

AQUINAS COLLEGE

Student Handbook

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Aquinas College

Student Code of Conduct

Introduction

The Aquinas students, staff, and faculty form a unique educational community dedicated to furthering the College's educational mission. We take pride in our community. In order to maximize each student's college experience and educational potential, all Aquinas community members are expected to adhere to College policies. For students, this means understanding and accepting the Student Conduct Code as the basis for nurturing our community.

The Student Conduct Code's purpose is to outline policies and procedures that protect students and to articulate minimum standards for appropriate behavior. Students, faculty, staff and administration have agreed on this Code; therefore, becoming an Aquinas student means accepting its rules and general spirit of respect and cooperation. We believe that this Code encourages academic and interpersonal integrity. In addition to adhering to College policies and rules, students are expected to

1. Show respect and sensitivity for others;
2. Support open communication to enhance our living/learning atmosphere;
3. Be honest in all academic work and know that cheating, plagiarizing, and giving false information will not be tolerated;
4. Help support enforcing Aquinas rules and regulations, when needed;
5. Respect the College's physical facilities and individual property;
6. Meet all financial obligations.

As a community, we value our students' safety and well-being; therefore, violations of this Code will result in disciplinary sanctions through the Office of Student Affairs. For severe or repeat infractions, the College has the right to dismiss students. All local, state, and federal laws apply to students while on property owned or controlled by the College or when off campus; therefore, disciplinary action may be taken against individuals and/or organizations for misconduct and students may be legally prosecuted. Every student is responsible for knowing and abiding by the Aquinas Student Conduct Code. The College reserves the right to alter or add to this Code. The President may amend this Code after consulting the Student Senate and the Faculty Assembly.

We believe that this Code promotes our students' academic success and personal development. Please take time to familiarize yourself with this Code, as it delineates your rights and responsibilities.

1. Personal Honesty and Behavior

A. Academic Dishonesty

The purpose of an Aquinas education is to instill in the student a quest for knowledge, a love for learning, and a pursuit of truth which comes from being an active member of an academic community with fellow students and faculty. Central to this community is the personal integrity of each member.

Dishonesty in any form is an extremely serious offense and the College has a strict policy regarding academic dishonesty that includes, but is not limited to, plagiarism and any form of cheating on coursework and examinations.

1. Plagiarism

It is understood that all academic work which a student submits to their instructor is the result of the student's own work. When a student submits work claimed to be his or her own, but which in any way uses ideas, organization, wording, or anything else from some other source without an appropriate acknowledgment of that fact, the student has plagiarized.

Plagiarism may take many forms. In general, however, it can be defined as presenting as one's own the words or work or opinions of another.

Students commit plagiarism when they submit as their own work

- Part or all of an assignment copied or paraphrased from another source, such as a book, a magazine, or a manuscript, without proper citation;
- Material prepared by another person or organization;
- The sequence of ideas, arrangement of material, or thought-pattern of someone else. Plagiarism occurs when such a sequence of ideas is transferred from the source(s) to a paper without the process of reflection, integration, and reorganization in the writer's mind, and without proper citation.

Students are accomplices in plagiarism and equally culpable if they:

- Willfully allow their work, such as a paper in outline or finished form, to be copied and submitted as the work of another;
- Prepare a written assignment for another student and allow it to be submitted as the other student's own work.

When in doubt as to the criteria for written assignments, it is the student's responsibility to consult beforehand with the instructor who will receive the finished work.

2. Cheating

Cheating includes, but is not limited to, any attempt by a student to answer questions on a test or quiz by any means other than their own knowledge. Examples of cheating are as follows

- Use of any materials in the process of completing an examination which have not been approved by the instructor;
- Transmission of information, either given or received, during an examination period;
- Intended observation of another's work for hints on materials or technique during a laboratory test without the consent of the instructor;
- Obtaining, in part or in whole, a copy of the examination without consent of the instructor;
- Buying or procuring previous examinations given in the course without the consent of the instructor;
- Submission of identical papers or work for two different courses without the explicit approval of both instructors.

3. Complicity

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

- Students may not allow other students to copy from their papers during an examination or on any assignment;

- Students may not assist other students in acts of academic dishonesty by providing substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to tests that have been administered and returned to students in previous semesters.

Violations of the Academic Dishonesty Policy

If a student is suspected of cheating or plagiarism, the instructor will communicate with the student. If it is confirmed that a violation has occurred, the instructor will determine which of the following penalties is to be applied

- The student may fail the test or paper in question.
- The student may be required to resubmit the work or to do additional work.
- The student may be assigned a grade of ``F for the course.

Reports of Academic Dishonesty

When an instructor knows that academic dishonesty has occurred, they will file a written report with the Department Chair and the Dean of Students. The report will include

- The student's name
- The nature and pertinent evidence of the violation
- The student's response
- Any action taken by the instructor.

Once a report is received, the Dean of Students or designee may impose appropriate disciplinary sanctions. If no further action is requested or deemed warranted by the circumstances, the Dean will simply retain the report. If multiple reports are received regarding suspected or substantiated academic dishonesty by the same student, the Dean of Students will refer the case to the Provost. The Provost has the discretion to take further steps toward disciplinary action which may include expulsion from the College or revocation of degree. (Note: a student may not withdraw from a course in which they have been failed for academic dishonesty.)

