address on file at the University, or by documented hand-delivery, giving notice of the alleged violation, date and time of the scheduled hearing, all rights of the accused under the Honor Code, and the opportunity to meet the President of the Honor Council for further clarification prior to the hearing (especially as regards procedures of Honor Council hearings, the possible effect of admitting the violation prior to hearing, the calling of witnesses, and the right of the accused to have a non-participatory advisor from within the University community present with the accused at all proceedings). A copy of the Screening Committee’s report shall be provided to the accused student. The report shall note that the accused will have access to all evidence that might be presented at a hearing. The accuser shall also be notified of the hearing.

5.4.5.2.5 Honor Council Hearings—General Procedures
a. Upon notification of the accusation, if the student admits the violation in a written statement to the Honor Council, only a penalty hearing shall be conducted. If the accused student, being duly notified, refuses to participate in the Honor Council hearing process, the hearing shall be held without him/her and shall be based upon all other evidence properly submitted for consideration.

b. All Honor Council Violation Hearings shall be convened by the President or the Vice-President acting in behalf of the President. Attendance by regular Council Members and any designated Alternates is mandatory. No public notice of the hearing shall be promulgated. The hearing shall be closed and shall be conducted in secret insofar as reasonably possible. No one shall be present other than the Honor Council members, the Faculty Advisors, the accused, the accused’s advisor, if any, and witnesses. Witnesses may be present only while giving testimony.

c. No person other than the accused shall be present in the hearing room without a signed confidentiality pledge that shall be retained for the record by the Recorder.

d. The President shall chair the hearing and shall be responsible for ensuring fairness in the proceedings. The President shall call all witnesses, including (in order): the accuser, witnesses for the accused, the accused, witnesses for the accused, followed by a final statement that may be made by the accused. All witnesses, the accuser, and the accused may be questioned by the members of the Honor Council and by the accused. The accused, the accused’s advisor, if any, and the accuser may be present for the entire hearing, except during the verdict deliberation by the Council. The President shall be responsible for having these procedures followed in the hearing and shall conduct the hearing generally following Robert’s Rule of Order.

e. The Recorder shall electronically record the hearing and shall provide a written summary to accompany the recorded version, including the names of all witnesses and Council members present.

5.4.5.2.6 Witnesses in Honor Council Hearings

a. Both the accused and the accuser may call witnesses to testify in the hearing.

i) Witnesses called by the accused:

(a) It is the responsibility of the accused to provide the President of the Honor Council with a list of witnesses that the accused intend to call to testify in the hearing. The list of witnesses, and the name of the non-participatory advisor, must be hand-delivered to the President of the Honor Council no later than 24 hours prior to the hearing and must specify whether each witness is a material witness or a character witness. The accused may call no more than one character witness to appear, however, any number of character witness statements (written) may be presented. The character witness must be a member of the Thomas University community. The non-participatory advisor may not be a character witness or a material witness and may not make statements during the hearing.

(b) Material witnesses must have specific knowledge of facts related to the accusation.

ii) Witnesses called by the accuser:

(a) It is the responsibility of the accuser to provide the President of the Honor Council with a list of any witnesses that the accuser intend to call to testify in the hearing. The list of witnesses must be provided no less than 24 hours prior to the hearing.
(b) Witnesses for the accuser shall sign a statement of intent acknowledging that attendance at the hearing is mandatory and that not testifying is a violation of the Honor Code. Such statements shall be submitted with the list of accuser’s witnesses.

(c) Only material witnesses with specific knowledge of the facts related to the accusation may be called.

b. General provisions related to witnesses:

   i) It is the sole responsibility of the person calling witnesses to insure their presence at the hearing.

   ii) All witnesses to be called for either side shall be required to sign a pledge guaranteeing confidentiality of all aspects of the hearing. The accuser shall be required to sign the pledge as well. Violation of the confidentiality pledge is in fact a violation of the Honor Code and subject to penalty. The accused is exempt from this requirement, but is urged to consider the value of maintaining the confidentiality of the proceedings.

   iii) Witnesses shall be present in the hearing only while testifying.

   iv) All witnesses may make statements and may be questioned by the Honor Council and by the accused.

   v) The accused may request, in writing, that the President of the Honor Council provide a list of witnesses for the accuser. Upon receipt of the witness list from the accuser, the President (if so requested) shall provide the names of these witnesses, including the accuser’s name, to the accused.

5.4.5.2.7 Violation Hearing Verdicts

Following completion of all testimony, the Honor Council will address the verdict. No one other than the Honor Council members and the Faculty Advisor(s) may be present during the verdict deliberation. The President shall continue to chair the hearing, but shall not participate in the deliberations and shall not vote on the outcome. A simple majority vote of the remaining five Honor Council members present shall determine guilt or innocence.

   a. *Verdict of Not Guilty*—upon determination that the accused is not guilty of the violation, the President shall instruct the Recorder to destroy all records of the hearing and shall inform the accused via letter to the address on file with the University. In this circumstance, any member of the University community shall not hold the fact of the accusation against the accused in any manner.

   b. *Verdict of Guilty*—immediately upon reaching a guilty verdict, the Council shall determine the penalty for the violation. The President shall continue to chair the hearing, but shall not participate in the deliberation or the vote. A simple majority vote shall determine the penalty. Within one class-day following the hearing, the President shall notify the accused by sending a registered letter to the address on file with the University. The letter shall state the verdict, the penalty for the violation, and the appeal option available. The President shall also notify, via copy of the letter, the Chair of the Division in which the offender is registered, the Dean of the School in which the offender is registered, the Registrar, and any pertinent professor if action related to the penalty is required of the
professor. The accuser may be notified of the finding of guilty or not guilty (only) upon request to the President of the Honor Council.

5.4.5.2.8 Penalties

a. Penalties that may be assessed by the Honor Council include:

i.) Immediate expulsion with “Honor Code Expulsion” noted permanently on the student’s academic record.

ii) Suspension for one semester with “Honor Violation” noted on the student’s academic record for a stated time, pending certain conditions, and “F” in the course in which the violation occurred.

iii) “F” in the course in which the violation occurred with “Honor Violation” noted on the student’s academic record for a stated time, pending certain conditions.

iv) “F,” “0” or “no credit” on the test or assignment on which the violation occurred. This score will be included in the computation of the final course grade and no additional course work will be assigned or submitted to compensate for the “F,” “0,” or “no credit.”

b. The Honor Council may attach such conditions to the penalties as it deems justified, within the general context of the Honor System. Conditions may include completion of a course in ethics, a specified number of meetings with a designated faculty mentor and other, similar provisions.

c. In no case shall any penalty assessed by the Honor Council for a violation of the Honor Code justify any refund of tuition or fees paid to the University by the offender, nor shall it relieve an offender of any debt legally owed to the University.

d. Expulsion is a penalty normally reserved for especially egregious offenses (such as stealing and selling copies of exams and for some repeat offenders), however, the decision belongs to the Honor Council, and the University has placed great trust in the members of the Council.

e. The Honor Council shall maintain the record of the violation hearing in its secure files. In its consideration of penalty assessment, the Honor Council may consider factors such as the student reporting him/herself, and the student admitting the accusation upon being accused.

f. No grades are considered final until all pertinent Honor Code issues have been completely resolved in accordance with procedures described herein.

5.4.5.2.9 Appeals of Honor Council Verdicts

a. Appeals Committee—the Appeals Committee shall be composed of the following members:

i) President of the Honor Council (who shall chair the committee)

ii) An Alternate member of the Honor Council (who did not participate in the hearing), appointed by the Chair.

iii) Dean of the School in which the violation occurred.

iv) A professor appointed by the Dean.
b. Although every effort shall be made to have a full committee, when necessary the committee may function with a quorum of three members, two of which must be students. All issues before the committee shall be determined by simple majority vote and all members of the committee are required to vote.

c. Any student found guilty of an Honor Code violation may appeal the verdict and/or the assessed penalty. The student must file the appeal in writing with the Chair of the Appeals Committee within 10 class-days of being notified of the Honor Council verdict. Upon receipt of the appeal, the Chair shall convene the committee within 10 class-days to address the issue. The Recorder of the Honor Council shall be directed by the Honor Council President to provide the entire record of the pertinent hearing to the committee. The committee shall hear the reason for the appeal from the student, may review the entire record of the hearing, and shall make a judgment based on this information. The committee may decide to hear and consider testimony not presented at the hearing, but it has no requirement to do so. The committee shall deliberate its decision in private.

d. Upon compelling evidence, the Appeals Committee may reverse an Honor Council verdict and/or may alter an assessed penalty. Upon reaching a decision, the Chair shall, within two class-days, send notice of the decision to the student via registered mail and shall formally notify the Honor Council. Since an environment of trust is vital for success of the Honor System process, if the Appeals Committee alters any decision of the Honor Council, it shall appear before the Council within 10 class days to explain the reasons for its action.

e. The Chair of the Appeals Committee shall immediately notify the appropriate Division Chair, Dean, the Registrar and any pertinent professor, in writing, of any change in the verdict/penalty determined by the Honor Council.

f. Appeal to the President of the University – Upon unsuccessful appeal to the Appeals Committee, a student may appeal directly to the University President, as the final authority. The President will not consider any appeal that has not been previously denied by the Appeals Committee. The President may, for compelling reasons, alter a decision of the Appeals Committee. If this is deemed necessary, the Honor Council, the Appeals Committee and all other appropriate parties shall be notified, in writing, and the President shall timely meet with the Honor Council to explain his reasons. If the President denies the appeal, he shall also notify the parties accordingly. Appeals to the President must be submitted in writing and within 10 class-days of denial of the appeal by the Appeals Committee.

g. After a period of a minimum of five years following the imposition of a penalty for an honor violation, a student may petition the President of the University to have all reference to the violation removed from the student’s academic record. The President will review the student’s justification for requesting this action, but he/she is under no obligation to act upon it.

5.4.5.3 Education Program of the Honor Council

a. An important role of the Honor Council is to educate existing and in-coming students concerning academic integrity, the Honor Code, and the University’s general Honor System. The Honor Council shall design and carry out programs throughout the academic year to instruct and motivate the student body in matters of academic integrity. The Honor Council shall also carry out instructional programs for in-coming students during the orientation period and shall conduct a ceremony for the
signing of the Honor Code Pledge by all new students. Previously existing students will be encouraged to sign the pledge as well, however the University will consider all registered students to be bound by the Honor Code, regardless of whether the Pledge was signed or not.

b. The Faculty Advisor, with the assistance of the Vice President of the Honor Council, shall carry out programs to advise the Faculty, Administration, and Staff of the University in matters relating to academic integrity and the Honor System.

c. The Vice-President of the Honor Council shall head the Education Program with the assistance of the Faculty Advisor and all other Council members.

5.5 Non-Academic Violations

The review process for all non-academic violations of the Thomas University Code of Conduct or Thomas University policies and procedures originates with the Chair of the Judicial Review Board. The Chair would then take appropriate action as described in Section 5.4.

The review process may be initiated following:

a. A student complaint against another student

b. A faculty/staff member complaint against a student

c. A student complaint against a faculty member that is of a non-academic nature

5.5.1 Appeals of General Administrative Actions

Any administrative action that adversely affects a student may be appealed by the student. The purpose of the appeals system is to afford an opportunity to appeal university related decisions that cannot be resolved through other channels. Students should follow the process outlined below if they wish to appeal university decisions.

a. Discuss the decision with the party with whom you differ and attempt to resolve any differences.

b. If dissatisfied, the student may appeal in writing to the chair of the academic division or the head of the administrative unit in question. This appeal must be submitted within ten days of Step One.

c. If dissatisfied with the decision of the chair or the unit head, the student may appeal in writing to the Dean, or in the case of an administrative unit, to the Vice President in charge of the unit. This appeal must be submitted within ten days of Step Two.

d. If dissatisfied with the decision of the Dean or Vice President, the student may appeal in writing to the President. This appeal must be submitted within 10 days after Dean or Vice President has issued a decision. The decision of the President shall be final and binding on all parties concerned.

