



Aquinas College

2010/2011

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2010 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Year Overview	118
Aquinas Information and Services	119
College Policies	125
Student Conduct Code	126
Introduction	126
Aquinas College Judicial Process	132
Preamble	132
Overview	132
Sanctioning Guidelines	133
Telephone Instruction Sheet	135
Residence Life Staff Phone Numbers 2010-2011	135
Directions to Aquinas	136



“THIS IS YOUR CAMPUS LIFE... LIVE IT!

AQUINAS COLLEGE STUDENT HANDBOOK AND CALENDAR

SPONSORED BY THE STUDENT SENATE

All dates and events listed in the
calendar are subject to change.
Please be advised that there may be
changes or additions to this information.

Aquinas Students!

Welcome to the beginning of a new year at Aquinas College. The 2010-2011 Handbook Planner is a tool to help you stay informed and be an active member of our community.

The Book is designed to inform you of Aquinas College policies, services, and events that are planned for the 2010-2011 school year. The calendar section will keep you up to speed on what is happening on campus as well as serving as a planner for your own personal needs.

Other ways to keep involved include reading the Moose online, The Saint, and keeping your eyes open for posters and flyers. Also visit www.thezonelive.com to sync the dates you see in your student planner with your PDA. See the reference page towards the back of this book for complete instructions.

We are glad to have you as a part of our Aquinas community and it is your privilege, and responsibility, to take advantage of the many activities and events planned for this year.

Fondly,
The Aquinas College Student Senate

YEAR OVERVIEW

Classes Begin	August 23
Labor Day	September 6
Homecoming Week	September 20 – September 26
Fall Break	October 18 - 22
Classes Resume	October 25
Thanksgiving Break	November 25-28
Classes Resume	November 29
Finals Week	December 13-17
Holiday Break begins	December 18
Classes Resume	January 10
St. Thomas Aquinas Week	January 24 – 30
Junior Saints Weekend	January 28 – 30
Spring Break	March 7 - 11
Classes Resume	March 14
Easter Break	April 22
Classes Resume	April 25 (after 6:00 p.m.)
Finals Week	May 2 – 6
Graduation	May 7

AQUINAS INFORMATION

AQUINAS INFORMATION AND SERVICES

Academic Achievement Center - Students in need of academic support will find this available in the Academic Achievement Center. The Academic Achievement Center is staffed by professionals who offer academic counseling and tutoring services.

Advising Center – The Advising Center is here to help students register classes for next semester, drop and add classes for the current semester, clarify General Education requirements, discuss major/career options, verify graduation requirements, arrange for placement testing, evaluate transfer credits, act as liaison with department chairs, and provide forms for declaration of major, application for degree, etc. Additionally, they house college catalogs for all Michigan schools and course syllabi for Aquinas courses. The Advising Center is a great place if you are experiencing difficulty in class or in any other area. Advisors will do the best they can to assist you or can refer you to other areas if needed. The Advising Center is located in Hruby Hall.

ATM (Automated Teller Machine) – You'll find the Lake Michigan Credit Union ATM located on the main level of the Cook Carriage House. In addition, the Higher One ATM is located in the lower level of Wege Center. The closest outdoor walk-up machine is located in Easttown near the corner of Robinson and Lake Drive.

Bookstore - The Aquinas College Bookstore looks forward to serving you. In addition to used and new textbooks, the bookstore provides a wide selection of Aquinas clothing and insignia merchandise, general reading and reference books from university press to children's titles, special orders, UPS shipping, plus supplies from index cards and staplers to CDs and flash drives for all of your study needs.

Business Office - Located in Hruby Hall, room 131, the Business Office offers assistance with Student Accounts (billing), Payroll, and Accounts Payable (reimbursement).

Campus Life Office – The Campus Life Office, located in the Cook Carriage House, is the home of Diversity Initiatives, Orientation, Clubs and Organizations, and Student Activities. Campus Life offers all-campus programs designed to optimize the student experience at Aquinas College and create student success through leadership, diversity, social, service, education, and new-student orientation programming. Two main entities to support student involvement and give the student body a voice are Student Senate and Aquinas College Programming Board. Find out more about Campus Life at www.aquinas.edu/students.html.

Campus Ministry - The Browne Center is the home of the Campus Ministry office, which includes CAVA (Community Action Volunteers of Aquinas), SAC (Social Action Committee), the coordinator of service learning, the liturgist, and the director of campus ministry. This office is available to anyone for information on one of their many retreats, applications for service projects, local volunteer opportunities, help in liturgical planning, spiritual direction, pastoral counseling, or for some warm hospitality and a listening ear.

Campus Safety - The Department of Campus Safety is open 24 hours a day, 7 days a week to serve the Aquinas Community. Some services the department offers are:

Escorts: Campus Safety provides escorts from dusk until dawn for any school-related business on campus and up to one mile off campus. **NEVER** walk alone, especially after dark.

Parking Permits: Every individual who parks on campus must register their vehicle with Campus Safety. The form for registering a vehicle is available on Campus Safety's website at www.aquinas.edu/campus_safety. After submitting the form online, present your driver's license and vehicle registration at the Campus Safety office to receive your permit. Permits cost \$50 per year for traditional students and \$20 per year for Continuing Education/Graduate students (billed to student's account.)

Vehicle Lockouts and Jumpstarts: Lockouts and jumpstarts are performed for any individual after filling out a waiver of liability. This service is available on campus only. Proof of ownership is required.

Emergency Phones: Red and blue emergency phones have been placed throughout campus--inside buildings, on walkways, and in parking lots. Please use these phones to report suspicious activity, crimes in progress, fire or medical emergencies, or to request an escort. Upon picking up the receiver you will be immediately connected with a dispatcher at the Campus Safety Office.

Aquinas IDs: Campus Safety is available to print new or replacement student ID cards 24/7. You will need to bring your driver's license, military ID, passport, or damaged ID in order to obtain an ID. Lost/stolen IDs are replaced for a fee of \$15 (billed to student's account.) New/damaged IDs are replaced free of charge.

ELM Password Reset: Campus Safety can reset forgotten passwords and locked accounts. Simply present a photo ID at the Department's office.

Lost and Found: Lost and Found is located in the Campus Safety office. Found items will be held for 30 days. If a name and/or contact information is included on the found item, Campus Safety will attempt to contact the individual.

Safety Reminders: Always lock your car, keep your windows rolled up, and a spare key in your wallet. ALWAYS lock your residence hall room. Report any suspicious activity or persons you see day or night. NEVER walk alone, especially after dark. Please take advantage of the campus escort service.