If the student feels they have been wrongfully charged with cheating or plagiarism, they may wish to consider filing a formal grievance. The student should contact the Dean of Students or the Provost for more information about this process.

B. Falsification of Information

Students are not to use or provide false documentation to the College or to officials of the College in any form, written or verbal. Students are not to knowingly, misrepresent, or falsify any College records, forms, procedures, or identification.

C. False Reporting of Emergencies

The intentional false report of a bomb, a fire, or other emergency in any College facility or property controlled by the College in any form – e.g. manual (pulling an alarm), verbal, written, or otherwise-- is prohibited. Maximum sanctions under this Code shall be considered if this policy is violated

- D. **Disregarding the Directive of a College Official**
Students are not to disregard or fail to comply with a reasonable, lawful directive; (including a verbal or written request to show student ID), of a College official acting within the scope of their prescribed duties or the police or other law enforcement officers acting in the performance of their duties.
- E. **Failure to Abide by Judicial Action**
Failure to pay an assigned fine or to do assigned work or to obey any other directive or sanction following a properly conducted disciplinary action is a separate violation of College rules. If students are not otherwise informed, all conditions of any disciplinary sanction must be satisfactorily completed within two months after the sanction was applied. Any unpaid fines are doubled after this time.
- F. **Personal Conduct While Not on College Property**
The College may discipline a student for acts of personal misconduct or criminal acts that are not committed on College property if the acts arise from College activities that are being conducted off the College campus, or if the misconduct undermines the security of the College community or the integrity of the College or its educational process, or poses a serious threat to self or others.

Aquinas College is committed to the promotion of a civil community both on campus and off campus.

Aquinas College regards off-campus activity, including but not limited to College-sponsored events, as an integral part of a student's academic, personal, and professional growth. Thus, the College recognizes the right of all students to expect that the College will subject individuals to the same responsibilities and disciplinary procedures when conduct

1. Adversely impacts the College's mission, or the tenets of this Code, such as altering academic transcripts, harassment of any kind, trafficking in term papers, use of a computer or other electronic device to obtain unauthorized access to information;
2. Presents a clear danger to the personal safety of any person or the protection of any person's property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;
3. Violates policies of an academic program and related facilities, including but not limited to an off-campus clinical, field, internship, or in-service experience, or an overseas study program.

- G. **Violation of State, Federal, Municipal Law, or College Policies While on College Property**
Any student, who violates any state, federal, or municipal law while on property owned or controlled by the College shall be subject to College judicial action for the offense(s) and to sanctions prescribed by this Code. The College may also refer the student to the appropriate city, state or federal authorities for possible enforcement of civil or criminal consequences.
- H. **Violation of State, Federal, Municipal Law, or College Policies While NOT on College Property**
Living off-campus is a natural part of the experience that many students will have during their tenure at Aquinas College. However, students who rent properties off-campus or otherwise live or engage in activities off-campus are expected to respect the communities where they are residing and represent themselves in a manner that does not negatively impact or reflect on the College.
Aquinas College is committed to being a good neighbor to the communities that surround our campus. Therefore, the College recognizes the importance of establishing and enforcing acceptable community standards of behavior. Members of the College community are informed that they will be held accountable for their off-campus actions and/or behaviors as they relate to established laws and

regulations of federal, state and local agencies, as well as policies of Aquinas College. Additionally, the College reserves the right to initiate campus judicial action against any student who violates any state, federal or municipal law off campus, where notice of court adjudication is received by the College. Aquinas will also follow up on police reports and may adjudicate these reports through the student conduct system.

- I. Local Address and Living in Compliance with Applicable Zoning Ordinances for Occupancy
Students at Aquinas College should heed noise levels, observe and honor parking requirements and address parking issues when notified, honor agreements with landlords and their respective community associations, and observe city ordinances that address community welfare (snow removal, trash/recycling etc.) It is imperative that Aquinas citizens are sensitive to the needs of both their on-campus and off-campus neighbors.

In Grand Rapids, no more than four unrelated people may reside at a given resident; Kentwood ordinances are based on square footage (check with your landlord).

Living in compliance with applicable zoning ordinances is an expectation of all Aquinas College students living off-campus. Ordinances vary by municipality so students are expected to work closely with landlords to ensure compliance. Students are encouraged to contact the Campus Life Office for assistance in working with landlords who may try to circumvent required city ordinances.

The College will take the following steps in support of our surrounding cities and neighbors:

1. The College requires an accurate and current local address for all students living off campus. Each fall semester, all off-campus residents will be required to electronically register their local addresses. Failure to submit this address by the second Friday in September will result in a late notice. A \$50 late fee may be added to the student's account, as well as having a financial "hold" placed on the account. The hold will be lifted once a student reports a local address. In Spring students must provide updated information by the fourth Friday in January.

Furthermore, students must verify via digital signature their acknowledgement of applicable zoning ordinances on occupancy (e.g. no more than four unrelated adults may reside in most residential housing units in the City of Grand Rapids; Kentwood zoning is based on square footage and number of bedrooms; etc.) The Campus Life Office is available to assist students in learning more about zoning ordinances and working with various community resources to assist students with compliance issues.