This procedure does not apply to academic appeals such as grade appeals, which are conducted according to the steps outlined in the Thomas University Catalog.

5.5.2 Drug and Alcoholic Beverages Policies

Thomas University is committed to establishing and maintaining a drug-free campus. Under this policy, the unlawful manufacture, distribution, dispensation, possession or use of any illegal drug is prohibited in all areas of
Thomas University, including buildings, vehicles, and grounds. Smoking is prohibited in all Thomas University buildings.

The sale or distribution of alcoholic beverages is not permitted on campus. If permission is granted to serve alcohol during university events, lessee or caterer is responsible for adhering to city, county, and state ordinances. Violations of these policies shall be considered sufficient grounds for disciplinary dismissal.

5.5.3 Traffic Violations
Students who operate motor vehicles on campus or on any university-owned property are expected to adhere to the applicable laws of the State of Georgia, and to obey all posted signs related to traffic regulations and parking.

a. **Authority:** These regulations are adopted pursuant to the authority conferred by the laws of the State of Georgia upon the Board of Trustees of Thomas University to govern the use of property owned, used or occupied by Thomas University.

b. **Purpose:** The traffic and parking regulations at Thomas University have been established in order to provide safety and convenience to all members of the university community and to the visiting public.

c. **Applicability of Traffic Rules:** These rules, as from time to time amended, shall be applicable to all vehicles operated or parked on the Thomas University campus at any time. The fines, penalties, and other sanctions provided herein may be imposed against any person in violation of any provision of these rules. These rules shall not be in conflict with civil laws.

d. **Assumptions:** Each member of the university community is presumed to have the responsibility to read, understand, and abide by these regulations. Ignorance of the regulations will not be an acceptable reason for appealing a violation.

e. **Liability:** Thomas University assumes no responsibility for the care and/or protection of any motor vehicle or its contents when the vehicle is operated or parked on the university’s property. Vehicles that violate these regulations may be towed or impounded at the owner’s expense. Due care will be exercised by the university in the enforcement of these regulations.

5.5.4 Student Conduct Code
Students must assume full responsibility for understanding the policies, procedures, rules, and regulations of the university. Students who accept an offer of admission to Thomas University are expected to be responsible citizens of the college and community, to respect the rights of others, and to observe the laws of the state of Georgia.

a. **Offenses Related to Persons.** An offense related to a person is committed when a student:

i. Intentionally or knowingly, and without authority or consent, limits or restricts the freedom of a person to move about in a lawful manner; Threatens (by any means), intimidates, or uses physical force in a manner that endangers the health or safety of another person or which
reasonably causes another person to be fearful or to suffer physical or emotional harm. Attempts to coerce or influence any person in an effort to discourage or prevent their use of or participation in any disciplinary proceedings; or

ii. Intentionally harasses another person. Harassment of any kind is unacceptable at Thomas University and is in conflict with the policies and interests of the university. Moreover, many forms of harassment have been recognized as violations of the civil rights laws by the United States Equal Employment Opportunity Commission and by the courts. Harassment is defined as verbal or physical conduct which has the intent or effect of unreasonably interfering with an individual’s or group’s educational performance at Thomas University, or of creating an intimidating, hostile or offensive educational environment on or off campus. Harassment on the basis of race, color, gender, religion, national origin, or sexual orientation includes harassment of an individual in terms of a stereotyped group characteristic or because of that person’s identification with a particular group. With reference to sexual harassment, the definition also includes unwelcome sexual advances and requests for sexual favors that might be perceived as explicitly or implicitly affecting educational decisions concerning an individual. Further information on Thomas University’s policies and procedures relating to harassment can be found in volume II of the Thomas University Policy Manual, section 2.2.

b. Offenses Related to Property. An offense related to property is committed when a student.

i. Knowingly and without consent or authorization, possesses, removes, uses, misappropriates, or sells the property of services of another person or of the university;

ii. Intentionally or negligently damages or destroys property owned or in the possession of another person or of the university;

iii. Obtains the property of another person by misrepresentation or deceptive means;

iv. Enters or uses the facilities or property of another person or the university without consent or authorization; or

v. Intentionally or negligently damages, erases, or otherwise destroys computer software, programming, or data, including the unauthorized duplication of same.

c. Offenses Related to the Operation of the University. An offense related to the operation of the university is committed when a student:

i. Engages in obscene or indecent conduct on university property or at university-sponsored events;

ii. Forges, alters, possesses, duplicates, or uses documents, records, keys, or identification without the consent or authorization of appropriate university officials;

iii. Falsifies information or records submitted to university offices, administrators, faculty, student organizations, university-wide committees, or hearing officers;
iv. Fails, without just cause, to comply with the lawful order of a university official acting in the lawful performance of their duties and authority;

v. Permits another person to use his/her Thomas University identification card for the purpose of obtaining an improper benefit or opportunity from the university;

vi. Impersonates another person or misrepresents his/her authority to act on behalf of another or of the university;

vii. Engages in solicitation in or on university property unless such solicitation is approved by appropriate university officials;

viii. Obstructs or interferes with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under this code or of Georgia statute; or

ix. Intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, or functions of the university.

d. Offenses related to Welfare, Health, or Safety. An offense related to welfare, health or safety is committed when a student:

i. Hazes another person. “Hazing” means any action, activity, or situation that recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the university. Any activity as described above upon which the initiation or admission into or affiliation with a university organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding;

ii. Uses, possesses, or manufactures firearms, explosives, weapons, unregistered fireworks, or other dangerous articles or substances injurious to persons or property;

iii. Intentionally and with willful disregard to persons or property, sets fire to University property or objects that are upon University property,

a) Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives on university property. An accused student found guilty of these offenses shall be suspended from the university for a minimum of one academic term;

b) Abuses, removes, or damages fire or safety equipment;

c) Fails to vacate a building or facility when a fire alarm is activated;

d) Fails to leave a building, street, walkway, driveway, or other facility of the university when directed to do so by an official of the university;

iv. Uses, possesses, distributes, sells, or is under the influence of narcotics, hallucinogens, dangerous drugs or controlled substances, except as permitted by law;
v. Disrupts or interferes with a student disciplinary hearing;

vi. Aids, abets, hires, or otherwise procures any offense to be committed by another;

vii. Combines with another person to plan or endeavor to accomplish an act made unlawful by this code; or

viii. Commits an offense in violation of Georgia statues, if the judicial system acquires jurisdiction.

5.5.5 Discipline Procedures

5.5.5.1 General Authority in Matters of Student Conduct and Discipline

Violations of Law: Where conduct by a student is in violation of a federal, state, or local law, charges may be brought by the appropriate civil authorities against the student as a result of direct investigation by such authorities or upon the filing of information by the complaining party. In this regard, students, as citizens, are entitled to the protection of law as administered by the courts of this jurisdiction.

a. President’s Authority. The university President is the ultimate authority in matters of student conduct, discipline, and the promulgation of rules, regulations, and policies for student governance. Students are expected to conduct themselves as a responsible member of the university community.

Those students whose conduct demonstrates disrespect for law, the rights of others, or the health, welfare, and safety of members of the university community will be subject to disciplinary action by the University.

5.5.5.2 Elements of Essential Fairness in University Judicial System.

Before any disciplinary action may be taken against students for violations of law, university rules, or board of trustees’ policies, students are entitled to the following rights where a substantial interest of the student may be affected by the disciplinary action:

a. The right to be informed in writing of the alleged violation and the corresponding charge.

b. The right to be informed in writing of the procedures of the judicial body which will hear the case.

c. The right to have 72 hours in which to answer charges.

d. The right to a fair and impartial hearing, including the right to cross examine witnesses and to present evidence on the student’s behalf.

i. The right to be informed in writing of the decision of the judicial body in the matter.

ii. The right to be assisted by an advisor of the student’s choice. The name and address of the advisor shall be provided to the President no later than 72 hours prior to a hearing.

iii. The right to a public hearing, if so desired by the student.

iv. The right to appeal the decision of the judicial body to the President. All decisions of the President shall be considered final.
5.5.5.3 Structures of the Judicial System

Students charged with violations of the Student Conduct Code shall have their cases reviewed by the Chair of the Judicial Review Board. Should the case warrant, it shall be submitted to The Judicial Review Board for a judicial review. The University President, or his/her designee, shall appoint members of the Judicial Review Board which should include two faculty members, two students and one member of the Chair of the Judicial Review Board. Organizations subject to disciplinary actions shall have their cases heard by the appropriate person or body.

5.5.5.3.1 Procedures of the University Judicial System

a. Information Sessions: All alleged violations of the Student Conduct Code are referred to the Chair of the Judicial Review Board. Violations may be alleged by students, faculty, and staff of the university or by any aggrieved party. If the Director believes, after a review of the facts, that the student may warrant a hearing, the student will be notified to schedule an appointment for an information session. At that session, the Director will explain the student’s rights, whether or not formal charges of violation of the Student Conduct Code will be filed, the elements of essential fairness afforded to the student within the university judicial system; and the student’s options. Within that system. The student will then select one of the following hearing options for a disposition of the case within 72 hours of the filing of formal charges.

Option 1. In the case of level 1 or 2 violations the student has the choice to either Summary adjudication by the Chair of the Judicial Review Board after the student waives the right to hearing or in the case of a level 2 violation the student may chose a full formal hearing before the Judicial Review Board.

Option 2. In the case of a level 3 or 4 violations a formal hearing before the Judicial Review Board is required as described in Section 5.4.

b. Formal Hearing. The Chair of the Judicial Review Board shall have jurisdiction over all alleged violations of the Student Conduct Code when a formal hearing is either requested or mandated. This jurisdiction involves the recommendation to convene The Judicial Review Board and the ability to serve as an impartial resource to the Board.

i. Commencement of Action. Actions are commenced by filing with and delivering in person to the Chair a copy of the petition which states in concise form the nature and basis for the claim and what relief is requested.

ii. Process. Anyone filing a petition for a formal hearing is required to serve all other parties involved in the case with a copy of that petition through the Chair of The Judicial Review Board (JRB). This process must be completed no later than three class days before the actual hearing date. In the interest of justice the Director of Student Life may waive this requirement upon motion of the parties.

iii. Written Reponses. The Chair of the JRB may require the parties to submit a written response prior to holding a hearing.
iv. Presence at Hearing. All parties, including witnesses, shall be present for a hearing at the time and location designated by the Chair of the JRB. Failure to appear may result in an unfavorable judgment.

v. Public Hearings. All records and hearings are closed.

vi. Rehearing. Request for a rehearing shall be made within one academic week of any initial judgment. A rehearing will be granted only if new evidence is available or there is evidence of fraud. A rehearing is not an opportunity to re-litigate the entire case.

vii. Intimidation. No person shall threaten, coerce, intimidate, or otherwise attempt to improperly influence any member of the proceeding, litigant, witness, or other person involved or potentially involved in cases over which the university has jurisdiction.

viii. Order of Hearing. The hearing shall proceed in the following manner:

a) Review of charges(s) and evidence submitted by the Director;

b) Opening statement by the party bearing the burden of proof;

c) Opening statement by the opposing party;

i) Questioning of witness(es) by both parties and the Judicial Review Board (or the Chair in lieu of a formal hearing);

d) Closing argument by the party not bearing the burden of proof; and

e) Closing argument by the opposing party.

ix. Time Limit on Hearings. The Chair of the JRB will determine the total time allotted for the hearing and may limit the time for any aspect of the hearing.

x. Waiver. The Chair of the JRB may waive these rules if the interest of justice so requires.

xi. Evidence. All evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible. The Chair of the JRB may exclude irrelevant, immaterial, or unduly repetitious evidence.

xii. Decisions. All decisions of administrative hearing officers or committees shall take effect only after review and approval by the Chair of the JRB. All decisions rendered by the Chair of the JRB will be postponed pending the outcome of any appeal to the Executive Director of Enrollment Management and Student Affairs.

c. Summary Adjudication. A student may waive the right to a formal hearing and a request a summary adjudication by the Chair of the JRB. A request for a summary adjudication must be presented in writing by the student to the Chair of the JRB, and is acceptable only after the student has been advised of his/her rights under this code during the information session. The Chair of the JRB shall inform the student in writing of the decision reached.
d. Appeals. After having exhausted all hearing procedures, dissatisfied students may direct written appeals within ten days of the decision to the Executive Director of Enrollment Management and Student Affairs. The Executive Director will review the decision. The application for review shall contain the adverse decision. The Executive Director shall investigate the matter, hold a hearing if deemed necessary, and render a decision within 30 days of the review filing date. Final review of the case can be requested of the President, who will review all materials from the prior steps in the resolution. The decision of the President shall be final for all purposes.

e. Commencement of Penalty. The penalty shall not commence until all appeals within the university have been exhausted.

f. Time Limits. Cases are to be filed with the Chair of the JRB within 15 days of the alleged incident unless there are extraordinary reasons why the case was not filed in a timely manner.