Cancellation Guidelines - Aquinas College is a residential institution and provides many services seven days a week on a 24-hour basis. Accordingly, the College makes every effort to remain open at all times. However, there are a variety of winter weather conditions that may impact normal operating procedures at the College.

Aquinas College recognizes that transportation and other concerns may arise during times of severe winter weather; therefore, the following guidelines will be used when making a decision to delay the beginning of classes and events, cancel evening classes and events, or to close the College:

- The conditions of primary and secondary roads in the Grand Rapids area as reported by local police agencies;
- The ability of the College's Grounds Staff to keep campus roads, sidewalks and parking areas cleared to a degree that would allow for safe travel and access to buildings;
- Weather reports regarding the track of winter storms and other conditions; and
- The closing of area colleges and school campuses because of inclement weather including, but not limited to: Calvin College, Cornerstone University, Kuyper College, Davenport University, Grand Rapids Community College, Grand Valley State University, Grand Rapids Public Schools and East Grand Rapids High School.

It is customary for Aquinas College to remain open during periods of inclement weather, particularly during the academic year when students are on campus. Decisions regarding the operational status of the College (i.e. its openings and closings) are made based on the needs of the College and do not necessarily correspond with decisions of local schools or other area entities. Every attempt is made to ensure continuity of education and quality service to our students.

Additionally, because commuting students, faculty and staff come from such a broad geographic area, it is extremely difficult to arrive at a decision that will satisfy everyone. Winter weather conditions rarely are uniform throughout all of West Michigan; however, a diligent effort is made to arrive at a reasonable decision that considers first—and foremost—the safety of students, faculty and staff.

Under no circumstances does Aquinas College ask students, faculty or staff to assume undue risk in traveling to class in severe winter weather.

The Provost will attempt to make his/her final determination regarding the operational status of the College by 6:30 a.m. for day classes and 4:00 p.m. for evening classes.

If the entire College is closed, the information will be posted on the Aquinas College Web site as well as on ACORN, the MOOSE, local media sources and by TWITTER for those subscribed to "AQALERT". You may also contact the "Campus Safety Information Hotline" at 616-632-2463 for current information.

Career Services - Located in the lower level of Donnelly Center, Career Services offers a variety of resources to assist you with your career development and employment needs. For those who would like to obtain either a part- or full-time position while attending classes, we provide a wide variety of off-campus employment listings (including opportunities for temporary and summer jobs). Many positions are career related and are available in all ranges of responsibilities and hours. Career Services also sponsors classes to help you begin the process of defining academic, career, and life goals which complement your interests, skills, and values. Assessment tests, mentors, career fairs, and Sigi-Plus (a computerized career planning program) are available to assist you with your career planning process. Career Services offers internship opportunities to help you gain hands-on experience and develop professional contacts in your field of interest. Career Services works to assist seniors and alumni in securing professional, career related employment through a resume-referral service, on campus interviewing, job hot lines, video-taped mock interviews, and teacher credentialing services. Information on networking, resume writing, job search and interviewing techniques is also available. For more information, call ext. 2905.

Change of Address or Name (Registrar's Office) - Forms to be completed by any student who changes his/her permanent address or name from the one previously registered with the College.

Class Schedule - This booklet printed each semester, contains information on available course selection, instructors, credit hours, days, times, and locations.

Commencement Program - The Aquinas Commencement Program is printed in April. To ensure your name is listed, please file your Graduation Audit form by March.

Counseling Services - The Counseling Services Department is located in Donnelly Center off Woodward Avenue. Professional counselors are available by appointment. Counseling services are confidential and are not part of the student's permanent record. All full-time and part-time students are eligible for counseling concerning any difficulties including adjusting to college, career and life planning, interpersonal relationships, time and stress management, alcohol and other drugs, depression, anxiety, eating habits, family issues, loneliness, sexual orientation, insomnia, and changing values. Referrals to off-campus agencies are also available. Students interested in a life skills building group of any kind should contact the Counseling Center at ext. 2905.

Dean's List – Dean's List honors are given to full-time students (min. 12 credit hours per semester) and part-time students (carrying 12 credit hours during any two consecutive terms (starting Fall semester of the academic year) during the school year with a minimum of a 3.5 GPA.

Degree - The designations given to the successful completion of an academic program. See College Catalog for details.

Diversity Initiatives Office - This Diversity Initiatives office provides an atmosphere for all students to succeed in the developmental growth of human awareness and cultural diversity. This is accomplished by implementing activities in the Aquinas community and facilitating forums and discussion groups. The Director of Diversity Initiatives also serves as links for students seeking information regarding cultural, financial, personal and career development resources available at Aquinas and in the greater Grand Rapids community. The main mission is to promote the understanding, sensitivity and appreciation of cultural diversity within the Aquinas College community. The Diversity Initiatives Office is located in Lower Wege.

Dining Services - Aquinas College Dining Service office is located in Wege Student Center room 202, directly outside the student cafeteria. Services offered include: temporary meal cards, complimentary parent dining passes, computer input of bookstore vouchers, activation or additional input of dining service fast cash, dietary special requests, catering event requests, and dining service employment. Stop by should you have any questions or specific requests.

Dining services offers two dining locations open to students, faculty, and the general public. The main cafeteria is located in Wege Student Center and is open for breakfast, lunch, and dinner. The All-You-Can-Eat format includes a wide variety of selections for every meal. Cash, as well as student meal plans and fast cash cards are accepted. The Corner Café is open for breakfast, lunch, and dinner. Cash and flex cash are accepted as well as limited alternative meal plan. Cash and flex cash are also accepted at the Moose Cafe.

Emergencies - Contact Campus Safety at ext. 3333.

Exam Schedules - Available toward the end of each semester in the Academic Advising Office, mailroom, and the Office of the Registrar.

Field House – The Aquinas Field House facilities include: basketball, volleyball, fitness center, dance studio, classrooms, athletic training room, 220 meter track, area for indoor soccer, baseball & softball cages, and locker rooms.

Financial Aid - Financial aid programs are designed to help qualified students to afford Aquinas College educational costs. Detailed information on Aquinas' financial aid policies, procedures, and scholarships can be found in the Aquinas Academic Catalog, the Financial Aid Handbook, and online. Scholarship information is posted regularly on the bulletin board outside the Financial Aid office and online. The Financial Aid Office is located in the lower level of Hruby Hall. Visit <http://www.aquinas.edu/financialaid/> for more information.

Graduation Audit - Graduation audits are conducted by the Registrar's Office to verify that a student is eligible for graduation. You must complete a Graduation Audit Form the semester prior to your planned graduation date.