2. Students should be aware that Aquinas College will affirm the registration status of students if requested by city authorities who are formally investigating specific violations of occupancy ordinances. Apart from any current or future college response, students face consequences from city authorities as defined in zoning ordinances, including evictions and other civil penalties for non-compliance.
3. Students who provide false information during the local address and compliance/non-compliance registration will be subject to further disciplinary action by the College.

2. Disruption, Obstruction, and Noise

Aquinas College, as an academic community, requires that each individual respect the needs of others to study, learn, work and sleep in a peaceful atmosphere.

A. Excessive Noise

Disruption of study, sleep, work or any other appropriate activity through excessive noise is prohibited.

B. Disruptive Behavior

Disruption of study, sleep, work or any other appropriate activity through disorderly behavior or other activity which is inappropriate given the time and circumstances is prohibited.

C. Disruption of Academic or Operational Functions

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly in designated areas, petition and association. Students and student organizations may examine and discuss all questions of interest to them and express opinions publicly as well as privately. They may support causes by lawful means, which do not disrupt the operations of the College, or organizations accorded the use of College facilities.

Any person, who interferes with an academic, research, administrative, disciplinary, or operational function of the College will be asked to cease and desist. Failure to cease and desist will be subject to judicial action against the individuals. Furthermore, if the person does not comply, the following steps will be taken:

1. The individual who is interfering with the academic or operational functions of the College will be asked to identify him/herself.
2. If the individual refuses to identify him/her or to cease and desist, they will then subject him/herself to arrest and will, after being identified by the police, be charged with appropriate civil law violations.
3. The individual who is interfering with academic or operational functions of the College, who refuses to identify him/herself or to cease and desist, will also subject him/herself to immediate suspension from the College and be informed of the opportunity for an appeal hearing to be established at the earliest feasible date.

Conduct which by itself, or in conjunction with the conduct of others, disrupts or impairs the carrying on of normal College functions, and which the student knew or reasonably should have known would result in such disruption or impairment, will be subject to disciplinary action.

D. Community Standards

We expect our students to honor and value their community. Disruptions to other students, faculty and/or staff will not be tolerated. Behavior that violates this value includes, but is not limited to:

1. Causing a community disturbance, inconvenience, annoyance, alarm to others, or disrupting the peace, through behavior which includes yelling, cursing and/or using abusive or insulting language, or fighting.
2. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of Aquinas College and/or infringes on the opportunities of the members of the College community;

3. Leading or inciting others to disrupt activities in the classroom or in any campus building or areas.
4. Behavior causing disruption to the living or learning environment of others.
5. Maintaining a healthy and clean community is the responsibility of all who live, work and study there. Therefore, students who improperly dispose of trash/recycling/composting will be adjudicated through the student conduct system. This includes off-campus students that dispose of waste in Aquinas College dumpsters.
6. As a Catholic College, Aquinas College encourages its students to adhere to Christian moral teachings in their personal interactions. With regard to physical acts of affection, the College expects its students to act with appropriate modesty and in a spirit of mutual respect. The College enjoins unmarried students to refrain from sexual contact.

3. Safety

Aquinas College holds students accountable for their behavior and holds all members of the College community to the same behavioral expectations. The behavior of individuals must conform to community standards of health, safety, and noninterference with the living and learning environment of others.

A. Behavioral Misconduct and Harassment

Aquinas College holds students accountable for their behavior and holds all members of the College community to the same behavioral expectations. The behavior of individuals must conform to community standards of health, safety, and noninterference with the living and learning environment of others.

Students are not to exhibit behavior which harasses, violates the rights of, or threatens any person; harms, or causes to place in harm, any person or property of the person; or to conduct themselves in a lewd, indecent, obscene, or disorderly manner.

Harassment

Harassment is communication, whether spoken, written, physical, or pictorial, that could reasonably be understood as (1) having the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) having the purpose or effect of interfering with an individual's work or academic performance or access to College activities and programs; or (3) adversely affecting an individual's employment or educational opportunities or access to College activities and programs.

Harassment is considered a violation of College policy when it has the purpose or effect of demonstrating disregard for the rights of or respect for others; when it shocks the sensibilities of the average person; or when it occurs after a warning that such communication or behavior is considered offensive.

Harassment includes, but is not limited to, abusive or humiliating speech or conduct relative to sex, race, national origin, age, disability, sexual orientation, physical or personal traits.

Non-discrimination Policy – It is the policy of Aquinas College that no person on the basis of race, color, religion, ethnic origin, age, sex, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation or employment in, or be otherwise subjected to discrimination under any program or activity for which Aquinas College is responsible.

Intentionally inflicting bodily harm upon any person, taking any action for the purpose of inflicting harm on another person; taking any action (physically or verbally) with reckless disregard that harms another person; taking any action that creates a substantial risk of harm to another person; or the verbal, written, or other transmission of harassment or threatened use of force to inflict harm to another person is strictly prohibited.