5.5.5.3.2 Penalties

The following are possible penalties for violation of the Student Conduct Code and may be imposed singly or in combination.

a. Expulsion. Permanent separation from the university without the opportunity for readmission. A record of expulsion is maintained as a permanent record in the student’s file in the Student Affairs Office.

b. Dismissal. Indefinite suspension from the university. In order to be readmitted, a student dismissed for disciplinary reasons must file a petition for judicial clearance with the Executive Director of Enrollment Management and Student Affairs, who will present the petition to the President for review and decision. All dismissed students who receive a judicial clearance are subject to all readmission criteria of the university. A record of disciplinary dismissal is maintained in the office of Student Affairs.

c. Suspension. Separation from the university for a specific period of time, not to exceed two years. During the period of suspension, a student is excluded from classes and all other university privileges or activities. At the conclusion of the period of suspension, the student will be permitted to return to the university on a one year probationary basis if the student also has met applicable readmission criteria.

d. Probation. Conditional retention of student status for a specified period of time. A student’s university privileges may be restricted during the time of probation at the discretion of the university judicial system having jurisdiction in the case. A record of disciplinary probation shall be maintained in the office of Student Affairs for the period of probation and during that period, the record may be introduced in subsequent disciplinary proceedings.

e. Reprimand. Written statement from the Chair of the JRB expressing disapproval of conduct. A record of reprimand shall be maintained in the office of Student Affairs for the period that the reprimand is in effect. During that period, the record may be introduced in subsequent disciplinary proceedings.

f. Warning. Written statement from the Chair of the JRB expressing disapproval of conduct. No record of a warning shall be maintained as a disciplinary record.
g. Restitution. Written direction from the Chair of the JRB to replace, repair, or make specific compensation for property of the university or another which was damaged, destroyed, or misused, or to reimburse an individual for expenses or losses incurred as a result of the actions of the accused during the commission of an offense. Failure to comply by a set date may cause a judicial hold to be placed on the student’s file.

h. Judicial Hold. A student will not be permitted to register or enroll for classes, receive grades, receive transcripts, have transcripts forwarded to others, be awarded a degree, or otherwise receive the benefits of student status until the terms of the restitution or judicial hold are complied with. A judicial hold may be placed for non-payment of fees, fines or any other balances due the university. The President or a designated representative may clear judicial holds.

i. University Service. The Chair of the JRB will specify a number of hours that a student works for the university, not to exceed one hundred hours.

j. Apology. A written apology, from the student approved by the Chair of the JRB, to the appropriate person(s) or department.

k. Penalties for Hazing. Any violation for hazing will result in disciplinary action for the individual and/or group. Penalties may range from a warning to expulsion.

l. Fines. A student who has been found guilty of an offense under this code may be ordered, by the President to pay a fine in addition to, or in lieu of, any other penalties outline above. Fines for the offenses may not exceed the sum of $200.

5.5.5.3.3 Administrative Suspensions Not Within the Judicial System

a. Immediate Suspension for Disruptive Activity. Students shall be subject to administrative suspension by the President or a designated representative pending a hearing on the charges(s) where:

   i. The student is ordered by an official or faculty member to cease and desist any activity which disrupts the orderly operation of the university; and

   ii. The student persists in the activity which is disruptive after receiving the warning and order in Section (1) above, and the disruptive activity still constitutes a threat to the orderly operation of the university; and

   iii. The President or a designated representative shall decide on evidence seen or reported that the activity disrupts the orderly operation of the university.

b. Suspension for the Protection of the University Community. Any student charged with or convicted of, a violation of law, board of trustees policies, or university regulations injurious to the health and welfare of the university community shall be subject to administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President or a designated representative.
c. Conditions of Administrative Suspension Not Within the Judicial System. In all cases under Subsections 5.5.5.3.3.a and 5.5.5.3.3.b. above, where a student is suspended as a result of a charge(s), the student charged shall be entitled to an administrative hearing within 48 hours after written request thereof is delivered to the Chair of the JRB, provided that the time period prescribed herein above shall not include weekends or holidays. Written notice of the time and place of such hearing, along with the name of the hearing officer, shall be transmitted in writing to the student charged. If the hearing is not held within 48 hours as herein provided, the suspension shall be automatically lifted, provided that a delay caused by the student or by circumstances beyond the control of the university shall stop the running of the 48 hour period, and the suspension shall be continued.

d. Jurisdiction at Preliminary Hearing. The jurisdiction of the hearing officer at the hearing shall be limited to the question of whether or not the suspension shall continue until a hearing is held on the merits of the case in the university judicial system.

5.6 Student Activities & Organizations

5.6.1 The Role of Student Organizations at Thomas University

Student organizations play a vital role on the Thomas University campus. Student organizations bring students with common interests together, and in turn provide leadership and team building skills that will be essential after college. Being a member of a student organization can be an important factor in the success and enjoyment of the college experience. While academic learning is the primary goal of college, co-curricular activities help students learn and grow beyond the walls of the classroom and provide students with hands-on training in leadership skills. Participation in student organizations offers the student opportunities for fellowship, leadership, recreation, and meaningful interaction with faculty, staff and students.

Thomas University hosts a variety of student organizations. Students are also encouraged to start their own student organizations to meet the needs of the student community.

5.6.1.1 Contracts

Only duly authorized officers of Thomas University may act as legal representatives of the institution. No student or student organization, including the Campus Activity Board or Student Government Association, may legally or financially bind the university in any way.

5.6.2 Campus Activity Board (CAB)

The purpose of the Campus Activity Board (CAB) is to provide a means for responsible and effective student participation in the organization and operation of student activities. Thomas University believes that part of a student’s education is the development of his or her talents outside the classroom.

Students are selected by the Selection Committee each spring to serve a one year term. CAB is responsible, under the guidance of the Associate Director of Student Life, for the planning and implementation of all student activities and events.
5.6.3 Student Publications
Thomas University realizes the importance of student publications in the growth and maturation of student abilities. In an effort to foster such growth, the university encourages the publication of *The Talon*, an official newspaper produced by and for Thomas University students and funded through student activity fees. Contact the Director of Student Life in the Campus Center if you are interested in working on *The Talon*.

5.6.4 Student Activities
CAB sponsors a full range of activities for the students each semester. These events may include welcoming activities, commemorative events, Homecoming, Fall Harvest Festival, seasonal activities, and a variety of lectures based on student leadership and success. Other events are added based on student interests and requests. All these activities are funded through student activity fees.

For those musicians who wish to remain active, the University has Vocal and Jazz Ensembles and a Community Chorus.

5.6.5 Student Clubs and Organizations
Students are encouraged to form clubs and organizations on campus that assist in creating networks of individuals with similar interests and psycho-social needs. Clubs and organizations may be nationally affiliated; based on academic majors or other career needs; assist in meeting physical/spiritual needs; social in nature; or organized to promote shared values and experiences of members of the Thomas University student body. Contact the Office of Student Life for a current listing of all active clubs and organizations on campus.

The procedures to establish a club or organization:

a. Application. An application for a proposed club or organization should be submitted to the Associate Director of Student Life and must be updated annually. The application must contain the names, addresses and signatures of ten charter members, a provision for membership requirements, a faculty advisor, a meeting schedule, and a purpose that is consistent with the philosophy of Thomas University.

b. Approval. A club shall become an official organization if recommended by the Associate Director of Student Life and approved by the Student Government Association. Official recognition of an organization is granted on a year-to-year basis. A renewal application must be submitted during the fall of each year.

c. Show of Good Standing. Each official club may be required to submit an annual report with its renewal application. This report must show that it is currently actively working towards the purpose of the organization by either: 1) development of service projects for the university or community; or 2) actively working towards the objectives of the club’s specialized areas of interest.

d. Funding. Thomas University will provide no direct financial aid to any student club or organization. However, a space for a club meeting may be scheduled through the Office of Student Life on a space available basis. Limited funding resources may be available through surplus Campus Activity Board funds. An approved club may present a written request to the Campus Activity Board (CAB) for financial assistance on projects which are determined by CAB to have value to the student body of the university.

e. Membership. With the exception of national honor societies, membership in clubs and organizations shall not be denied to any currently enrolled Thomas University student if criteria for membership is met.

f. Club Officers. All official clubs and organizations must have constitutions or bylaws which specify minimum requirements for membership, however all club officers must maintain a minimum 2.0 cumulative
grade average or higher, and be free of academic probation. Club officers must also meet general club membership requirements as set forth by the club and approved by the Campus Activity Board.

g. Advisor. A faculty advisor, recommended by the club and approved by the Campus Activity Board, is required for all clubs. The advisor shall be responsible for ensuring club/organization compliance with University policies and procedures, serving as the University’s official representative to the organization, checking student eligibility, and functioning as a resource person to the organization.

h. Amendments and Resolutions. Any amendment or resolution to a club’s application shall be submitted to the Associate Director of Student Life for approval by the Campus Activity Board.

i. Authority. All clubs and organizations shall be subject to all rules and regulations that the Senior Staff deems to be in the best interest of the university.

j. Probation. Any club that does not meet the university requirements, rules, and regulations shall be placed on probation for a period of one semester. A club placed on probation must meet all requirements within the one semester probationary period or request an extension in writing. If the club does not meet all requirements within the one semester probationary period or request an extension in writing, it shall be suspended. A club must obtain the approval of the Campus Activity Board upon recommendation of the Associate Director of Student Life, in order to be removed from probation.

k. Reactivation. In the event a club is disbanded for any reason, it may only be reactivated by beginning with paragraph one of the above procedure.

An application for clubs and organizations may be obtained from the Director of Student Life. Any registered student organization, after scheduling time and space with the Director of Student Life, may hold group meetings or other peaceful assemblies both inside buildings and outdoors. A group may utilize public address systems and other electrical amplification equipment. Student gatherings must not disrupt nor interfere with the operation of the institution, nor interfere with or impede vehicular or foot traffic.

5.6.5.1 Clubs and Organizations

Alumni Association: Membership in the Alumni Association is open to all graduates of Birdwood College, Thomas County Community College, Thomas College and Thomas University, as well as all former students who were regularly matriculated in degree credit courses.

Note. The purpose of the association is to support Thomas University with the emphasis on improving the university’s programs, creating institutional pride, developing and enhancing the university’s image, and meeting the needs of the university through fundraising.

Association of Social Workers: The Thomas University Association of Social Workers promotes the field of social work both on-campus and through community activities.

Delta Club: The Delta Club is an outdoor organization whose purpose is to investigate the area within the upper portions of the Ochlocknee and Aucilla River basins, which form a triangular area of land with the bottom portion lying in the Gulf of Mexico. It is the aim of the club to educate its members in all aspects of this region, wildlife, geological feature, sociological and historical aspects, all within an outdoor pursuits context. Membership is open to students, faculty, staff and community members.
Fellowship of Christian Athletes (FCA): Interdenominational Christian organization focuses on presenting to athletes and coaches, and all who the influence, the challenge and adventure of the Christian faith. This organization encourages fellowship of the church. All students are encouraged to join.

Geology Science Club: Offers members a hands-on approach to the natural sciences. Activities include lectures, discussion groups, and trips that center around earth sciences.