Health Center – Aquinas College maintains an on-campus Health Center. The center is located in the Wege Student Services Building (lower level). Most insurance are billed for services. A charge to cover costs will be made on over the counter medications, tests, injections, and minor surgical procedures not covered by insurance. Aquinas College will provide medically necessary treatment to all students who seek the advice and counsel of our Health Center staff. Aquinas College protects the patient/client privilege and will not release to third parties any information without prior written consent from the patient/client.

Health Insurance – All students are expected to maintain health insurance while attending Aquinas College. The college Health Center provides contact information for a Basic Accident and Sickness policy with coverage available at the beginning of each semester. The College assumes no liability for accidents or sicknesses which may occur while a student is enrolled.

Housing - The College offers housing for students in three main residence halls, program houses, and the Ravine Apartments. More information can be found in the Residence Life Handbook.

I.D. Cards - This non-transferable card is valid throughout your enrollment at Aquinas. It should be carried while on campus. This card is the property of Aquinas and its' use is governed by College policies. Alterations, misuse, or refusal to show the card subjects holder to disciplinary action. Report lost or stolen card immediately to the Residence Life or Campus Safety Offices. Official student identification cards are issued free of charge in the Dining Services Office in Wege Center. There will be a \$15.00 replacement charge if lost. Stop in any weekday from 8:00 a.m. - 5:00 p.m. to have a picture taken.

ITS (Information Technology & Services) Academic Building, Room 350. Please visit <http://www.aquinas.edu/computer/> and click on the Student Essentials link to see all available ITS services. Have technology/network access related questions? Please contact the ITS Help Desk at 632-2050 or come to AB 350.

Student Access

ELM and Novell accounts - ELM, the Electronic Login Manager, is a unifying password for access to Aquinas College web and network resources. ELM services include Email, Calendar, and Documents powered by Google, CourseConnect, MyAQ, and The Moose. An ELM password can also be used to login to the on-campus Novell network which provides access to the standard network applications and discipline-specific applications. As a registered student, ELM and Novell accounts will automatically be created for you.

One-Time Access Key for Creating ELM Password - A One-Time Access Key will be provided for all students who have never received one and are registered for the first time since summer 2004. First-time freshmen and students transferring from another college will receive their One-Time Access Key at a STAR Day. Continuing Education and Graduate students will receive their One-Time Access Key letter via U.S. Postal Service to their address on file. Enrolled students may retrieve their computer account password through a web interface using a One-Time Access Key and their student ID number. Access Keys for registered students are also available at an official on-campus Access Key distribution location: Aquinas Campus Safety Office, The ITS Help Desk (AB 350) and the Library. A picture ID (student ID or driver's license) is required at the time the one-time access key is distributed from an on-campus location. You will need your Aquinas student ID number in order to complete the password retrieval process. This number can be found on your student ID card, student schedule, or bill from Student Accounts. The One-Time Access Key procedure will prompt you to generate a password, which can be used to access the Novell network and ELM Services. When setting up your account, you will be prompted to answer three questions. The answers to these questions will be used later as an identifier if you forget your password.

Usernames - Beginning in the fall of 2007, all usernames for new accounts are generated using the first, middle and last initials of a person's formal name plus a number string. Accounts created before this policy change will remain the first five letters of the last name and the first three of the formal first name.

Computer Account Deletion Process - During fall break, ITS administrators disable the Novell accounts and delete the stored data of all **nonregistered students, including alumni who are no longer registered for classes**. Please note: Stored data includes documents (files) that are stored on the F:/ drive and web browser favorites. If students require assistance in copying any network access files to a USB drive or CD-R, please contact the Help Desk at 632-2050. **ELM accounts including access to Aquinas Email, Calendar, and MyAQ WILL NOT BE DELETED as part of this process.**

Computer Lab Information - The main student lab in the Academic Building (AB) is located in Room 353. This lab is staffed by Technology Assistants (TA) located across the hall from the main student lab in AB 350. TAs provide general procedural advice, assist students in accessing the network, collect

printing fees, and verify that the computers and printers are working properly. Additional labs are located in the Grace Hauenstein Library, Albertus, Hruby, Regina, and St. Joseph Halls, and the Art and Music Center. Kiosks provide quick access to Email and the Internet and are available in many common areas around campus.

Computer Lab Printing Using ID Cards - All printing in ITS labs must be paid for using funds on an Aquinas Student ID. Payment options include AQCash or Bookstore Vouchers which are only available using an Aquinas Student ID card. To add money to a card, please visit the Food Service office in Wege Center or Student Accounts in Hruby Hall. They will accept cash, check or credit cards. There is a \$20 minimum for credit card transactions. Student Accounts will accept credit card payments via telephone; however, they may need a 24 hour lead time to process the transaction. **Lab assistants in ITS labs will accept cash, but no change will be given. Your printouts will be held until payment is received.** AQCash will remain active on your ID card until you graduate, remaining funds in the Bookstore Vouchers category will be refunded in late May of each year. A refund may be requested at the end of each semester in the Food Service office if you do not want the funds to be available for the next semester. All refunds will be processed using the Higher One Easy Refund card.

T.A.P. Unit - The majority of classrooms contain a T.A.P. (Technology, Access and Presentation) unit. T.A.P. is equipped with computer equipment, a projection unit, full multi-media capability including CD-ROM, a DVD/VCR combo, speakers, 2 audio/1 S-video connections, 1 audio/1 VGA connection for laptop, and a network cable to connect to AQnet.

AQnet allows members of the Aquinas community to connect personal computers to the Internet either wirelessly or by using wired open ports. Wireless access is available across campus. Wired open ports are located throughout campus, mostly in the residence halls and common areas. To connect to AQnet, you must have a network-capable computer with all critical operating system updates installed and up-to-date antivirus definitions. You must also have your ELM (Electronic Login Manager) account and password. Technology Assistants (TAs) are available to assist students with general advice on problems with software and equipment. TAs are not allowed to repair any equipment or perform system restores. For equipment repair, please contact your manufacturer for warranty information. Information on AQnet access can be found at <http://www.aquinas.edu/computer/aqnet/> or by calling the ITS Help Desk at 632-2050.

Helpful Aquinas Web Pages

Aquinas College ITS Home Page: <http://www.aquinas.edu/computer/>

ITS Student Essentials: <http://www.aquinas.edu/computer/student/>

ELM (Electronic Login Manager) <http://www.aquinas.edu/elm/>

Acceptable Use Policy: <http://www.aquinas.edu/computer/aup.html>

This information was correct at time of publication, but may change as policy dictates. Current information can be found at <http://www.aquinas.edu/computer>.