All students are prohibited from engaging in conduct which threatens, harasses, intimidates or in any other way retaliates against any person involved in a complaint or judiciary hearing.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when they have the purpose or effect of interfering with or creating an intimidating, hostile, or offensive working, living, or educational environment. Such behavior is subject to disciplinary action, up to and including expulsion from participation in all programs of the College and restriction from access to the College's campus and other properties under its control.

If a student believes s/he has been the victim of harassment by a student, faculty or staff member of the College, or a third party affiliated with the College, s/he is encouraged to discuss the matter with a trusted College official, such as an Resident Experience Coordinator, someone in the Counseling Services Department or the Dean of Students. That person will assist the student in filing a report according to college procedures. If the reported harassment is by a student at the College, a report of such harassment should be filed with a Resident Experience Coordinator, the Director of Residence Life, Campus Safety or the Dean of Students.

B. Hazing

Hazing is prohibited. Hazing is defined as any action or situation, regardless of the person's willingness to participate, that (1) humiliates, degrades or risks emotional and/or physical harm, (2) destroys or removes public or private property, (3) involves the consumptions of alcohol or drugs, or the consumption of other substances to excess, or (4) violates any College policy for the purpose of initiation, admission into, or affiliation with any organization or group.

C. Physical Assault/Battery

Physical assault or battery is prohibited. It includes any unwanted physical contact or threat of contact, with harmful intent or result, by an Aquinas student against another individual. This includes, but is not limited to: attempting or committing an act that causes fear of injury; assault with a deadly weapon or with intent to murder, rape, or rob; physical harm against another person; insulting or provoking physical contact; threatening to commit a crime of violence or damage property and/or threatening another person with physical harm.

D. Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Sexual Misconduct/Exploitation.

POLICY

Aquinas College is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form. Sexual assault, domestic violence, dating violence, and stalking violate the standards of conduct expected of every member and visitor within the College community and are strictly prohibited, as do related offenses such as sexual misconduct and sexual exploitation as defined by this policy.

This policy provides guidance concerning nature of such violations, as well as the educational, support, reporting, and disciplinary procedures for such violations.

Definitions

a. Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor. The existence of such a relationship shall be determined based on a consideration of: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

b. Domestic Violence

A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of a victim/survivor; (b) a person with whom the victim/survivor shares a child in common; (c) a person who is cohabitating with or who has cohabitated with the victim/survivor as a spouse or intimate partner; (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or (E) any other person against an adult or youth victim/survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

c. Sexual Assault

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, including:

1. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

d. Consent

"Consent" is the freely, affirmatively communicated willingness to participate in sexual activity, expressed by words or unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. Silence cannot, in and of itself, be interpreted as consent. Consent must be present throughout the sexual activity by all parties involved. Consent to one form of sexual activity cannot imply

consent to other forms of sexual activity. Consent may never be obtained through the use of force, coercion, or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator's or the victim's use of alcohol does not diminish the perpetrator's responsibility.

e. Sexual Misconduct/Exploitation

Sexual misconduct means sexual contact which does not meet the definition of sexual assault, dating violence, domestic violence, or stalking, but involves the intentional touching of another person's private body parts or the clothing immediately covering the immediate area of such body parts another violation of this policy without the person's effective consent, if such touching can reasonably be construed to have occurred in a sexual manner for (i) revenge; (ii) to inflict humiliation, or (iii) out of anger.

Sexual exploitation means conduct that does not constitute sexual assault, dating violence, domestic violence, or stalking, but involves the a person taking non-consensual or abusive sexual advantage for the person's own advantage or benefit, or to the advantage or benefit of anyone other than the person being exploited. Examples include, but are not limited to: publishing or disclosing sexual activity with another person without that other person's consent; prostituting another person, nonconsensual video or audio recording of sexual activity, going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex) voyeurism, and/or knowingly exposing another person to HIV or an STD.

f. Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer emotional distress. Stalking may include repeatedly following, monitoring, surveilling, harassing, threatening, or intimidating or communicating to or about another by telephone, mail, electronic communication, social media, or any other action, device, or method.

Reporting

The College strongly encourages persons who believe they have been the victim of sexual assault, domestic violence, dating violence, stalking, or other violation of this policy to bring this to the attention of appropriate College authorities in accordance with their wishes for privacy or confidentiality as outlined in this section of the Policy. Immediate reporting is encouraged. It is extremely important to preserve any physical or other evidence that may assist in proving that an alleged criminal offense occurred, or that may be helpful in obtaining a protective order. Should a sexual assault or an incident of dating violence, or domestic violence occur on campus, Aquinas encourages the survivor/victim to report the incident immediately to Campus Safety, who will assist the survivor/victim by providing first aid as needed, and by directing the survivor/victim to medical care. Campus Safety may also assist the survivor/victim, if he/she desires, in reporting the crime to the appropriate law enforcement agency.