History Club: The History Club was established to encourage all students at Thomas University to appreciate the study of the past. Through field trips, lectures, film and theatre, the club leaders stress that our world today is shaped by decisions and actions made decades, or even thousands of years ago. By better understanding the past, it is hoped members will gain a more balanced view of the present.

Psychology Club: The Psychology Club is an organization open to psychology majors and those with a special interest in psychology. Activities include trips to psychology conferences and movie nights.

Rehabilitation Services Club: The Thomas University Rehabilitation Service Club is a project-oriented service club open to all students interested in fostering the independence of individuals with disabilities in the community through advocacy, counseling, education, employment, housing and recreation.

Rotary Club: Sponsored by the Thomasville Rotary Club, the Thomas University Rotary Club provides opportunities to engage in community service opportunities and leadership opportunities. Membership is open to registered Thomas University students under the age of 30.

Students in Free Enterprise (SIFE): Students in Free Enterprise is a project-oriented organization for business majors. Each year students develop a project for presentation at the regional competition. Regional winners compete nationally against other colleges and universities. In 1990, Thomas University received Rookie of the Year in regional competition.

Student Newspaper: The Talon, the university newspaper, is written and produced by students for students. Students interested in writing, photography, or desktop publishing should contact the editor or advisor.

Thomas University Community Chorus: The Thomas University Community Chorus is a mixed choral organization performing the best in standard choral literature. The chorus is open to all university students and community members (high school and older). Rehearsals are once a week for two hours. It is non-auditioned.

Thomas University Jazz Ensemble: The Thomas University Jazz Ensemble is a select ensemble performing classic and contemporary jazz repertoire. It is open to all university students by audition or approval of the director.

5.6.6 Intercollegiate, Club and Intramural Athletics
Thomas University offers a full range of athletic opportunities at all levels. University athletes compete in soccer, tennis, softball, baseball, and golf under the auspices of the National Association of Intercollegiate Athletics (NAIA). Intramural leagues are held dependent upon student interest in flag football, basketball, volleyball, and table tennis. Others may be added as interest is shown. If you are interested in participating in these sports, contact the Athletic Director in the Forbes Building, SGA in the Campus Center or the Student Activities Direction.
5.7 Student Athletic Policies & Programs

Thomas University currently participates in intercollegiate sports and is nationally affiliated with the NAIA. These teams include Men’s and Women’s Soccer, Men’s and Women’s Golf, Women’s Fast-pitch Softball, and Men’s Baseball. The teams are independent members of the NAIA, Region XIII.

Thomas University Athletic Policies are detailed in Appendix C of this volume of the Thomas University policy manual.
APPENDIX A: (Housing And Residence Life- Guidelines For Community Living)

Mission and Goals

The mission and goals of the Office of Student Life–Housing and Residence Life

a. Thomas University is committed to strengthening relationships among people. We support interaction that promotes awareness and understanding of the diversity that exists within and outside the University community. We encourage acceptance and appreciation of people regardless of race, gender, age, ethnicity, ablebodiedness, sexual orientation, socio-economic status, or religious affiliation. We believe each person has worth and should be treated with dignity and respect. We encourage all people in our community to reach out to each other and develop positive relationships.

b. Thomas University will do this by striving to:

i. provide our undergraduate residence students with a "living and learning” environment that supports the academic mission of Thomas University while enabling the independence and personal growth of the individual undergraduate student;

ii. provide affordable, safe, well-maintained and furnished housing for the newly independent undergraduate student;

iii. foster a community that adopts a high standard of understanding and mutual respect towards its members in spite of any differences of opinion, culture, religion, ability or sexual orientation;

iv. assist students with the transition from co-dependent, familial living to the University and throughout the entire University experience through counseling, peer education/outreach, social interaction and educational programming.
Six Principles of Community

In the Office of Student Life, and within the Residence Life Staff, we firmly believe that a college education extends well beyond classrooms, textbooks and exams. The college experience includes growing and learning through programs, events and activities; as well as the experience of living cooperatively with others.

Over the course of the year, we hope to create a learning and living environment that is consistent with the Six Principles of Community:

**Educationally Purposeful.** The Residence Life staff will strive to create a place where faculty and students share academic goals and work together to strengthen teaching and learning on campus.

**Open.** The Residence Life staff will strive to create a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.

**Just.** The Residence Life staff will strive to create a place where the sacredness of the person is honored and where the acceptance of diversity is aggressively pursued.

**Disciplined.** The Residence Life staff will strive to create a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.

**Caring.** The Residence Life staff will strive to create a place where the well-being of each member is sensitively supported and where service to others is encouraged.

**Celebrative.** The Residence Life staff will strive to create a place in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

In order to accomplish these principles, Thomas University is working to provide a living environment where scholarship, learning and positive community ideals can flourish. We encourage a respectful environment with appropriate community standards. The responsibility for reaching these goals rest equally with students and staff members alike:

<table>
<thead>
<tr>
<th>Expect Thomas University to...</th>
<th>We Expect You to...</th>
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<tbody>
<tr>
<td>Provide a safe and secure residential community;</td>
<td>Keep your room and exterior doors locked to prevent access by strangers; and to report unusual activity or suspicious individuals to Student Life/Residence Life immediately.</td>
</tr>
<tr>
<td>Provide a reasonably peaceful and quiet space to study and sleep;</td>
<td>Observe all courtesy and quiet hours by keeping your stereo and voice at reasonable volumes in and around the...</td>
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<td>Task</td>
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<tr>
<td>Respect your privacy and the proportionate use of your room in terms of space and time;</td>
<td>Communicate with your roommate about your preferences for hours of sleep, study, guests in the room; and to work through differences in a calm and adult-like manner.</td>
</tr>
<tr>
<td>Provide opportunities for recreation and relaxation;</td>
<td>Know and abide by Georgia state laws, including those pertaining to alcohol and illegal drugs. You are also obligated to follow all established rules and regulations in order to support the educational purposes of Thomas University and to sustain a safe and comfortable living environment.</td>
</tr>
<tr>
<td>Encourage you to challenge those whose behavior is inconsistent with appropriate community living standards;</td>
<td>Examine your own behavior when challenged by others—and work toward resolving conflicts.</td>
</tr>
<tr>
<td>Employ Resident Assistants, Residence Hall Directors and a Director of Student Life to provide competent assistance when you need help with a problem;</td>
<td>Notify staff members of problems in a timely manner, and cooperate with staff members as they work with you to resolve the problem.</td>
</tr>
<tr>
<td>Provide written policies and procedures regarding campus and community living.</td>
<td>Read all information that is provided by the Office of Student Life, including your housing contract, this handbook and all related Thomas University procedural manuals.</td>
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STAFFING AT THE THOMAS UNIVERSITY RESIDENCE HALL

Residence Life Staff

The Director of Student Life (DSL) is a full-time administrator at Thomas University who has responsibility for the overall operation and management of the Residence Hall facility, facilitating a vision that promotes the development of facilities, policies and student success programming.

The Residence Hall Director (RHD) is employed as the full-time live-in manager of the Thomas University Residence Hall. The RHD directs Residence Hall operations; monitors the conduct of Residence Hall students while enforcing University policies and procedures; maintains accurate records; conducts necessary facility inspections; plans and presents a diverse calendar of activities; and supervises the student staff of the Residence Hall.

The Resident Assistants (RA’s) are community builders who live within the Thomas University Residence hall. They serve as the primary resource to the residents for information and assistance. Selected on the basis of academic achievement, leadership ability, and commitment to Residence hall living, they are full-time students trained to help with most situations that may arise. During the year, RA’s will plan programs and activities to provide students with social and educational opportunities outside the classroom. RA’s will also assist residents with upholding the University policies. RA’s are responsible for providing information and referrals to residents; providing educational programs; providing crisis and emergency support; providing general help with house and residence matters; enforcing Residence hall policy; running orientation for all new students; and providing friendship and support to all Residence Hall Students.

The Residence Hall Council (RHC) is a group of students who are nominated/elected by the residence Hall students to assist the Residence Hall staff in program planning/implementation and to conduct disciplinary reviews on Level I and Level II incidents and infractions within the Residence hall.

Residence Life Staff Interventions

Resident Assistants are present within the residence hall in order to assist students in their transition to the University and to participate in the educational process. They provide peer counseling, access to amenities, and are often the first point of contact for residents needing referral to other campus resources. The RA’s and the RHD also attempt to resolve conflicts which arise within the living community and ensure that residents are acting responsibly and with respect for their peers. It is in this last capacity that these staff members will most often become involved with conduct interventions.

As part of their job responsibilities, it is expected that members of the residence life staff will uphold University policies. This entails not only positive role modeling, but also the accurate and prompt documentation of reported or witnessed violations of University policy. When staff members witness a violation, it is expected that they will confront the situation immediately so that students understand the effects of their behavior on others and the rationale behind the policy. After the situation has been addressed, an Incident Report will be submitted to the RHD and the Director of Student Life. Students who have violated University policy should expect some form of disciplinary action, and the Incident Report filed by the RA is the first step in the disciplinary process.

If an incident report results in University Disciplinary sanctions levied against a student, that student has the right to appeal the decision to the next highest authority at the University. The appeal of any disciplinary sanctions must be made within two business days of the incident and subsequent sanctions. University officials will only hear appeals based on the improper application of University policy.
THE FORMAL CONTRACT

Housing Contracts

Your housing contract is a legal and binding document when it has been signed and returned to the Office of Student Life with a $250 security/damage deposit. The housing contract is in effect for the full academic year if it is executed before the start of the school year; or for the remainder of the academic year if entered into at any time during the course of the year. The residence hall contract does not include vacation housing during the following times:

- Thanksgiving Break
- Winter Break

Please make the necessary arrangements to be out of the residence hall by 4:00 p.m. on the day preceding these vacation periods. Residents will be allowed to return to the facility at 1:00 p.m. on the final day of each vacation period. Please contact the RD or Director of Student Life if circumstances dictate special consideration and arrangements.

Contract Releases

Mid-year contract releases are granted only to residents who withdraw from Thomas University. Other students wishing to be released from their housing contract should submit their request and appropriate reasons for the request to the Director of Student Life. All reasonable requests will receive due consideration and a determination will be made regarding the granting of a contract release, and what (if any) penalties should be imposed.

Room Assignments & Roommates

The Student Life and Residence Hall staff makes every effort to select a roommate that matches your interests in critical areas, in order to place students in situations that will be the most comfortable for them. Even with the care and consideration that is taken, adjusting to a new roommate is one of the many exciting challenges of college life and community residential living.

You may find it helpful to have conversations with your roommate at the very beginning of the year in order to reach consensus about your new living arrangement. Some very basic discussions will help to foster a solid foundation on which to build a positive and supportive living environment. Some topics for discussion should include:

- Cleanliness of the room
- Musical preferences and acceptable volume levels
- Sleep and study hour preferences
- Borrowing and/or loaning personal belongings
- Privacy and visitors to the room
- Dealing with conflict and conflict resolution
• What to bring and how to personalize the room
• Basic values and beliefs

**Dealing with Conflict**

Throughout the course of the year, you may experience difficulties with your roommate as you both work to adjust and adapt to a new living situation. As a staff, we encourage all residents to attempt to resolve these issues and difficulties directly with your roommate. If you are not successful in resolving issues, your Resident Assistant has been trained to help you and your roommate work through the conflict. In the rare instance that an acceptable solution can’t be found, it may be possible to change rooms or switch roommates. In this event, you must work directly with the RHD in an attempt to determine if a change is necessary, if the change can be made, and to finalize new arrangements. If changes can be made, you will need to complete all appropriate room change forms and complete the proper check-out procedures for your current room assignment as well as check-in procedures for the room you will be moving into.

**Room Furnishings**

Each room within the residence hall is supplied with two beds, two dressers, two desks, two chairs, and window blinds. All university-supplied furnishings must remain within the room and they remain the property of Thomas University at all times. The resident assumes responsibility for all property damage that exceeds normal use, wear and tear. Damage or missing property will be billed to the security/damage deposit at check-out time from the facilities. If damage totals are greater than the security deposit balance, the student’s account will be billed accordingly.