Intramural Program - Wide varieties of athletic and recreational activities are offered. Open to all Aquinas students, staff, etc., for more information contact the Field House, ext. 5102.

Library - The Grace Hauenstein Library is located on the east side of campus, adjacent to the Jarecki Center for Advanced Learning. The Library is a vital component of the Aquinas College academic program. TomCat, the library's online catalog, allows students to quickly and effectively search the 110,000 volumes in the library's collection. With online access to over 86 electronic indexes and other databases, as well as subscriptions to nearly 800 periodicals, the library provides Aquinas students with abundant opportunities to retrieve information required for their course work. The library's collection also includes 1260 sound recordings and 3,300 video recordings, as well as a juvenile collection, U.S. Catholic Conference of Bishops publications and numerous other materials supporting the College's curriculum. And because the Library is a member of the Online Computer Library Center (OCLC), Aquinas students have access to more than 60 million books and other items through interlibrary loan.

In addition to providing materials to students, Librarians instruct students in research methods and search strategies using both traditional resources and electronic databases, facilitating information literacy and lifelong learning. The Grace Hauenstein Library staff strives to assist each student in obtaining the information s/he needs to successfully conduct research and complete course assignments, whether the materials needed are in the library's collection or beyond.

Lockers - Lockers are located in the basement of the Academic Building. Any student may bring their own padlock and use it on any available locker for storage of books, jackets, etc.

Lost and Found - Contact Campus Safety at ext. 3754.

Lounges - Wege Student Center has study lounges on the lower level. These lounges have televisions, information boards, and tables for studying and social gathering. The Cook Carriage house also has study lounges on the lower and upper levels.

Official Transcript - An official transcript is a transcript that is issued from one institution to another. They are not issued to students but a request for a transcript must originate in the institution's office of the Registrar.

On Campus Jobs - Aquinas College provides students with many opportunities to work on campus while going to school. Most departments on campus hire student employees. To learn about the job openings available you may reference the webpage www.aquinas.edu/hr or visit the Student Employment Office, Holmdene, Room 209, to pick up a listing of on-campus job openings.

Working on campus provides many benefits. You have an opportunity to work with a fine group of people – faculty and staff. It is an opportunity for your own growth and development, helping you to identify your skills and interest areas. It fulfills employment needs that Aquinas has that can BEST be met by student employment. We encourage you to consider on campus employment and become part of the 300+ group of students who have the privilege of working at Aquinas College.

Parking Tickets - Parking tickets are issued to cars that do not have proper identification, parked in the wrong lot, in "No Parking" areas or in "Handicapped Parking." Students parking in visitor spaces will also be ticketed. If fines are not paid the Department of Campus Safety will automatically charge it to your student account.

Payroll Department - Payroll is located in the Business Office on the main floor of Hruby Hall, room 131.

Physical Plant - This division is made up of Maintenance, Grounds, & Housekeeping departments. Responsibilities include: repairs or renovation projects, housekeeping, plus the landscaping and maintenance of the campus.

All requests for service should be directed to MAINT.REQUESTS@AQUINAS.EDU or extension 3037. Offices are in room 57 of the Academic Building.

Posters and Flyers – All posters and flyers must be submitted to the Dean of Students for approval. Any poster or flyer without a stamp of approval or displayed not in an appropriate place will be taken down. Postings in all of the Residence Halls must be approved by the Residence Life Office or the Area Coordinator of that hall.

Registrar's Office – Located in Hruby Hall lower level, room 30. Course registration can be accomplished in person at the Registrar's Office, with an advisor in Academic Advising or by telephone: (616) 632-2866.

Residence Life Office - Regina Hall room 05. The answers to your questions about living on campus can be found here, or by calling extension 2944.

Services For Students with Disabilities - Provides academic support services for students with learning disabilities, hearing and visual impairments as well as physical and health impairments, and other qualifying students. Lower Level Wege Center.

Student Accounts – Located in Hruby Hall, room 131, Student Accounts offers assistance with tuition billing questions, payments, payment plans, and refunds.

Telephone Services – Physical Plant is responsible for the administration and maintenance of the Aquinas College Telephone System. This department provides all phones on campus. The black wall phones are courtesy phones and are found in hallways and may be used to place internal calls. Emergency phones are red and strategically placed about campus, internally and externally, and are programmed to ring directly to the Campus Safety Office. All campus telephone inquiries or campus telephone problems should be directed to:

Penny Blickle

Ext. 2937

E-mail - blickpen@aquinas.edu

Office – Academic Building, Room 57

If you need a phone for your room in your living area, please contact them for further information.

For complete phone and phone-mail instructions refer to the Aquinas College Faculty, Staff, and Student Telephone Directory.

COLLEGE POLICIES

Aquinas College Students are responsible for knowing and abiding by all rules and regulations as outlined in the Aquinas College Student Conduct Code.

You can find the Student Conduct Code online at:

www.aquinas.edu/campusintegrity/studentcode.html

ACADEMIC GRIEVANCES - The Academic Grievance Office functions to assist Aquinas students in the resolution of academic controversies they may have with faculty. While difficult to define, an academic grievance is generally understood to mean a student-initiated complaint against a faculty member as regards conduct alleged to be unfair in an academic matter. It is to be noted clearly that a course grade is not normally considered a proper subject matter for an academic grievance. The Academic Grievance Office is presently administered by Erin Melcher. Any student is invited to contact her at mulhaeri@aquinas.edu or x2433 for assistance in either the initiation or pursuit of a legitimate academic grievance. Her office is in AB 228.

DROP DATE (FINANCIAL AND ACADEMIC) – Please refer to the College Catalog, a recent schedule, or the College website <http://www.aquinas.edu/registrar/> for detailed information.

FUND RAISING - All fund raising activities conducted by Aquinas students either on or off campus must be approved in writing by the Director of Student Activities. Application forms are available online at <http://www.aquinas.edu/students/senate.html>.

NO-SHOW POLICY – Please refer to the College Catalog, a recent schedule, or the College website <http://www.aquinas.edu/registrar/> for detailed information.

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.

STUDENT ORGANIZATION RECOGNITION - A group seeking recognition may, for the purposes of organization, enjoy the privileges of a recognized campus organization by filing a written application for recognition with the Office of Campus Life. Temporary recognition is generally granted for thirty (30) days after which time the Campus Life Office must receive all materials. Recognition does not imply college endorsement of the organization's beliefs, but allows groups to enjoy the opportunities related to recognition. For further information on application procedures, contact the Program and Building Coordinator for Campus Life at moorenod@aquinas.edu in the Cook Carriage House or visit <http://www.aquinas.edu/students/clubs.html>

STUDENT RECORDS - The Family Rights and Privacy Act of 1974 is a federal law which states that a written institutional policy must be established and that a statement of adopted procedure covering the privacy rights of students must be available. The purpose of the law is to require institutions to maintain the confidentiality of student educational records. Aquinas College conforms with the requirements of the law. For further information concerning privacy to student records, please contact the Registrar's Office in Hruby Hall.