The College provides multiple resources that can receive reports and complaints of sexual assault, domestic violence, dating violence, stalking, and other violations of this Policy. This is to ensure a prompt response and to provide options that meet the needs of the reporting individual. Regardless of the reporting resource utilized, a reporting individual shall be provided with information on and

advice regarding medical, law enforcement, counseling, and other resources that are available to him or her.

a. Types of Reporting Resources

Whenever a report is made under this policy, the College will seek to protect confidentiality for all parties involved in instances of sexual assault, domestic violence, dating violence, stalking, or other violations to the extent possible and allowed by law. However; different College employees have different abilities to maintain confidentiality. This section of the Policy is intended to make the College community aware of the various reporting options available so that individuals can make informed choices about where to turn should they become a victim of sexual assault, domestic violence, dating violence, stalking or other violation, or should they become aware of an alleged violation. The College encourages victims to talk to someone identified in one or more of these groups.

1. Completely Confidential Resources

Professional, licensed counselors and pastoral counselors who were hired to and are acting in the role of providing mental-health counseling or pastoral care to members of the College community are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. The following is the contact information for these individuals:

- a. College Chaplain (Fr. Stan Drongowski):
Business Hours: (616) 632-2491
After Hours: (812) 327-5696
- b. Aquinas College Counseling Office (On-Call Counselor)
Business Hours: (616) 632-2905
After Hours: (616) 632-2462

2. Private Resources

Some college employees, such as Health Center staff, can receive information from a victim without being required by law to disclose any personally identifying information to the Title IX Coordinator. These employees are generally only required to share a limited report to inform the Title IX Coordinator of the date, time, general location, and nature of the sexual assault, dating violence, domestic violence, or stalking. The limited reports do not include information that would identify the victim. Personal identifying information remains confidential unless the victim requests that it be disclosed.

3. Responsible Employee Resources

A Responsible Employee is a College employee who has a duty to report, or the authority to address, sexual assault, domestic violence, dating violence or stalking or other student misconduct, and includes persons whom a student could reasonably identify as having this authority or duty. Responsible Employees are available and trained to assist persons who believe they have been subjected to conduct prohibited by this Policy. When a Responsible Employee becomes aware of any information related to a report of sexual assault, domestic violence, dating violence or stalking, the Responsible Employee, as a general matter, must share all relevant details about the alleged incident with the Title IX Coordinator. This information includes all the details necessary for the College to determine what happened, including the names of the reporter, victim, the respondent, and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a

Responsible Employee will be shared only with people responsible for handling the College's response to the report. A Responsible Employee will not share information with local law enforcement without the victim's consent, or unless the victim has also reported the incident to law enforcement. Responsible Employees include: Campus Safety Officers, the Director of Residence Life, the Dean of Students, Resident Experience Coordinators, faculty members, coaches, or any other trusted College official.

Investigations and Disciplinary Procedures

Complaints of sexual assault, dating violence, domestic violence and/or stalking will be processed through the College's Judicial Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking. Complaints of sexual misconduct or exploitation will be processed through the general Judicial Process for student complaints, unless the complaining student requests the Dean of Students to use the more formal Judicial Process for Sexual Assault, Dating Violence, Domestic Violence, and Stalking.

External Remedies

Sexual assault, domestic violence, dating violence, and stalking are criminal acts which may also subject the alleged perpetrator to criminal and civil penalties under federal and state law. Nothing in this Policy shall prevent the complainant or the accused from filing a complaint with the appropriate local, state, or federal agency or in a court with jurisdiction, or require that he or she do so.

Education and Prevention Programs

The Title IX Coordinator, Title IX Deputy Coordinator or a designee shall have oversight for a College-wide education and prevention program on sexual assault, domestic violence, dating violence, and stalking, which includes:

- New student, faculty, and employee orientation programming, and ongoing prevention and awareness programs for current students, faculty, and staff;
- Training of counselors, student life staff, campus judicial board members, Campus Safety officers, and Responsible Persons to respond effectively to sexual assault, domestic violence, dating violence, and stalking;
- Providing of crisis intervention counseling and referrals;
- Disseminating literature that defines sexual assault, domestic violence, dating violence, and stalking and their prohibition by the College;
- Providing information on positive and safe options for bystander intervention;
- Providing information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks and violence; and
- Providing students and employees with a written explanation of existing counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid, and other support services available both on campus and in the community;
- Providing written notification to victims about:
 - options and assistance in requesting changes to academic, living, transportation, and working situations;
 - available accommodations or protective measures upon request and if reasonably available regardless of whether the victim chooses to report the crime to campus safety or law enforcement;
 - the College's disciplinary procedures applicable to sexual assault, dating violence, domestic violence, and stalking violations;

- o upon the victim's report of an incident of sexual assault, dating violence, domestic violence and/or stalking, whether such alleged incident occurred on or off campus; of victim rights and options.

Notices and statistics of reported incidents of sexual assault, domestic violence, dating violence, or stalking will be reported to the College community as required by law or as otherwise appropriate.

Non-Retaliation

No officer, employee, or agent of Aquinas will retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising rights or responsibilities under this policy. Any suspected retaliation should be reported to a resource identified in this policy, so appropriate corrective action may be taken.

E. Student Pregnancy

In the event that any woman is, or becomes, pregnant while enrolled as an Aquinas student, the College will act in support of the physical, emotional, and spiritual health of the mother and child. The College advises that pregnant women seek adequate prenatal care. Confidential pregnancy testing and pre-natal care is available at the Health Center. Confidential personal counseling for the woman and man is available at the Counseling Center and/or Campus Ministry Office.