All furniture within the room is designed for use “AS IS”. While we encourage students to arrange their furnishings in comfortable and inviting manners, the beds and other furnishings are not to be raised, elevated or lofted in any manner.

The residence life staff realizes that students may wish to decorate their rooms and other areas of the residence halls for a variety of different reasons. Please check with your RA and/or the RHD for guidelines and standards that must be adhered to as it relates to seasonal decorations.

**Common Areas and Lounges**

Thomas University also provides lounge furniture and recreational games within the Common Areas of the residence hall facilities. These furnishings are provided so that students may enjoy group settings and be comfortable in the common areas. Furnishings are not to be removed from the common areas. IF COMMON AREA FURNISHINGS ARE FOUND IN INDIVIDUAL ROOMS, DISCIPLINARY ACTION MAY BE TAKEN WITH THE POSSIBILITY OF FINES BEING ASSESSED. Any damage to furnishings within the common areas that cannot be attributed to any specific individual (s) will be assessed accordingly to the damage deposits of all residence hall students.
### What to Bring

- Personal bedding supplies (bed linen, pillows, etc). All beds in the residence halls are extra-long twin beds.
- Radio/Stereo (don’t forget the headphones)
- TV/VCR/DVD
- Study Lamp
- Towels, washcloths
- Umbrella, rain gear
- Plants
- Posters, pictures
- ALARM CLOCK
- Clothes and clothes hangers
- Telephone
- Flashlight
- Garbage can
- School supplies

### What Not to Bring

- In order to reduce risks to health and safety, the following items are not allowed in the residence hall facilities:
  - Firearms
  - Weapons of any kind
  - Air, spud and paintball guns
  - Fireworks
  - Camping stoves and fuel
  - Items with open-coil heating elements (hot plates, toasters, etc.)
  - Incense, sage, candles
  - Pets
  - Alcohol and/or drugs and associated paraphernalia
  - Halogen lamps
  - Other items that may be deemed threatening to the health, safety and security of residents.
  - A bad attitude :)

### Check-In/Check-Out

Now that it is time to move in and begin adjusting to your new “home”, one of the very first things you need to do (prior to unpacking) is to carefully look around the room for any pre-existing damage. Review the “Room Inventory” form with your RA and note any discrepancies that have not already been taken into consideration. Please be very specific about the pre-existing condition of the room. The “Inventory Form” should then be signed and returned to the RA. Your careful review of the room and your completed inventory form helps to ensure that you will not be held responsible for problems that may have existed in the room prior to your arrival.

When you officially check-out of your room, it is important to once again survey the room with your RA to
determine what, if any, damage has been done to your room while you have been living there. **The RA is responsible for recording damages and cleaning needs and not for making a final determination of any damages that will be assessed to your security/damage deposit.** Please be sure to sign and date your inventory form at check-out. Note that a failure to complete this step DOES NOT mean that you will avoid charges for any damages to your room. Following your proper check-out, the Resident Hall Director, Director of Student Life and maintenance staff will again assess the condition of your room to determine the monetary amounts needed to cover cleaning and damage costs. If you are concerned about the condition of your room for any reason, talk to your RHD.

**Hall Access and Room Keys**

The residence life staff will provide you with a room access card and a room key when you check in at the facility. The access card will open the front entry door, as well as the door to the back patio and the door nearest the trash dumpster. Your key will allow you access to your room. Please be sure to carry your student ID card, access card and room key with you at all times.

**Locked Out?**

If you lock yourself out of your room between 7 a.m., and 7 p.m., contact an RA, the RHD, or the Director of Student Life (221-3227). If you lock yourself out between 7 p.m. and 7 a.m., contact the RA on duty in order to have your room unlocked. Helping residents who are locked out of their rooms is a duty that the residence life staff performs many times throughout the year. At the current time, there is no fee for this service. The staff will be tracking the number of times that we unlock resident doors. We will be periodically reviewing this data throughout the year to determine if it will become necessary to institute a fee for this service.

**Lost or Stolen Keys**

If your access card or room key is lost or stolen, it is important to the safety and security of all residents to immediately report this loss to an RA or the RHD. If your access card is missing, the card will be cancelled immediately, and a new access card will be issued. The resident will be asked to pay a **$25.00** fee at the time of access card replacement. If your room key is misplaced, maintenance will be contacted to have the door re-keyed with new keys being issued to yourself and your roommate. The resident will be asked to pay a **$10.00** fee at the time of key replacement. The charges for replacing access cards and room keys may not be billed to the resident’s security/damage deposit.

**Room Care**

In order to keep your room in good condition and avoid charges after you check out, please consider the following as you begin to settle into your new environment.

**Duct tape** leaves marks and sometimes peels paint off the walls when removed. Even cellophane tape may leave a residue and remove paint. Nails do not work, as they will leave holes that need spackling and drywall repair. Please use poster putty (not blue poster putty) or Command Strips as they are the least damaging to the walls and paint.

If you decide to make any non-permanent changes to your room, please keep in mind that your room must be returned to its original condition when you move out. If furniture is missing, or there is furniture that doesn’t belong in your room at the time of check-out, you will be billed accordingly.

Sadly, your mother doesn’t live here. You and your roommate are responsible for the cleanliness and general upkeep of your room, as well as common areas of the facility. You are also responsible for obtaining the necessary
cleaning supplies needed to keep your room clean and presentable. Each year, many students receive large damage assessments which are necessitated by cleaning charges at the end of the year.

If your room or another area in the residence hall is in need of maintenance or repair, contact your RA or the RHD. A service request will be submitted to Thomas University maintenance to address the issue.

### Damage Responsibility

As with any rental agreement, you are held financially responsible for damage to the room, its furniture and fixtures, any missing furniture, and the condition of the areas in and around your residence hall. As stated earlier, your RHD, the Director of Student Life and a member of the maintenance staff will inspect the room following your departure to determine what, if any damage has occurred and the amount of the charge for repair.

You, along with the other members of this community, are responsible for the condition of the common areas. If you move furniture to accommodate group meetings, please respect the residence life staff by returning the furniture to its original place. Please dispose of all garbage within the common area, and take care to avoid damaging the furniture or facilities. The cost of repairing damage and/or replacing missing/stolen items in the common areas will be shared equally among all residents unless it is know who is specifically responsible. If you know who is responsible, please inform your RA or RHD so that the appropriate people will be charged. During all breaks, residents are expected to leave their room and the common areas neat and tidy. If garbage or unwanted items are left in the common areas, each resident may be billed for improper garbage disposal.

### SERVICES

#### Postal Service

Residents of each room share a postal box located in the lobby of the residence hall. There is one postal box key per room, and residents should work out a method of sharing the key or picking up personal mail. The United States Postal Service maintains regular delivery of the mail. Packages that are too large for the postal box will be held in the office for student pick-up. If you have a package, please check with the RA on duty, the RHD, or the Director of Student Life.

#### Cable Television Access

Each residence hall room is equipped with basic cable television service. This service will enable students with a cable-ready TV or a converter box to access the regular service channels that are offered. Premium channels are not available to residence hall rooms.

#### Telephone Service

Residents are responsible for providing their own telephone service. Only one phone line is permitted per room. Residents are not to use the Residence Hall telephone number as a contact number on their telephone accounts. Contact your RA if you need assistance setting up this service.
Storage

The University does not provide storage space for trunks, suitcases or any other student items. Closets, dressers and the area under the beds provides the storage space in the residence hall rooms. If possible, you should coordinate what you will bring with your roommate and plan to bring only items that will fit in your room and/or car. Storing personal property and furniture in the residence halls over the summer is not permitted.

Bicycle Storage

Bicycles are permitted on campus and a bicycle rack is located on the back patio of the Residence Hall. The residence life staff may remove bikes that appear abandoned. Please remember that for fire safety, space and maintenance issues, students are discouraged from keeping their bicycles in their rooms.

Housekeeping

The public areas of the residence hall will be maintained on a regular basis by members of the Thomas University Maintenance Staff. Resident students are responsible for cleaning up after themselves in their private space, as well as assisting in keeping the common areas clean. Residents are responsible for taking their own garbage to the large garbage receptacle behind the residence life facility. Garbage from individual rooms is not to be placed in the garbage cans within the common areas of the building. Students who persist in leaving garbage around the common areas of the residence hall will be assessed community service hours upon receipt of an incident report.

Laundry

The residence hall facility has a laundry room for resident use. The laundry facilities work only with quarters and the washing machines cost $1.00 per load; while the dryers also cost $1.00 per load. Also, while using the laundry room, please abide by the rules clearly posted on the wall.

SAFETY AND SECURITY

Thomas University is extremely fortunate to be located in a relatively safe environment, however mutual safety can only be assured through a community effort. Everyone in the residence hall must assume responsibility for a safe learning and living environment.

- LOCK YOUR DOOR when you are sleeping and when leaving the room, even if you are only going to be gone a few minutes.
- Carry your access card, room key and student ID card at all times.
- Don’t lend your access card, room key or student ID to others.
- Report missing personal items promptly. Missing access cards and keys need to be reported immediately, missing property should be reported within 72 hours.
- Report unusual activities or suspicious individuals to the RA or RHD immediately.
- Avoid carrying or keeping unnecessarily large amounts of money on your person or in your room.
- Keep valuables in a safe place.
- Do not prop or block outside doors open.
- Respect and abide by all college policies, regulations and procedures.
Theft
Theft is most likely to occur during the first few weeks of classes since students tend to be preoccupied with moving in, getting settled and becoming acclimated to campus. Remember to lock bikes and room doors, and to keep backpacks and book bags with you.

Inventory your belongings. Write down serial numbers for all of your valuables. We also strongly recommend the purchase of insurance if you are not covered by a homeowner’s insurance policy.

Fire Safety
Each year, many students on college campuses across the nation have died or been injured in fires within campus facilities. Thomas University has been exceptionally lucky to have not experienced a fire tragedy, yet the residence life staff wants to express the extreme importance of fire safety. If the residence hall is to be a safe, livable environment, everyone must pay attention to the dangers and consequences of a fire emergency. Periodically check your battery operated smoke detector. You will be held personally responsible to all alterations or removal of this equipment. Contact your RA if your smoke detector needs batteries or is not functioning correctly. Removal or tampering with the smoke detection system within the residence halls will result in a fines or disciplinary sanctions.

In the event of fire:
1. Remain calm.
2. Keep low to the floor if there is smoke in the room.
3. Feel any door before opening it. If it is hot, don’t open it. If it is not hot, open the door carefully. If smoke or heat are present in the hallway, close the door. Attempt to exit through the window.
4. If the hall is free of smoke, move quickly and exit the building at the nearest exit.
5. Once outside, watch for emergency vehicles. Go to your RA’s designated meeting area to help your RA make sure everyone was able to evacuate and is accounted for.
6. Do not re-enter the building until you have been told specifically to do so by an RA, the RHD, DSL or emergency personnel on the scene.
RESIDENCE HALL POLICIES AND PROCEDURES

Residence Life Policies

Alcohol
It is unlawful for any person under the age of 21 years to have in his/her possession any alcoholic beverages in either public or private spaces. Thomas University policy further prohibits the possession, distribution or sale of alcoholic beverages on campus or at University functions. For these reasons, alcoholic beverages are strictly prohibited in and around the Thomas University Residence Halls or other facilities leased by the University that serves in a residential capacity. Thomas University has a “zero tolerance” alcohol policy and the first violation of this policy shall be immediate grounds for University disciplinary sanctions.

Illegal Drugs
Thomas University is committed to establishing and maintaining a drug-free campus. Under this policy, the unlawful manufacture, distribution, dispensation, possession and/or use of any illegal drug is strictly prohibited in all areas of Thomas University. This policy extends to all facilities that are leased by the University for residential purposes. Thomas University has a “zero tolerance” policy toward illegal drugs and the first violation of this policy shall be immediate grounds for University disciplinary sanctions as well as possible referral to local, state, and/or federal law enforcement agencies.