STUDENT CONDUCT CODE

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 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.

As a community, we value our students' safety and well-being; therefore, violations of this Code will result in disciplinary sanctions through the Dean of Students' Office. 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.

Plagiarism

It is understood that all academic work which a student submits to his/her 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.

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 his/her 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.

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 a written 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, he/she 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 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 he/she has been failed for academic dishonesty.)

If the student feels he/she has been wrongfully charged with cheating or plagiarism, he/she 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 on property controlled by the college in any form -- manual (pulling an alarm), verbal, written, or otherwise-- is prohibited. Maximum sanctions of 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 directive, including a verbal or written request to show student ID, of a College official acting within the scope of his/her 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.

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 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

- o 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;
- o 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;
- o 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, or Municipal Law 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 refer the student to the appropriate city, state or federal authorities.

H. Violation of Student Code of Conduct and/or State, Federal, or Municipal Law 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 are expected to respect the communities where they are residing and represent themselves in a manner that does not negatively impact 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. The College reserves the right to initiate judicial action against any student who violates any state, federal or municipal law off campus, where notice of adjudication is received 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 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, 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/herself or to cease and desist, he/she 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 occur, will be subject to disciplinary action.

3. SAFETY

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.

A student shall take no action that threatens or endangers his or her own safety, health, or life; nor shall a student make any verbal threat of such action. 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 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.

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, or intimidates 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.

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

B. Hazing

Hazing is prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with any organization or group under the sanction of the College

C. Sexual Assault **

Sexual assault includes, but is not limited to, forcing, threatening to force, coercing, or deceiving another to engage in sexual activity. Sexual activity includes, but is not limited to, sexual penetration, touching of the genital area, groin, inner thigh, buttocks, or breast. The definition of sexual assault includes any of the following

1. Force or coercion is used to accomplish the sexual contact without the person's consent
2. The victim is mentally incapacitated by being rendered temporarily incapable of appraising or controlling his/her conduct due to the influence of alcohol, other drugs or other substances to that person with or without his/her consent.
3. The victim is physically helpless by being unconscious, asleep or for any other reason is physically unable to communicate unwillingness to act.
4. The actor knew or should have known that the victim was mentally incapacitated or physically helpless.

Consent, on the contrary, is a voluntary granting of permission. Engaging in such activity with another, knowing that the activity is offensive to that person or that the person is unable to assess the nature of the activity or to control his/her conduct is prohibited. People who commit sexual assault are subject to prosecution by civil authorities and College disciplinary action.

NOTE: *The use of alcohol or other drugs will not be considered a defense.*

D. Sexual Misconduct **

Sexual misconduct is defined as the intentional touching of a person's intimate parts or the clothing covering the immediate area of a person's intimate parts without his/her consent.

NOTE: *The use of alcohol or other drugs will not be considered a defense.*

** The above definitions are modeled after Michigan State Law regarding Criminal Sexual Conduct (Michigan Penal Code, section 750.520a-e)

E. Use and Possession of Alcoholic Beverages

Only students of legal age defined by the state statute may possess and consume alcoholic beverages in approved designated areas of the College residence facilities (as prescribed in Residence Hall Rules and Regulations).

1. Students may not consume, transport, or possess any alcoholic beverages in open containers on College property unless permission is granted as specified above. Students of legal age may not supply by any means any alcoholic beverage to students of less than legal age.
2. 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 as specified above.
3. Excessive use of alcohol under any circumstances is not condoned by the College. Students who drink to excess may be required to attend counseling. Recurring incidents could result in required assessment and treatment at an alcoholic rehabilitation center (at the student's expense) or dismissal from the College.

F. Use, Possession and/or Distribution of Controlled Substance

Students are not to use, possess, or distribute any state or federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana, or amphetamine on College premises or property owned or controlled by the College, except as authorized by law.

G. Possession or Use of Dangerous Weapons

Possession of or the use of any firearm, ammunition, explosive device, or other weapon on College owned or controlled property is strictly prohibited.

Students are not to explode any type of fireworks on College owned or controlled property unless authorized in writing by the Dean of Students.

4. PROPERTY

A. Theft of Property

The theft of College, private or public property and/or possession thereof is prohibited.

B. Destruction of Property

Students are prohibited from destruction, damage or defacing of College private or public property.

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.

F. Misuse of Phones

Misuse of College telephones is prohibited on the premises or on properties owned or controlled by the College or facility.

G. Misuse of Computers

See <http://www.aquinas.edu/about/pdf/aup.pdf>

AQUINAS COLLEGE JUDICIAL PROCESS

PREAMBLE

Aquinas College is committed to upholding the standards of academic and personal conduct defined in the Student Conduct Code. By voluntarily joining this educational community, all Aquinas students, faculty, and staff also agree to uphold and abide by this code of conduct.

In any instance where a student has been accused of violating the Student Conduct Code, the matter will be addressed by the offices of the Provost, the Dean of Students, or Residence Life. The procedures followed to resolve such matters are referred to as the judicial process. The goals of the judicial process at Aquinas College are three-fold:

1. To promote individual accountability, and to assist students in modifying their behavior toward achieving academic success and holistic health.
2. To minimize the negative impacts of student misbehavior on other individuals and the greater community.
3. To treat all students with concern, fairness and dignity during all aspects of the judicial process.

Any member of the College community (student, faculty, or staff) may report potential violations of the Code. Reports received from individuals or agencies outside the College community may also result in campus judicial action. Students are advised that campus judicial action does not preclude action by civil authorities, and that College action may proceed independently of and prior to any police or legal action against a student.

OVERVIEW

When documentation of an alleged violation of the Student Conduct Code is received by the Dean of Students or Residence Life Office, it will be reviewed (and possibly investigated) to determine if evidence and reason exists to initiate judicial action on behalf of the College community. If so, the student(s) involved will receive Pre-Hearing Information (via e-mail, intercampus or U.S. mail, phone, direct contact from a College official or other means appropriate to the nature and seriousness of the allegation(s)) regarding the date(s) of the alleged incident(s) and charge(s) under consideration by the College, as well as any hearing options available to the student, and a date and time by which to respond to the initial hearing officer. Students are encouraged to take an active role in coordinating a hearing time with the appropriate hearing officer.