No pregnant student shall be prohibited from participation in any class or College function unless such participation presents a significant hazard to the child or mother; any reasonable accommodations for completing academic requirements shall be provided.

Residential students who are pregnant are requested to inform the Director of Residence Life in order to facilitate appropriate medical care in the event of an emergency. This information will be held in confidence. A resident student who is pregnant may request release from her housing contract, but is not required to do so. Although infants and children are not permitted to reside in the student living areas, the mother may remain in campus housing throughout her pregnancy and return after, pending no medical contraindications.

F. Alcohol Policy

Aquinas College complies with federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances. Additionally, the College complies with all regulations of the "Drug Free Workplace Act of 1988" and the "Drug Free Schools and Communities Act Amendment of 1989."

The legal drinking age in Michigan is 21; College policy regarding alcohol is based on Michigan Law. Only students of legal age defined by the state statute may possess and consume alcoholic beverages in approved designated areas of the College adhering to the following College restrictions regarding alcohol consumption.

Excessive use of alcohol under any circumstances is not condoned by the College. The misuse and abuse of alcohol beverages is judged to be unacceptable behavior and will be viewed as a serious threat to the health, safety, and well-being of the individual and the community. Students who drink to excess, attend class under the influence of illegal drugs or alcohol, or cause a disturbance of any college related event may be required to attend counseling and/or education programs, in addition to any other discipline that may be appropriate to the circumstances. Recurring incidents

could result in required assessment and treatment at a substance abuse treatment or rehabilitation center (at the student's expense).

In accordance with the Aquinas College parental notification policy, the College reserves the right to contact a student's parent or legal guardian when students are found to be responsible for a violation of the College alcohol policy through the student conduct system. Flagrant or repeat offenses could result in a student's dismissal from the residential community and/or the College.

Students who desire help with any substance abuse problem are encouraged to use the counseling programs offered by Aquinas College and various community agencies. For more information, contact Counseling, Health and Wellness Services.

Please refer to definitions in Residence Hall Regulations for room, visitor and guest.

The following regulations are in effect:

1. Students under 21 years of age shall not possess, consume, or transport alcoholic beverages. Having empty alcohol containers will be considered possession of alcohol for the purposes of this policy.
2. Residential students 21 years of age or older may drink alcoholic beverages in residential rooms with the door closed and with no minors present with the exception of the roommate(s) assigned to the occupied room. Such beverages may only be transported to and from rooms in covered, sealed containers.
3. Alcohol may be stored in shared space only if it is unopened, corked or sealed.
4. In campus housing, students under 21 years of age may not be present in residential rooms where alcohol is being consumed, with the exception of their own assigned room when the only individual(s) consuming alcohol are legally aged roommate(s).
5. Students of legal age may not consume, transport, or possess alcoholic beverages in open containers on College property unless permission is granted as specified at a specific event (i.e. homecoming).
6. Students are prohibited from possessing kegs, "bubble-kegs," "trash-cans," punchbowls, beer bongs, rapid consumption paraphernalia, or mass quantities of alcohol on college property.
7. Students of legal age may not supply by any means any alcoholic beverage to students of less than legal age.
8. The display of alcoholic beverage containers or commercial promotional material in windows or on the exterior of room doors is prohibited.
9. Consumption of alcohol, regardless of age, that results in other violations of policy or the law is prohibited.
10. There shall be no possession or consumption of alcoholic beverages at any student activity, sporting event, or other student gathering on College owned or controlled property unless permission is granted by the Director of Campus Safety or Office of Student Affairs.
11. The manufacturing, sale, or unauthorized distribution of alcohol is prohibited.
12. The abuse of alcohol and high risk drinking activities are prohibited. High risk drinking activities include, but are not limited to, drinking large quantities of alcohol, consuming alcohol at an accelerated pace, participation in drinking games, use of beer bongs, and/or any activity that promotes irresponsible drinking.
13. Driving while under the influence of alcohol is prohibited.
14. Public intoxication on College property or at College sponsored events is prohibited.

G. Use of and Possession and/or Distribution of Controlled Substances

The laws of the State of Michigan prohibit the possession, use, sale, or distribution of any federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana, or amphetamine. College policy regarding drugs and controlled substances is based on Michigan law, but not limited to the state interpretation of prohibited substances. Aquinas College reserves the right to prohibit any chemical substance, compound or combination which may be used to induce an altered state, including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.

The possession, misuse, abuse, sale, or distribution of illegal or prohibited drugs is judged to be unacceptable behavior and will be viewed as a serious threat to the health, safety, and well-being of the individual and the community.

Any drug-related incident on campus may result in dismissal from the residential community and required assessment and treatment at a substance abuse treatment facility (at the student's expense) as a condition of remaining as a student at Aquinas College. Flagrant or repeat offenses may result in a student's dismissal from the College.

Students who desire help with any substance abuse problem are encouraged to use the counseling programs offered by Aquinas College and various community agencies. For more information, contact Counseling, Health & Wellness Services. All inquiries will be confidential.