Smoking
Thomas University maintains a smoke-free environment, and as such, smoking is prohibited in the residence hall facilities or other facilities that are leased by the University for residential purposes. Smoking is also prohibited within 25 feet of the front door of the residence hall building. Smoking is permitted on the back porch of the residence hall.

Open Flame
Due to specific safety concerns, the use of open flames (candles, incense, sage, etc.) as well as the use of appliances with an exposed heating coil (hotplates, toasters, toaster ovens, etc.) is strictly prohibited. If these items are found within the residence halls, they will be confiscated immediately.

Quiet Hours, Courtesy Hours and Quiet Zones
As members of the Thomas University residence hall community, and the City of Thomasville community, students living in the residence hall are expected to respect the rights of others by refraining from excessive noise (stereos playing out the windows, excessive noise from within the room, etc.) Courtesy hours are in effect at all times. During Quiet Hours, audible noise must not be heard from within the room with the door closed.

Quiet Hours:
- Sunday - Thursday 10:00 p.m. until 10:00 a.m.
- Friday - Saturday 1:00 a.m. until 12:00 p.m. (noon)

Quiet Hours are in effect 24 hours a day during the last week of class and during Final Exams week.

Quiet Zones
The areas immediately surrounding the residence hall has been designated as a quiet zone from 7:00 p.m. until 10:00 a.m. seven days a week. During these times, resident students and their guests are expected to respect the residence hall residents and community neighbors right to a relaxed and quiet environment. The study library at the residence hall is also a designated quiet zone and should be an area free of excessive noise and distractions.
Visitation/Overnight Guests
The University has developed a Visitation and Overnight Guest policy that allows for interaction between students that contributes to an enhanced college experience while maintaining the rights of all individuals to have a private place to sleep and study. Students should note that the Visitation/Overnight Guest policy is a privilege that can facilitate personal and social development, but the right to any resident’s privacy, study and sleep concerns will always outweigh another student’s right to visitation privileges. If at any time, the presence of a visitor invades a roommate’s privacy or interferes with the roommate’s legitimate use of the room, the visitor must leave.

Visitation

Residence Hall visitation is permitted during the times designated below:

Sunday - Thursday  10:00 a.m. until 12:00 a.m. (midnight)
Friday - Saturday   12:00 p.m. (noon) until 2:00 a.m.

All visitors, male or female, must sign the visitor register located in the RA office and/or main lobby and remain in the presence of his/her host while they are in the residence halls. Host residents are responsible for all actions of their visitors.

Overnight Guests
The University does not encourage or condone overnight visitation for social or cohabitation purposes within the residence halls; therefore does not allow resident students unfettered overnight visitation. Requests for overnight visitation must be approved by the Residence Hall Director (RHD), and will be approved on a case-by-case basis. At the time of their visit, all overnight guests must register with the RHD and are subject to all residence hall and/or University regulations. There is to be no overnight visitation that extends for more than two (2) consecutive nights in a two-week time period. Overnight guests who have not received prior approval may be charged with trespassing on University property; while the host resident who allowed the visitation will be subject to University disciplinary sanctions.

Underage Visitors
All guests and visitors under the age of 18 (unless they are immediate family members accompanied by their parent/guardian) must be registered with the RHD. Babysitting or childcare of any kind is not permitted for any length of time in the residence halls.

All residence hall students are encouraged to report the presence of strangers or unaccompanied visitors to the RA on duty, the RHD, or the Director of Residence Life.

Violations of the Visitation Policy
Residence Life staff members reserve the right to remove visitors for violations of the Thomas University Visitation/Overnight Guest policy or other infractions within the residence halls. Further disciplinary action may include loss of visitation privileges for the host resident student, and/or subsequent University disciplinary sanctions against the visitor or host resident student.

Access to University Property by University Officials
In the event that a University staff member (RA, RHD, Director of Student Life, etc.) has reason to believe that campus policies/procedures or public laws are being violated, or that health/safety concerns exist, the staff member may enter a student room. Reasonable belief might be evidence of a violation of public law or of University policy being observed in plain and open view either through a window/open door, reports from community members of specific violations, or even suspicious odors emanating from a room, or specific safety concerns.
Students are entitled to reasonable privacy in the University residence hall, however the University reserves the right to make periodic inspections of and maintenance visits to all University residence hall rooms and leased apartments for reasons of health, safety, security and maintenance.

**Regular Room Inspections**
Thomas University maintains a procedure of conducting regularly scheduled inspections of residence hall rooms. The purpose of these inspections is to monitor the general maintenance, cleanliness and fire safety devices with the residence hall facilities. Room inspections assist the Residence Life staff and the Office of Student Life in lowering maintenance, housekeeping and repair costs - ultimately allowing the University to maintain lower residential fees.

When possible, one resident of the room or apartment should be present at the time of the room inspection. At the time of the inspection, a completed inspection sheet indicating inspection results will be left within the room. If a room fails an inspection, a re-inspection will be held within 24 hours to ensure that all inadequacies have been addressed and corrected. Failure to correct room inspection inadequacies can result in an assessment of fines and possible University disciplinary sanctions.

**Game Play**
Resident students are prohibited from bicycle riding, skating/rollerblading, skateboard riding or participating in physical games that may result in injury to the individual or damage to the facility within the residence hall facility. Such games include, but are not limited to softball/baseball catch, tag games, hackey sack, football, soccer, kickball, golf, tennis, volleyball, etc. Students participating in these activities within the residence halls will asked be to refrain from these activities and may be subject to disciplinary sanctions.

**Pets**
Other than fish in an approved aquarium (maximum capacity of 10 gallons), pets are strictly prohibited from living in and/or visiting the residence hall. No other animals are allowed within the residence hall common areas or individual rooms.

**Solicitation**
Door-to-door solicitation in the residence hall is strictly prohibited. If you are approached in your residence hall by a salesperson, immediately report the incident to the RHD and/or the Director of Student Life.

**Student Code of Conduct**
Thomas University is committed to providing a living and learning environment that is free of all forms of abuse, assault, harassment and coercive conduct, to include all forms of sexual misconduct. Please refer to the Thomas University Policy Manual; Volume VII of the Student Policies, Section 7.5.4 for detailed information about the Student Code of Conduct at Thomas University.

**Weapons**
To reduce the risk to health and safety of all resident students, the following items are **strictly prohibited** in the residence hall or within any Thomas University facility: firearms, ammunition, explosive devices, switchblades, any knives with blades longer than 3.5”, metal knuckles, straight razors, martial arts weapons, air guns, paintball guns, spud guns, fireworks, sling shots, camping stoves, or any other item that the residence life staff determines to be a possible threat to the health or safety of other residents. Residents found to have any of these materials in their possession will have the items confiscated and risk possible University disciplinary sanctions.
### Office of Student Housing and Residence Life

**RESIDENCE HALL DISCIPLINARY CODE**

<table>
<thead>
<tr>
<th>Level</th>
<th>Examples (not limited to . . .)</th>
<th>Possible Response (not limited to . . .)</th>
</tr>
</thead>
</table>
| **LEVEL I OFFENSE** | Disruption to a resident’s right to reasonable use of the facility.  
Compromising basic health/hygiene standards.  
Significant nuisance issues | Quiet hour violations  
Visitation violations  
Excessive disruption within the hall or the surrounding community  
Improper cleaning or garbage removal  
General uncleanliness  
Disorderly conduct  
Other minor breaches of policy. | Verbal Warning  
Formal write-up  
Residence Hall Council referral  
Written warning  
Community service (2—10 hours)  
Monetary fines ($20—$75)  
Possible escalation to Level II offense |
### LEVEL II OFFENSE

<table>
<thead>
<tr>
<th>Offense</th>
<th>Formal write-up</th>
<th>Community service (10—25 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession/consumption of alcohol within the facility</td>
<td>Written warning</td>
<td>Monetary fines ($30—$100)</td>
</tr>
<tr>
<td>Failing to recognize authority of staff</td>
<td>Residence Hall Council referral</td>
<td>Restitution for repairs/replacement</td>
</tr>
<tr>
<td>Failing to leave a room after being requested to do so</td>
<td></td>
<td></td>
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<tr>
<td>Removing/transferring furniture</td>
<td></td>
<td></td>
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<tr>
<td>Accidentally damaging Residence Hall property</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possessing stolen goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smoking within the Residence Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tampering with room fire detection/suppression</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### LEVEL III OFFENSE

<table>
<thead>
<tr>
<th>Offense</th>
<th>Formal write-up</th>
<th>Republican services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupying the Residence Hall rooftop</td>
<td>Community service (20—60 hours)</td>
<td>Escalation to Level IV offense</td>
</tr>
<tr>
<td>Engaging in activities involving drinking games</td>
<td>Monetary fines ($50—$250)</td>
<td>Escalation to Level IV offense</td>
</tr>
<tr>
<td>Changing or tampering with security equipment</td>
<td>Restitution for repairs/replacement</td>
<td></td>
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<tr>
<td>Failing to follow fire or other emergency procedures</td>
<td>Suspension from the Residence Hall</td>
<td></td>
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<tr>
<td>Creating fire hazards</td>
<td>Removal from the Residence Hall</td>
<td></td>
</tr>
<tr>
<td>Pets within the room</td>
<td>Future denial of Residence Hall</td>
<td></td>
</tr>
<tr>
<td>Physical alterations</td>
<td>Escalation to Level IV offense</td>
<td></td>
</tr>
<tr>
<td>Verbal/non-verbal abuse</td>
<td>Escalation to Level IV offense</td>
<td></td>
</tr>
<tr>
<td>LEVEL IV OFFENSE</td>
<td>Possible Sanctions</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>♦ Any action that contravenes municipal, provincial or federal law</td>
<td>♦ Formal write-up</td>
<td></td>
</tr>
<tr>
<td>♦ Possession/use of firearms at Res. Hall</td>
<td>♦ Community service (60 – 100 hours)</td>
<td></td>
</tr>
<tr>
<td>♦ Possession or use of illegal drugs/paraphernalia</td>
<td>♦ Monetary fines (TBD)</td>
<td></td>
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<tr>
<td>♦ Engaging in sexual, physical or mental abuse.</td>
<td>♦ Restitution/repairs</td>
<td></td>
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<tr>
<td></td>
<td>♦ Suspension</td>
<td></td>
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<tr>
<td></td>
<td>♦ Removal</td>
<td></td>
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<td></td>
<td>♦ Future denial of Residence Hall services</td>
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<tr>
<td></td>
<td>♦ Filing of formal charges.</td>
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APPENDIX C: (Athletics Policies & Procedures)

Philosophy

Thomas University has an intercollegiate athletic program designed to allow student athletes to participate in a number of competitive sports. The philosophy of the Thomas University intercollegiate athletics program is that our student athletes are first, qualified students with their primary goal being that of obtaining their degrees, and second, they are collegiate athletes able to participate in intercollegiate sports.

Athletic Scholarships

Athletic scholarships are provided to student athletes at the discretion of the respective intercollegiate coach. Athletic scholarships are applicable only after the student athlete has applied for the HOPE, GTEG (if applicable) and the Pell grant (if applicable). If a student athlete qualifies for all or any of these grants, only that portion of the athletic scholarship award needed will be applied to the terms of the scholarship agreement. All grants will be applied to tuition first, fees, books and the Residence Hall.

NAIA Regulations

Student athletes and coaches must conform to all of the National Association of Intercollegiate Athletes’ regulations. Athletes must maintain full-time student status and must maintain satisfactory academic standing based upon the Thomas University criteria established to determine satisfactory academic progress for all students.

Athletic Facilities

Thomas University is located on a beautiful twenty-five acre campus within the city limits of Thomasville. Because of its size, the campus is not designed to house all athletic programs

The Thomas University baseball program uses Varnedoe Stadium as its home field. This baseball facility offers adequate parking, restroom facilities, bleachers, and those other facilities required of a quality baseball park. The Thomas University softball program uses Armory Field located adjacent to Varnedoe Stadium. The Armory Field has been recently renovated and offers all of the amenities that one normally associates with intercollegiate softball. The university has an agreement with the City of Thomasville to use the facilities on a regular basis.