At the judicial hearing/meeting, the student will review the code violations charged, and upon requests, the reports and other evidence regarding the incident(s). S/he will be given an opportunity to indicate whether or not s/he takes responsibility for the code violations, and to present testimony and evidence on his/her own behalf. If the student admits or is found responsible for any violation(s), the hearing officer may discuss potential sanctions in response to the violations, and for any subsequent similar behavior.

After the hearing/meeting, the judicial officer will send a Hearing Dispensation Notice (by any of the appropriate modes of communication listed above) indicating the official finding and outlining any sanctions imposed, including specific deadlines for completion and College action in response to non-compliance with any sanction.

{More detailed information is available from the Dean of Students Office or the Residence Life Office.}

SANCTIONING GUIDELINES

SANCTIONING GUIDELINES FOR VIOLATIONS OF THE STUDENT CONDUCT CODE AT AQUINAS COLLEGE

Alcohol and Drug Related Offenses

Substance Abuse Awareness Program (SAAP)

The Program

This is a Student Development model designed to teach the appropriate uses of alcohol and negative effects of drug use using the methods of educational, social norming, and judicial responsibilities.

The program encompasses the entire student body; residents and nonresidents in the Aquinas College Community. To provide consistency; college sponsored academics, extracurricular activities, events, and projects are covered by the program. The program is based on a proactive holistic approach. The development of the program is a collaborative partnership between Residence Life, Campus Safety, and Career and Counseling Services.

The implementation and process will include the partners listed above and various departments within the Aquinas College Community.

SAAP Class

The SAAP class is a non-judgmental group, whose purpose is to educate about the risks of dangerous drinking habits and use of drugs.

The goals of the SAAP program are education, assessment, and treatment. Although this group and the alcohol/drug assessments are a part of the policy violation for a student, it is not intended to be a punishment; but rather a consequence of one's behavior that does not comply with the policies and the rules of the Aquinas College community and/or the laws of Michigan. Decisions regarding discipline sanctions could be in addition to a referral to the SAAP group or for an assessment.

Offenses

Any violation of the Aquinas College Student Conduct Code involving the misuse or abuse of alcohol will result in the following sanctions. Other sanctions beyond these **minimum requirements** maybe assigned at the discretion of the judicial officer or hearing board.

Alcohol offenses are defined as follows:

Level I Alcohol Offenses:

- Collections of containers that contain or previously contained alcohol by any student
- Consumption of alcohol in the presence of minors in the residence halls, with the exception of underage roommates
- In the presence of alcohol by any person under the age of 21, with the exception of underage roommates
- Possession or consumption of alcohol by any person under the age of 21
- Transportation or consumption of alcohol in open view in public areas
- Under the influence of alcohol while at a college-sponsored event or activity
- In the presence of a controlled substance or illegally obtained prescription medication
- Possession of drug paraphernalia

Sanctions for Offenses

First Offense Controlled Substance:

- \$75 Fine
- 5 disciplinary service hours
- Mandatory SAAP Attendance (\$100+ Course Registration Fee)
- Residence Hall probation (if applicable)
- Parental and/or core advisor notification
- Behavioral contract
- Referral to external law enforcement agencies for criminal investigation

First Offense Alcohol:

\$50 fine

Written Reprimand

Confiscation of property (if applicable)

Mandatory SAAP Attendance (\$100 Course Registration Fee)

Parental and/or Core advisor(CA) notification

Second Offense Controlled Substance:

\$75 fine

Referral to Career and Counseling Services for a minimum of 6 individual counseling sessions

5 disciplinary service hours

Confiscation of property (if applicable)

Educational project

Residential probation (if app)

Parental and/or CA notification

Behavioral contract

Second Offense Alcohol:

\$100 fine

20 disciplinary service hours

Referral to external law enforcement agencies for criminal investigation

Educational Project

Confiscation of property (if applicable)

Residence Hall suspension (if applicable)

Persona Non Grata from all college-sponsored activities/events

Parental and/or core advisor notification

First Time Policy Violation

In addition to any other disciplinary actions taken, first time violators are referred to the SAAP group. This group is three hours in length. Enrollment may not be done by e-mail. Please enroll by calling Dee Wagner at (616) 632-2171.

For more information on the Alcohol and Drug Policies for the Aquinas College Campus, contact your Area Coordinator or visit www.aquinas.edu/ccs/counseling/saap.html

Physical Violence

Any violation of the Student Conduct Code involving physical violence against any other person will result in the following minimum sanctions. Other sanctions beyond these minimum requirements may be assigned at the discretion of the hearing board or hearing officer.

First Offense: Disciplinary Probation, \$100 fine, and referral to Campus Counseling.

Second Offense: Residential Suspension for at least one (1) calendar year.

Safety/Security

Propping an exterior door or in any other way violating Residence Hall Regulation 10.1 will result in a fine of not less than \$50, in addition to any other possible sanctions.

Any Other Offenses

Recognizing that some minor infractions of the Student Conduct Code may be dealt with informally, the following minimum sanction guidelines are established for formal judicial response to first and repeat offenses of any other violations of residence hall policy or the Student Conduct Code.

First Offense: Written Reprimand

Second Offense: \$20 Fine or 4 hours Non-paid Work or Educational Project

Third Offense: Behavioral Contract, and \$50 fine or 8 hours Non-paid Work

Fourth Offense: \$100 Fine or Administrative Relocation

Fifth Offense: Disciplinary Probation or Residential Suspension

Sixth Offense: Residential Suspension and Disciplinary Probation or \$200 Fine

Seventh Offense: College Suspension for not less than one (1) semester

TELEPHONE INSTRUCTION SHEET

Phone mail Information

1. Dial 6500, dial your extension plus the pound sign (#), dial 111 plus the pound sign (#). Be prepared to change your password immediately to a six digit password.
2. To record your name push 8 then 4
3. To record your greeting push 8 then 1
4. Listen to messages push 3

Dialing Instructions

Campus Calls: dial 4 digit extension

Local Calls: dial 9 plus the number

Long Distance: dial 711, + area code + number + FAC

(FAC = forced account code and may be obtained in room 57AB from 10 a.m. to 3 p.m. Monday through Friday)

Billing Information

One bill per student is rendered once a month for long distance calls. Payment must be made, in full, within ten days of receipt. Failure to make timely payments will result in long distance dialing service being disconnected.