NOTE: Participation in the Michigan Medical Marijuana Program and/or possession of a MMMP patient registration card shall not exempt any person from the prohibition of possession or use of marijuana or related paraphernalia in or near Aquinas College residences. Students who possess an MMMP card can contact the Office of Student Affairs for further information regarding the compliance of Aquinas policy.

Legal Sanctions Under Local, State, and Federal Law For Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

The City of Grand Rapids regulates the possession and distribution of all alcoholic beverages by ordinance. These ordinances prohibit the following: consuming alcohol in public places not licensed by the Liquor Control Commission, false representation as to age, using false or altered identification, the transportation of open, unwrapped, or unsealed alcohol in a motor vehicle, and the furnishing of alcohol to anyone under 21 years of age. Violation of any of these ordinances can result in a fine of up to \$500 and/or 90 days in jail or both for each offense. These are criminal violations of the law, and a record of them will be kept indefinitely in local police and court files and in a statewide file maintained by the State Police.

Penalties for the unlawful use, possession, and distribution of controlled substances (drugs) vary under state and federal law. The minimum penalty provided for under state law is a criminal fine of up to \$100 or a jail sentence of 90 days or both for the use of marijuana. Penalties for the unlawful use of other controlled substances can result in fines of up to \$2,000, a jail sentence of up to one year, or both. Penalties for unlawful possession and distribution of controlled substances under both state and federal law can be quite severe. Unlawful possession or distribution of controlled

substances can result in fines of \$1,000 to \$2,000 and/or a jail or prison sentence as long as life. Controlled substances include such drugs as marijuana, cocaine, "crack," "Ice," LSD, heroin, fentanyl (synthetic heroin), codeine, and such "common" drugs as prescription tranquilizers, "diet" pills, and many "pain killers" or analgesics.

1. No person shall possess, use, sell, or distribute any federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana or amphetamine on College premises or property controlled by the College, except as authorized by law and allowed under College regulations.
2. Drug use paraphernalia is not permitted on College property without the expressed consent of the Director of Campus Safety or Office of Student Affairs.

H. Parental Notification of Alcohol and Other Drug-Related Incidents

In response to the passage and implementation of the Higher Education Amendments of 1998 and subsequent revisions, Student Life personnel at Aquinas College shall adhere to the following criteria in regards to notification of students' parents or legal guardians in or following an alcohol or other drug-related incident. The parent or legal guardian of an Aquinas College student may be notified of that student's participation in an alcohol related incident when:

1. The student is a legal minor, having not yet attained his/her 18th birthday.
2. The student is involved (actively or passively) in an alcohol related incident, upon the rendering of a "responsible" by a Student Conduct Review Officer or Board. (This section applies to all students under 21 years of age.)
3. The outcome of a campus student conduct hearing may result in residence hall suspension, academic suspension, or expulsion. The appropriate hearing officer shall send notification by mail (and possibly by other means, after consultation with the Dean of Students).
4. The ingestion of alcohol or another drug results in hospitalization (admission for treatment and/or observation).

I. Medical Amnesty Policy

A student needing medical assistance during an alcohol or drug-related emergency will not face disciplinary action for the mere possession or use of alcohol and/or drugs if they contact the police, Campus Safety or a member of the residence life staff for help. The student receiving medical assistance will be required to meet with a member of the counseling staff for an assessment within five (5) College business days of being released from the hospital or from when the event occurred if no hospitalization is necessary. As long as the student complies with all directives, they will not face disciplinary actions for the alcohol and/or drug violations. This policy refers to isolated incidents only. A non-disciplinary record of the incident will be kept on file. If repeated incidents occur, disciplinary action can be taken. In the event that the student fails to meet a counselor in the time allotted, or fails to complete the required directives, they will be referred to the student conduct system.

J. Good Samaritan Policy

The Good Samaritan Policy acknowledges that as members of this community, students have a responsibility to each other. We expect students to take active steps to protect the safety and well-being of our community. Therefore, student(s) or student organizations may directly seek medical amnesty for another person during an alcohol or drug related emergency. The Good Samaritan student will not face disciplinary action for the mere possession or use of alcohol or drugs provided that s/he remains with the individual until medical assistance arrives and the person can be assisted. In order to qualify under the Good Samaritan Policy, these individuals or representatives

from organizations must contact the police, Campus Safety or a member of the residence life staff. They may also need to schedule an appointment with a Residence Life Professional Staff Member and adhere to specific non-disciplinary educational mandate(s).

The Good Samaritan and Medical Amnesty policies apply only to alcohol or drug related medical emergencies but do not apply to other prohibited conduct such as assault or property damage. If other prohibited conduct occurs, then a student will be held responsible for those violations. The use and/or abuse of alcohol or drugs will not be considered a mitigating circumstance for any other violation of the Code of Student Conduct. In cases where an individual fails to seek emergency medical assistance when it is clearly needed, disciplinary action may be taken against the individual/organization. The Good Samaritan and Medical Amnesty apply only to the College's response to a medical emergency. Criminal/police action may still occur separately from the Student Code of Conduct.

K. Proximal Complicity

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area that s/he is in, the student should immediately leave. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that room, regardless of his/her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

L. Possession or Use of Weapons

Possession of or the use of any firearm, ammunition, explosive device, air soft gun, bow and arrow, or other *weapon (or weapon look alike)* on College owned or controlled property is strictly prohibited.