The Thomas University soccer program uses the beautifully refurbished soccer field located on campus. This facility has been recently upgraded with the addition of the Rehberg Field House, complete with restrooms, training room, and a locker room.

The Thomas University golf team uses Glen Arven Country Club as their home course. This is a beautifully maintained private golf course located adjacent to the campus.
Academic Policies

All members of the Night Hawk Athletic Department are first and foremost students of Thomas University. It is our expectation that all players are interested in and committed to pursuing their education and earning a degree.

One way to honor our teams and our University is for every player to contribute to an overall department GPA of 3.0. This is one of the major goals of our program and qualifies us to achieve the Academic All-American list. It is for that reason the following rules apply:

Class Attendance

a. Class attendance is mandatory.

b. Players missing class will be subject to disciplinary procedures.

c. The late return from road trips will not be an acceptable excuse for failure to attend class.

Game Schedule

a. It is the responsibility of each player to inform their professor of any time that will be missed due to our game schedule.

b. Each player must communicate with the professor to receive instruction on making up any missed work before missing any class.

c. Participation on road trips is a privilege and is not expected to deter from academic progress.

Study Hall

Study hall is convened at the pleasure of each head coach. See your head coach about the particulars of study hall for your particular sport.

Progress Reports

a. Progress reports will be issued by the coaches to each player every four weeks.

b. Each player is required to turn in their progress report to their head coach within one week of receiving it.

Conduct

Any organization which strives to achieve excellence must implant in each member of the organization an expectation of what excellence looks like. It is our goal at Thomas University to have our athletes become winners on the field, in the classroom, and in the community. The following conduct expectations will be followed by all members of our team.
General Conduct

a. Players must understand that being a member of the Thomas University Night Hawks team is a privilege, not a right.

b. Because you are an athlete, many people (particularly young people) look up to you. Justify the pedestal they place you on.

c. Be polite and courteous to all persons who are trying to help you and support our program. Not only does this include our fans and spectators, but includes people working on campus, in the Residence Hall, in the financial aid office, and most importantly, your professors. Your conduct on and off campus is well observed, as you are an athlete at Thomas University. Project the image of gentlemen and ladies.

d. Be well groomed, neat and clean. This applies on and off campus.

Respect

a. Members of the Night Hawks teams are expected to show respect to their teammates, their coaches, and their University.

b. Players are never to speak negatively about their team, their coaches, or their school. This applies at practice, at games on campus, or away from school. You never know who is listening to your conversation and the impression you are making.

c. Nothing good ever comes from team dissension. We play as a team, we win as a team, and we meet adversity as a team.

d. Each player is expected to conduct himself as an adult and address all negative issues to the right person, at the right time, in the right way.

e. Failure to show respect in the proper manner will result in the administration of disciplinary procedures.

Language

a. Players and coaches should utilize appropriate and acceptable language at all times. This applies at practice, at games, on trips, and at all team functions.

b. We will adhere to the culture of the region in which our University is located. What is acceptable “at home” may not be acceptable in our community.

c. Loud, profane, excessive, and offensive language will not be tolerated.
d. Racial slurs between members of the same minority or cultural groups are viewed as offensive as racial slurs from members of different backgrounds and will not be accepted.

e. The NAIA has issued a zero tolerance policy in regards to language.

Alcohol

a. All players are expected to abide by the laws of the State of Georgia as it pertains to alcohol purchases and consumption.

b. Players who are of age are expected to follow a 48-hour drinking ban before games.

c. In an effort to maximize our performance and value to our teams, it is recommended that players refrain from alcohol during the season.

d. The rules regarding alcohol consumption will be governed by the individual coaches. Each team will have their own policy, but in no cases will underage drinking be tolerated.

Drug Policy

a. All players must sign the Drug Free School Policy of Thomas University.

b. Players can be selected at any time for random drug testing in accordance with the policy.

c. Any player failing the test must submit to a counseling program. If players refuse counseling, they will be removed from the team.

d. Any player testing positive for a second time will be expelled.

Team Functions

Occasionally you will be asked to attend functions as a team, both on and off campus. These functions are designed to publicize our team and make it know in the community; provide entertainment for the players, and to present educational and cultural opportunities benefiting the overall development of the player as a person. From attending a cookout at the home of the University President to spending an afternoon at an amusement park, the following rules apply.

a. Team functions will be announced at practice/communicated via e-mail at least one week in advance. Whenever possible, effort will be made to place these events on the team calendar.
b. Attendance at all Team Functions is MANDATORY.
   i. Players who are unable to attend a team function due to illness, conflict with a job, or because they will not be in town must submit a request in writing to your head coach at least one day prior to the function.
   ii. A request must be submitted for each Team Function that you will be unable to attend.
   iii. An unexcused absence at an announced Team Function will result in disciplinary action.

c. Players are expected to arrive at least 15 minutes PRIOR to the designated starting time of the event.

d. TU Polo shirts, Khaki pants (long), belts, and shoes are to be worn to all events unless otherwise announced. Players are to be clean shaven and well groomed. Hats are not to be worn.

e. All players are expected to be on their best behavior during team functions. Represent the team with “class”.

Discipline

Discipline is what you do when no one is looking. It’s being considerate of the other person. It’s having good personal habits. A disciplined person is on time and takes care of business with pride. We must be disciplined as individuals first, and then as a team.

“Nobody was asked to do more than anyone else...we were a team.

We shared the ball, we shared the game, we shared the worries.

This is a team of skill and character, with men eager and ready to go do any job if it’s for the benefit of the club.”

-Bill Shankly-

Liverpool F.C.

1913-1981

Bill Shankly was arguably the greatest football manager in the history of the game. A man of humble origins, he rose to become an icon for an adopted city, a focal point for the ambitions and dreams of millions of people. Not lease amongst his triumphs were that he bore his greatness with humility, wielded his rapier wit and humor without malice and never once did he forget his roots nor betray his social conscience. www.Shankly.com
A Disciplined Player

1. Knows the importance of BEING ON TIME.
2. Hard work in practice has taught him the value of regular hours and good training habits.
3. Has learned that the TEAM comes before himself. This strengthens his character as he is sometimes called upon to sacrifice for others.
4. Has learned to take orders; in taking orders he learns how to give them.
5. Knows discipline is the essence of every successful organization; as a member of the team, he understands the need for it.
6. Has learned that many of these things establish a degree of self-discipline.

Levels of Discipline

Discipline will be administered in a progressive sequence characterized by “legal” terminology.

Minor Offenses

Ticket
Players will perform physical conditioning at the discretion of the head coach.

Misdemeanor
Players will be disciplined at the discretion of the coach, in consult with the Athletic Director. Game suspensions may be involved.

Felony
Immediate suspension from all athletic-related activities. Length of suspension will be determined by the Athletic Director, in consult with the head coach.

Successive violations after the suspension will result in expulsion from the team.

Major Offenses

Jail Time
Players will receive a game suspension. The length (# of games) will be determined by the Head Coach, in consult with the Athletic Director. Player receiving a game suspension will be required to attend home games in street clothes unless prohibited by NAIA rules.

Death Penalty
Players receiving the Death Penalty will be removed from the team.
Insurance Procedures

In order to participate in Thomas University Athletics, each athlete must have primary insurance coverage that provides coverage for the entire school year. This insurance coverage must be a major medical plan, in either the athlete’s name or the name of their parent/guardian, which covers that student in athletic competition. Each primary insurance coverage must have a maximum deductible of $1,000.00 with $500.00 being the preferred deductible amount.* Each athlete must provide proof of insurance coverage, a copy (front and back) of the insurance card for the athletic trainer, and general filing instructions/information. The insurance plan must include coverage for the following:

a. General Physician visits for athletic injuries
b. Special Visits & Treatments (Orthopedists, Cardiologist, etc.)
c. Diagnostic Test (X-rays, MRIs, EKGs, etc.)
d. Physical Therapy & Rehabilitation
e. Orthopedic Braces, Casts, Splints

If the athlete does not have primary insurance coverage meeting these standards, the Athletic Trainer will assist the athlete in obtaining a policy that meets these requirements.*

Thomas University will provide each athlete with a secondary insurance policy through Summit America. This plan will ONLY cover athletic injuries that occur while participating in Thomas University Athletics. It will NOT cover injuries that occur outside of practice or game competition, as well as not covering general medical conditions that are not related to athletics. This policy has a $250.00 deductible that is the responsibility of the athlete, which, once met, lasts for the entire year and any athletic injury the athlete might incur during that year. This policy provides 100% coverage and will be provided to completion of treatment or until the policy maximum is met. Once the policy maximum ($2500.00 per injury) has been reached, the athlete and/or their insurance company are responsible for the remainder of the bill. Please keep in mind that this would be an extremely rare circumstance, but it is possible.

In order for an athlete’s claim to be filed with Thomas University’s secondary insurance policy, there is a standard procedure that must be followed. All illnesses and athletic injuries must first be brought to the attention of the staff Athletic Trainer.* From that point, an evaluation will completed and Athletic Trainer, along with the athlete, will make the decision for treatment and/or referral from that point forward. If Athletic Trainer deems an injury needs the evaluation and/or treatment of a physician, then the appointment will be made by the trainer with a team physician and coverage will also be provided by the school’s insurance plan. In the case of an HMO, the athlete may be sent to a physician in their covered network if necessary, but coverage will still be provided by the secondary insurance policy. If an appointment for an injury is made without the knowledge or pre-approval of the Athletic Trainer, the claim will NOT be filed with the school’s insurance policy. With this, if an athlete deems a physician appointment necessary against the evaluation of the Athletic Trainer, the claim will NOT be filed with the school’s insurance policy. In both of these situations, Thomas University will not be liable for any medical bills incurred by the athlete may use the general physician of their choice. However, it is recommended that the athlete use the University’s general physician since it will be easier for the Athletic Trainer and Team Physician to work together, as well as timely appointments and possible write-offs on medical bills not covered by the primary insurance.

*ALL INJURIES/ILLNESSES MUST FIRST BE REPORTED TO THE ATHLETIC TRAINER FOR ANY COVERAGE.

*All deductible expenses are the responsibility of the athlete.
All expenses above standard medical rates or above Summit policy maximum are the responsibility of the athlete. However, this is not typical when used in conjunction with a quality primary insurance policy.

*If policy requirements are not met, the policy available will have a $500.00 deductible, be paid for the athlete, and will need to be renewed in January with the deductible re-setting at that time.*

Thomas University is not responsible for ANY medical bills incurred by the athlete that fall outside the scope of the policy provided by the University.

If at any point during the year the athlete is injured and the primary insurance is not in effect for any reason, the secondary insurance will not be filed, and the bill becomes the sole responsibility of the athlete. Further, when it is found that the primary insurance policy has lapsed, the athlete will be immediately prohibited from participating in any athletic activities.

**Scholarships**

Each athlete at Thomas University may or may not receive an athletic scholarship. The terms of this scholarship are laid out in the Athletic Scholarship and the Athletic Scholarship Summary. The terms of this agreement are at the discretion of the coach, and only what is written on these two forms will be honored. Oral agreements are not binding to the University in any way.

**Tuition**

This part of the scholarship is paid only after the student has applied for and received all available grants, both state and federal. Any additional credit hours that student may take over and above the amount stated on the Athletic Scholarship Summary will be the sole responsibility of the student.

**Fees**

This cost may vary, due to lab courses or other mandatory class fees. The amount posted on the Athletic Scholarship will be the maximum amount paid, after all grants have been applied.

**Books**

This amount varies greatly due to the availability of books in our “book library”. Each athlete that receives a book scholarship is required to check out any available books from the book library first, then they will be issued a book voucher to purchase any remaining books from the bookstore. This scholarship only covers mandatory books for a class, not items such as paper, pens, etc. It does, however, cover supplies for art classes.

Each athlete is responsible for their books, whether they checked them out from the book library or purchased them form the bookstore with the voucher. At the end of each semester, the books must be returned to the book library. Any books not returned will be charged to the students account.