RESIDENCE LIFE STAFF PHONE NUMBERS 2010-2011

Woodward Area:

Terry Keller office 2950

Dominican/Houses

Jason Fischer 1548

Ashley Wright 1075

Bethany Purpura 1571

Matt Eklin 1062

Lydia VanRaalte (SRA) 1604

Apartment Managers

Dan Scott 1545

Ali Roberts 1820

John Broderick (SRA) 1757

Kyle Tomczyk 1927

Leah Kicinski (SRA) 1250

Regina Area:

Sara Myers 1061

Michelle Plumstead 1208

Alicia Lynch 1206

Liz Johnston 1084

Stephanie Krajnik 1108

Marah Klose 1719

Adam Kubiak (SRA) 1589

Andrew Kleinschmit 1483

Monica Rischiotto 1254

Chris Skurka 1508

Eddie Seymour 1106

Caitlyn Bonney 1493

Megan Whitney 1244

Siena Area:

Alex Lentine..... office 2955

Saint Joseph

Jake Bergmann 1676

Stu Clapp 1450

Shannon McEwen 1644

Michael Sendor 1541

Kaitlin Koett 1063

Lindsay Baker (SRA) 1818

Hruby Hall:

Joe Cracchiolo 1347

Brian VanVels 1311

Kaylee Paul 1334

Other Numbers:

Randy MacGeorge 2945

Campus Safety 3333 office 2462

Maintenance / Housekeeping 3037

RA On-Duty Contact:

Woodward Area 2072

Siena Area 2943

AC On-Duty 1999

DIRECTIONS TO AQUINAS

(WOODWARD LOT)

From the North and South:

Take US-131 to the I-196* (Lansing) East exit. Follow I-196 and exit at Fuller Ave. Turn right (south) on Fuller and drive one block to Michigan Ave. Turn Left. Follow Michigan Ave. to Plymouth Ave. (first traffic light). Turn right on Plymouth Ave. Plymouth Ave. will dead end into Fulton St. Turn left on Fulton St. to Woodward Lane. Turn right on Woodward Lane and follow to the Woodward parking lot. Turn right into the parking lot off of Woodward Lane.

From the West:

Drive to either US-131 or I-196 and follow the directions found under "From the North and South."

From Chicago:

Take I-94 to Michigan and exit onto I-196 in the Benton Harbor/St. Joseph area. Follow directions found under "From the North and South."

From the East:

Take I-96 to the Cascade Road West exit (Exit 40A0. Follow Cascade Road west for about three miles until it merges with Fulton St. Veer left. Follow Fulton St. for about one mile. Turn left on Woodward Lane and follow to the Woodward Lot. Turn right into the parking lot off of Woodward Lane.

*I-96 and I-196 are two different expressways in the Grand Rapids Area.

Listing of Prominent Saints and their Feast Days in the Aquinas Calendar

- August 23: Rose of Lima (1586-1617): Peruvian Dominican tertiary; first native-born Saint of the New World.
- August 24: Bartholomew (Nathaniel): apostle; friend of Philip; preached the Gospel in Ethiopia, India, Persia, and Armenia, where he was martyred.
- August 25: Genesius the Actor, martyr (during the reign of Roman Emperor Diocletian); patron of actors and actresses
- August 27: Monica (332-387); mother of St. Augustine; patroness of patient mothers
- August 28: Augustine (354-430); also, Augustin, bishop of Hippo in North Africa (395-430) after conversion from Manichaeism; strong and lasting influence on Catholic theology and philosophy and on the Protestant Reformers, Luther and Calvin; called Doctor of Grace; Father and Doctor of the Church; Rule of St. Augustine is the charter for the Dominican friars.
- September 8: Feast Day of the Birth of the Blessed Virgin Mary
- September 9: Peter Claver (1581-1654); Spanish Jesuit priest; missionary among the African slaves of South America and West Indies; patron of Catholic missions
- September 14: Feast Day of the Exaltation of the Holy Cross; commemoration of the finding of the Cross on which Christ was crucified, in 326, through the efforts of St. Helena, mother of Constantine
- September 21: Matthew, apostle and evangelist; a Galilean, called Levi; a tax collector; Preached the Gospel in Judea, Ethiopia, Persia, and Parthia
- September 27: Vincent de Paul (1581-1660); French priest; founder of Congregation of the Mission (Vincentians, Lazarists) and co-founder of Sisters of Charity; patron of all charitable organizations and works
- September 29: Michael, Gabriel, and Raphael; archangels mentioned by name in the Bible
- October 1: Therese of the Child Jesus (1873-1897); French Carmelite nun; doctor of the Church; patron of the foreign missions
- October 2: Guardian Angels; commemoration of the angels who protect people from spiritual and physical dangers and assist them in doing good
- October 4: Francis of Assisi (1181-1226); deacon; founder of the Franciscan Order, 1209; received the stigmata, 1224; co-patron of Italy along with Catherine of Siena; reformer of the Catholic Church along with Dominic Guzman (1170-1221), founder of the Dominican Order
- October 7: Feast of Our Lady of the Holy Rosary; feast was instituted in 1573, and commemorates Christian victory over invading forces of the Ottoman Empire at Lepanto in 1571, and later extended throughout the Church in 1716.
- October 15: Teresa of Avila (1515-1582); Spanish Carmelite nun; proclaimed first woman doctor of the Catholic Church in 1970.
- October 18: Luke, Apostle and Evangelist; author of the third Gospel and Acts of the Apostles; a Greek convert and a physician.
- October 28: Simon and Jude, Apostles; Simon was called "the Zealot" and preached in the Middle East; Jude or Thaddeus was author of one of the Catholic Epistles, the shortest, and preached in Persia and Mesopotamia.
- October 31: Eve of All Hallows (Halloween)
- November 1: All Hallows (All Saints) Day
- November 2: All Souls' Day (Commemoration of All the Faithful Departed)
- November 3: Martin de Porres (1579-1639); Peruvian Dominican lay brother; son of a Spaniard and an African-Indian woman from Panama; patron for inter-racial justice and harmony; next to Our Lady of Guadalupe, Martin is the most popular saint in Latin America.
- November 4: Charles Borromeo (1538-1584); bishop and cardinal in Milan, Italy; an outstanding reformer after the Council of Trent; creator of the confessional
- November 11: Martin of Tours (315-397); a soldier and a soldier's son who left the military to become a presbyter, then bishop in the Catholic Church; opposed the Arian heresy; in London, England, the church of St. Martin-in-the-Fields (Church of England) is the most famous church named after him.
- November 13: Frances Xavier Cabrini (1850-1917); first citizen of the United States to be canonized as a saint in 1950 by Pope Pius XII; she ministered to the needs of Italian immigrants in New York and Chicago where she died; patroness of all emigrants.
- November 17: Elizabeth of Hungary (1207-1231); princess, wife, and mother; married St. Ludwig, who died during a crusade; joined the Franciscan third order; patron saint of Germany.
- November 22: Cecilia; early Roman martyr; patroness of musicians
- December 3: Francis Xavier (1506-1552); one of the first seven Jesuits; friend of Ignatius Loyola, founder of the Society of Jesus; pioneer missionary in south India, Ceylon, Japan and China; patron saint of foreign missions