M. Possession or Use of Prohibited Items

Possession of or the use of the following items on College owned or controlled property, including during travel to and from college sanctioned activities, is strictly prohibited unless authorized in writing by the Director of Campus Safety or Office of Student Affairs for a specific one-time educational purpose.

1. Hoverboards
2. Drones
3. Fireworks or other explosives
4. Use of hookahs, e-cigarettes, chewing tobacco or other like smoking or tobacco related items
5. Any item deemed unsafe or inappropriate

N. Environment

Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a responsibility to ensure that safety and/or security hazards are eliminated, fire equipment is maintained, and fire procedures are followed.

1. No person shall create, or help to create, a safety or security hazard. Prohibited behaviors could include, but are not limited to, tampering with fuse boxes.
2. Littering in and around campus property is prohibited.
3. Tampering with fire equipment, and the use of such equipment for other than the prevention or control of fire (Fire equipment includes, but is not limited to, smoke detectors, fire alarm mechanisms, extinguishers, fire hoses, and any other firefighting devices) is prohibited.
4. Setting fires on College property is prohibited.

5. All occupants must evacuate a building after a fire alarm has been sounded.
 6. Going onto the roof of any campus building is prohibited.
 7. Unless an emergency warrants it, it is prohibited to throw or drop anything out of a window from a campus building, enter or exit a campus building via a window, remove windows or window screens, sit on window sills, or going onto the roof of any campus building.
 8. All students must follow the established guidelines for entrance to campus facilities. Students may not allow any other person to use their key or access card, nor prop locked exterior doors open.
4. Property
- A. Theft of Property
The theft of College, private or public property and/or possession thereof is prohibited.
 - B. Destruction or Misuse of Property
Students are prohibited from destruction, damage, and misuse or defacing of College property or equipment of any type or nature.
 - C. Unauthorized Alteration or Use of Emergency or Safety Equipment
The unauthorized alteration or misuse of any firefighting equipment, safety equipment or other emergency device is prohibited.
 - D. Unauthorized Entry
Forcible or unauthorized entry or entry by deception into any building structure, facility or room therein on the premises of College owned or controlled property is prohibited.
 - E. Unauthorized Keys
Using, possessing, making or causing to be made, any key(s) for any College building room are prohibited on the premises or on properties owned or controlled by the College, or facility, except as authorized.
5. College Wide Policies
Students must adhere to all College policies including the campus smoking and idling policies. For a list of additional policies please see <https://www.aquinas.edu/about-aq/college-policies>.
- A. Minors on Campus Policy
<https://drive.google.com/file/d/1Vhug2Up2ZSSOENsD7vwTNXgq3A3rRFJ/view>
 - B. Acceptable Use Policy (Includes illegal downloading of any material such as movies/videos/songs while using the College's network and/or hardware.)
<http://www.aquinas.edu/about/pdf/aup.pdf>
 - C. Campus Idling Policy
https://www.aquinas.edu/sites/default/files/idling_policy.pdf
 - D. Student Athlete Handbook
To be posted on <https://www.aqsaints.com/>
 - E. Tobacco-Free Policy
https://www.aquinas.edu/sites/default/files/tobacco_free_policy.pdf
 - F. Housing & Residence Life Experience Information & Regulations
https://drive.google.com/file/d/1ZAQgvqgWkgjFvHlZr29DNztmytCA_wwZ/view?usp=sharing

Aquinas College

Important Campus Phone Numbers

Office	Location	Number
Campus Safety—Emergencies Only	Behind AB	3333 – <i>Campus Phone Only</i>
Campus Safety—Non-Emergencies	Behind AB	616-632-2462
Residence Life Main Office	Regina Hall 005	616-632-2944
Front Desk	Regina Hall	616-632-2949
Front Desk	St. Joseph	616-632-2957
Resident Experience Coordinator	St. Joseph & Regina Hall	616-632-2946
Resident Experience Coordinator	Houses, Apartments, & Hruby	616-632-2955
Assistant Director of Residence Life	Regina Hall 007	616-632-2945
Director of Residence Life	Regina Hall 009	616-632-2958
East Campus RA On-Duty Cell	Houses, Apartments, & Hruby	616-490-4268
West Campus RA On-Duty Cell	St. Joseph Hall & Regina Hall	616-490-4267
Break RA On-Duty Cell		616-490-4268
Maintenance/Housekeeping	AB 57	616-632-2102
Health Office	Wege Center Lower Level	616-632-2969
Academic & Learning Services & TRiO	Wege Center Lower Level)	616-632-2165
Student Activities & Orientation	Cook Carriage House	616-632-2076
Campus Ministry	AB	616-632-2489
Campus Chaplain	Wege Center	616-632-2491
Counseling Services	Lower Donnelly Center	616-632-2905
Dean of Students & Office of Student Affairs	AB 107	616-632-2171
Dining/Food Service	Wege	616-632-2968
Center for Diversity & Inclusion	Cook Carriage House	616-632-2455
Sports & Fitness Center	Sturuss	616-632-2470