**Meals**
Any scholarship for meals will be applied in the following manner. Half of the scholar shipped amount will be available at the beginning of the semester. The remaining amount will be available after mid-term. It is the athlete’s responsibility to make sure they keep up with what is left in the account.

**Housing**

Housing scholarships are available only for the Thomas University Residence Hall. When the student arrives, they are responsible for any monies that are not covered in their scholarship. This must be paid in full in the Business Office before the student will be allowed to move into the Residence Hall.

**General Policy**

Read your Athletic Scholarship and Athletic Scholarship Summary carefully before you sign it. Once it is signed, it is a binding agreement for the athlete and the University.

Other rules apply to the scholarship as well as those stated above. The renewal, reduction, or revocation of a scholarship is at the discretion of the coach. It is a one year contract, and in no way implies a four or five year commitment. Any violations of team, University, or NAIA policies can result in revocation of the scholarship.

If a student is injured during the course of athletic activities, their scholarship will still be in force for the remainder of the academic year. The athlete will still be required to perform any duties as assigned by the coach during the duration of their rehabilitation.

If an athlete chooses to quit their respective team, their scholarship is immediately revoked, and the athlete will responsible for repaying their scholarship for that semester.

Participating in intercollegiate athletics at Thomas University is a privilege, not a right. It is expected that the athlete will fulfill all responsibilities to the University, and the institution will reciprocate.

**Coaches’ Commitment**

Having a successful program demands effort on both the part of the players and the part of the coaches. Our coaches are committed to putting forth the amount of effort necessary to win and to conducting themselves in a manner to which they can be held accountable to by their team.

**COACHES’ COMMITMENT:**

a. We will have a positive regard for each individual player.
   
i. We will recruit with honesty.
   
ii. We will become familiar with our players, their families, and background.
   
iii. We will become interested in our players both on the field and off the field.

b. We will communicate with each player.
   
i. All players will know where they stand.
   
ii. Players will be informed of their strengths and their weaknesses.
iii. The dignity of every player will always be preserved.

c. We will communicate with our players.
   i. Our team will understand what they should expect of us as coaches.
   ii. Our team will understand what we expect of them as players.
   iii. We will be sensitive to their needs.
   iv. We will have an open ear and provide time to listen to them.

d. We will be ourselves.
   i. We will demonstrate enthusiasm in all we do.
   ii. We will follow the team rules as we expect them to do.
   iii. We will allow our players to know us both as a coach and as a person.

e. We will let our players know what to expect in way of rules.
   i. We know that a team cannot function without discipline.
   ii. We will be firm but fair – taking into consideration all situations are unique.
   iii. We understand that the key to discipline is respect.
   iv. We understand that the ability to mold a unified team takes a certain amount of conforming by all parties.
   v. We will be held accountable for our actions as we hold our players accountable for theirs.

f. We will make all decision concerning our players the same way that we would make decisions concerning our own children.

Grievance Procedure

From time to time, situations may arise that require a player to seek resolution outside of the team. Whenever possible, the player should attempt to reconcile the situation within the framework of the team and its coaches. When this is not possible, the following procedures should be followed:

**Athletic Director:** The athlete’s avenue will be the coach of their respective sport, but when further assistance is needed the athlete will make an appointment with the Athletic Director. This meeting may be
held in private, but the AD reserves the right to consult with the coach, and/or have the coach present at any meetings.

**Executive Vice-President:** If the matter can’t be resolved at the AD level, it will be passed on to the President: If, following the decision by the AD, the athlete so chooses, he/she may appeal to the President of the University. The president will meet with the AD, and may choose to have the coach and/or player present. All decisions by the President will be final.

If any steps in the grievance procedure are missed, the complaint will become null and void. It is important to become familiar with this process to have your grievances addressed.

This procedure does not address issues related to academics. For policies regarding academic appeals, please see the Thomas University Catalog.

**Training Room**

Monday-Thursday 9.00 am-4:30 pm

Friday 9:00am – 1pm

(Will vary with game-day and weekend coverage)

a. **NO CLEATS OR EQUIPMENT IN THE TRAINING ROOM.**

b. **NO FOOD OR DRINK IN THE TRAINING ROOM (this includes dip)**

c. **DO NOT REMOVE SUPPLIES (tape or anything of that nature) FROM THE TRAINING ROOM WITHOUT THE EXPRESS PERMISSION OF THE ATHLETIC TRAINER!**

d. **OVERSLEEPING IS NOT AN EXCUSE FOR MISSING TIME IN THE TRAINING ROOM!** If this is your “excuse”, don’t even waste your time coming to the TR.

e. If you may be late or might miss a treatment call ahead.

f. You do not miss class for treatment/taping unless we have made arrangements in advance. If you need an excuse, I will provide a written one to give to your instructor.

g. The sink in the TR is not a water fountain. During game preparations there are too many people in the training room to have people walking in and out to get a drink…that is why we have coolers.

h. New injuries must be reported to the training room before 11:00 am. **NO EXCUSES!** If you get hurt the day before and don’t report the injury to me until 2:00 the next day, how hurt are you? Also, reporting the injury late limits how much I can do to get you ready for practice/games…each hour wasted is one hour longer before you are ready to play again.

i. Evaluations and treatments are done in the morning (before noon), unless arrangements have been worked out beforehand with me.

j. You must report to the TR a minimum of 30 minutes before practice for taping and treatment. Since we are limited in machines, you may want to report earlier if you need treatment. Do NOT report late.
k. You will NEVER be late to practice because you were in the training room. You can miss parts of practice for treatment if it has been approved beforehand by both myself and your coach.

l. Treatments/taping starts an hour before you are expected to be on the field for games. Do not show up 10 minutes before warm-up expecting treatment.

m. The team that has a game/match on that day will receive treatment first on those days. Do not expect to receive treatment/taping at 12:00 if another sport has a game at 2:00.

n. Sign-in to the treatment log once you get to the training room.

o. Do NOT ignore your prescribed treatment/rehab programs given to you by either myself or the team physicians. I can only do so much with 8 hours in the TR…a lot of the healing process needs to be done at home. If I find you that you are ignoring instruction, you will no longer be treated.

p. Injuries occurring outside of athletics are not covered by school insurance and will only be treated if time is available (and is necessary).

q. If I find out the “mechanism of injury” was “falsified,” you will no longer be treated (and trust me, I will find out). Do not play basketball over the weekend, hurt yourself, and tell me you sprained your ankle at practice on Friday.

r. If you have an emergency outside of games or practice (i.e. off hours), go to the emergency room. If it is not an emergency, come see me first thing in the morning or call me on my cell phone if you believe I need to know about it then.

s. Do not go to the doctor (or schedule a visit) without discussing it with me first. Chances are I can get you in sooner and we can avoid unnecessary appointments.

t. You do NOT miss practice for an injury without my authorization. I will inform the coaches on your availability for practice while you are injured. If you pull yourself out of practice for an injury, come see me immediately. If I’m not around, you need to be at the TR first thing in the morning.

u. If you are held out of practice, you are to be in the training room for treatment, performing your rehab, or completing your workout/assignment given to you (either from me or your coach) during that time.

v. Do NOT miss physician appointments that have been scheduled for you. Chances are the physician’s office has made special arrangements just to see you and is doing us a favor. If the appointment interferes with class or a ride is needed, arrangements will be made to get you there and you will get an excuse for missing class.

w. If I’m not in my office, check in the coaches offices…if I’m not there, ask the coaches if they have seen me….I rarely leave campus so “not being able to find me” is not an excuse.

x. Give 100% into your treatment/rehab….you will get out what you put in. The better your effort, the better my effort, and then, the better the results. If you are working hard to get better, chances are exceptions will be made when you need help.

y. Do not go through your teammates or coaches to pass along information to me about injuries, being late, missing treatment, etc.

If you have any questions, feel free to ask. It’s always safer to ask the question, than to assume you know the answer.
Several principles guide this program. They are based on the values and beliefs that the institution, coaching staff, and players use to guide our behavior. It is important that all team members understand and adhere to the values and principles that our program stands for.

These values can easily be remembered by the acronym PRIDE. By adhering to the team values and guiding principles we will all have PRIDE in ourselves, our program, and Thomas University.

**PERSISTENCE**

All athletes face hills and valleys, both good times and bad. Men that achieve greatness are those that persist, the ones that have a “never say die” attitude and will not quit. Your character will be revealed when you are presented with adverse circumstances. Carry with you an undying will to be successful and you will persist.

**RESPECT**

Treat other as you would expect to be treated. Treat your teammates, coaches, support staff, fellow students, professors, TU employees, and members of the Thomasville Community with respect. Respect other people’s possessions, thoughts and feelings.

**INTEGRITY**

Integrity means doing what you say you are going to do. Integrity also demands honesty, loyalty, and doing the right thing. When a person has integrity, his actions are congruent with his words and the image that he portrays. Most of all, integrity is tested when no one is watching. Be a man of integrity.

**DISCIPLINE**

Discipline is the single most important attribute of a successful person, and a successful team. Discipline entails doing what you are suppose to do especially when you don’t want to do it. Discipline is also making sacrifices and delaying personal gratification. Most importantly, discipline is self-control.

**EFFORT**

Your effort is one of the few things that you can control, and all that anyone can ask of you is that you try your best. Put forth your best effort in meetings, on the practice field, and on the game field. It is not an unreasonable expectation that you try your best.
SPORTSMANSHIP

Sportsmanship is the ability to accept graciously, winning and losing. It is the ability to know that life is made up of both successes and failures and to know that we must be able to deal with both.

Sportsmanship is that attitude which projects the opponent as an equal not as an enemy. Your rival is worthy of your respect and admiration.

Sportsmanship is the ability to recognize the talents and abilities of others, even when it means accepting the fact that someone else is more proficient than we are.

Sportsmanship is the courage it takes to play the game within the rules. It is the ability to accept the decision of the officials and the coach without demonstrating inappropriate behavior.

Sportsmanship allows the individual to be able to offer his hand in victory in order to console the opponent and to offer his hand in defeat in order to congratulate the opponent.

Take your responsibility to be a good sport in a very serious manner.

10 COMMANDMENTS OF SPORTSMANSHIP

1. Do unto others as you would have other do unto you.
2. Enjoy yourself and promote enjoyment for others.
3. Be responsible for you actions.
4. Have an open mind to other’s weaknesses and have a forgiving attitude.
5. Have pride in one’s performance and one’s school.
6. Be a friend, not an enemy, and create a positive environment.
7. Encourage others to do or be their best.
8. Sportsmanship should be contagious.
9. Remember it is a privilege to participate.
10. Practice sportsmanship in all situations at all cost.
Characteristics of Good Sportsmanship

Pride       Do your best
Winning is not everything Try to have fun
The play of the game is only a game Play by the rules
Applaud when injured players get up Congratulate opposing team
Help opponent up after a fall Tolerance
Respect Leadership
Enthusiasm Friendship
Teamwork Patience
Positive Mental Attitude Compromise
Spirit Friendly Rivalry
Self-Control Cooperation
Courtesy Responsibility for Actions
Consideration of Others

QUOTATIONS

An Athlete’s Wish
“In the battle that goes on for life I ask for a field that is fair. A chance that all is equal in strife, The courage to do and to dare. If I should win, let it be by the code, My faith and my honor held high If I should lose, let me stand by the road and cheer as the winner rides by.”

-Knute Rockne- Born in Voss, Norway Rockne revolutionized American football strategy at Notre Dame, setting the greatest all-time winning percentage of .881 while winning 3 National Championships between 1924-1930

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“In order to have winner, the team must have a feeling of unity: every player must put the team first – ahead of personal glory.”

-Paul “Bear” Bryant- Going from rags to riches, Bryant grew up dirt poor in rural Arkansas, the 11th of 12 children, became a coaching legend at the University of Alabama from 1958 to 1982, leading the team to six national championships.

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“Once a player becomes bigger that the team, you no longer have a team.”

-Red Auerbach-