December 6: Nicholas (Fourth century); bishop of Myra in Asia Minor; patron of children; the first Dutch Reformed church in the American colonies was named after him; better known as Santa Claus, from the Dutch "Sinte Klaas"

December 9: Juan Diego (1474-1548); Mexican Indian compesino; convert; indigenous name according to Cuauhtlatohuac means ("The eagle who speaks"); favored with apparitions of Our Lady of Guadalupe on Tepeyac hill; canonized by present pope on July 30, 2002; first indigenous saint of the American continent

December 12: Our Lady of Guadalupe; feast of Mary, the Mother of Jesus, who appeared as an Indian maiden in 1531, to Juan Diego, a catechist; patroness of Mexico and of all the Americas; the "Guadalupe Event" meant the beginning of evangelization of the indigenous peoples of Mexico with a vitality that surpassed all expectations

December 13: Lucy (also, Santa Lucia; d. c. 304); Sicilian martyr; her name, suggestive of light, invoked against diseases of the eyes; popular saint in Swedish Lutheran circles

December 14: John of the Cross (1542-1591); Carmelite friar; mystical theologian and poet; co-founder of the reformed ("discalced") Carmelites; friend of Teresa of Avila; declared doctor of the Church; in 1577, imprisoned at Toledo in Spain by the order of the Carmelite prior general; only after he died, did he receive the recognition due one of the most attractive of Christian mystics
December 25: Nativity of Our Lord Jesus Christ

December 26: Stephen (d. at Jerusalem, c. 35); deacon and protomartyr; first martyr for Christ As recorded in Acts chs. vi and vii of the Acts of the Apostles

December 27: John, apostle and evangelist; Fourth Gospel and letters are attributed to him as well as the Book of Revelation

December 29: Thomas of Canterbury, also Thomas a Becket (1118-1170); born in London of well-to-do Norman parents; in 1155, King Henry II, close friend, chose him to be royal chancellor; in 1162, appointed to be archbishop of Canterbury and leader of the English Catholic Church whereupon he angered the king; four knights killed him in a side chapel of the cathedral; Christendom was aghast; all over Europe Thomas was spontaneously acclaimed as a martyr; in 1173, Pope Alexander III (who had not given him unqualified support) formally canonized him; for nearly 400 years, Thomas's shrine at Canterbury was one of the three great pilgrim resorts of Europe; King Henry VIII, who began the Henrician schism in England, had the shrine at Canterbury destroyed

January 1: Solemnity of Mary, Mother of God

January 2: Basil the Great (330-379) and Gregory Nazianzus (329-389), two of the four great Greek doctors of the Church; bishops and theologians against the Arian heresy; Basil referred to as the "father of Eastern monasticism"; Gregory was ordained a priest by his father, who was also bishop of Nazianzus in Cappadocia

January 4: Elizabeth Ann Seton (1774-1821); an Episcopalian convert to Catholicism; wife, mother, and foundress of the Sisters of Charity in Emmitsburg, New York; first native-born American to be canonized

January 20: Sebastian, early martyr; buried along the Appian Way at Rome

January 28: Thomas Aquinas (1225-1274); Dominican friar and great medieval doctor of the Church; author of certain well-known Eucharistic hymns, e.g. "Pange Lingua," "Adore te," and "O Sacrum Convivium"; patron of Aquinas College

February 2: Feast of the Presentation of Our Lord Jesus in the temple (Candlemas Day)

February 3: Blaise, bishop and martyr in Armenia; patron of protection against diseases of the throat; blessing of the throats

February 11: Feast of Our Lady of Lourdes; in 1858, in France, a peasant girl, Bernadette Soubirous (now a canonized saint) was favored with series of visions of the Blessed Virgin Mary who identified herself as the "Immaculate Conception"

February 13: Catherine de Ricci (1522-1590); Dominican nun and visionary; she was pre-occupied with the reform of the Church; friend of Philip Neri, Charles Borromeo, and Pope Pius V, all saints and reformers of the Church

February 14: Valentine's Day; a church of St. Valentine was built on the Flaminian Way at Rome in the middle of the fourth century; nothing in the legend to account for the custom of sending "valentines" on 14th of February; it apparently arose from the old idea that birds begin to pair on that date

March 4: Casimir (1458-1484); Polish prince; declared patron saint of Poland in 1602

March 7: Perpetua & Felicity, martyrs at Carthage (d. 203); Perpetua was a young married woman with a baby in arms; the baby was spared; Felicity was a slave-girl, far advanced in pregnancy and gave birth before her death

March 17: Patrick (385-461); missionary bishop; evangelizer of the Irish; born a Romano-Briton; his father, Calpornius, was a civil official and deacon, and his grandfather was a priest of the Church; in 444, Patrick established his episcopal see at Armagh (today in Northern Ireland); founded many Celtic monasteries

March 19: Joseph, foster father of Our Lord Jesus Christ

April 5: Vincent Ferrer (1350-1419); Dominican friar and apocalyptic preacher of the "end times"; father was an Englishman and mother Spanish; supporter of the Avignon papacy during the Western Schism (contrary to Catherine of Siena who favored the Roman pope)

April 23: George, martyr (3rd-fourth century); patron saint of England and Greece, of soldiers and boy-scouts

April 29: Catherine of Siena (1347-1380); Dominican mystic and doctor of the Church; supporter of Urban VI as pope in Rome during the Western Schism; close friend of Hildegard and Bridget of Sweden; her "Dialogue," an unsystematic work dealing with religious and moral problems and duties, is an Italian classic.

April 30: Pius V (1504-1572); Dominican pope during the Reformation; in 1570, declared Elizabeth I of England excommunicate and professed to release her subjects from their allegiance to her, causing persecution of Catholics in England, Wales, Scotland, and Ireland; it was on his feast day, 391 years later, that Queen Elizabeth II visited Pope John XXIII in the Vatican; popes today wear the white of this Dominican Pope

May 2: Athanasius (296-373); bishop and doctor of the Church; attended the Council of Nicaea as a deacon in 325, at which the Arian heresy was condemned

May 3: Philip and James, apostles and martyrs

