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# PREFACE

## I. Introduction

### PRAYERS

#### Prayer of St. Thomas Aquinas

**I** NEFFABLE CREATOR, WHO out of the treasures of Thy wisdom hast appointed three hierarchies of Angels and set them in admirable order high above the heavens, and hast disposed the divers portions of the universe in such marvelous array,  
Thou Who art called the True Source of Light and supereminent Principle of Wisdom,  
Be pleased to cast a beam of Thy radiance upon the darkness of my mind,  
And dispel from me the double darkness of sin and ignorance in which I have been born.

**T**HOU WHO makest eloquent the tongues of children, fashion my words and pour upon my lips the grace of Thy protection.  
Grant me penetration to understand,  
Capacity to retain,  
Method and facility in study,  
Subtlety in interpretation,  
And abundant grace of expression.  
Order the beginning, direct the progress and perfect the achievement of my work,  
Thou Who art True God and Man and livest and reignest forever and ever. Amen.

#### Prayer to the Holy Spirit

**C**OME HOLY SPIRIT, fill the hearts of the faithful and enkindle in them the fire of Thy love.

*V:* Send forth Thy Spirit and they shall be created,

*R:* And Thou shalt renew the face of the earth.

Let us pray.

**O** GOD, Who didst instruct the hearts of the faithful by the light of the Holy Spirit, grant us in that same Spirit to be truly wise, and ever to rejoice in His consolation.

**T**HROUGH CHRIST OUR LORD, Amen.

## INTRODUCTION

Thomas Aquinas College is a four-year Catholic liberal arts college. It aims to produce a liberal education, an education that gives one “the ability,” as Aristotle says, “to judge almost all the branches of learning.” It is called “liberal” because only by attaining the truth, and escaping from error, is one able to live a truly free and fully human life. Because Thomas Aquinas College is a Catholic college, supernatural Truth is its ultimate object. It pursues this object with the explicit guidance of Christ and His Church, and under the patronage of the Church’s preeminent theologian, St. Thomas Aquinas.

At the heart of the Thomas Aquinas College curriculum are the “great books,” the original works of the greatest minds, both ancient and modern. The great books explore the workings of the natural world, consider the most profound truths about the human person, and culminate in a contemplation of the greatest mysteries of God Himself. Hence, the curriculum is ordered toward theology as the highest science, and in a special way to the writings of St. Thomas Aquinas.

To function well, every community requires practical principles to maintain order in the community, and to help it attain the common good toward which it aims. This handbook sets forth various practical principles that govern Thomas Aquinas College: rules and regulations, policies and procedures, calendars and schedules. They spring from many years of experience. Some of them derive from the College’s participation in the political community and, more importantly, its participation in the ecclesiastical community of the Catholic Church.

The College is aware that rules and regulations are no substitute for mutual trust, good faith, and courtesy among students, faculty, and staff, and that they will not automatically guarantee willing compliance. A civilized community life, therefore, presupposes a love of the common good, and friendship, or good will, among its members. The College asks every student to reflect carefully upon the rules and regulations contained in this handbook, to take them to heart, and to willingly accept them as necessary, or suitable, for an orderly community life. The reward is the participation in a Catholic community of high intellectual purpose, to read and discuss the best that has ever been thought or written, to make progress on the road to wisdom under the light of faith, and to do so in the company of friends. One cannot overestimate the intellectual, moral, and spiritual good that one can derive from such an endeavor.

## NOTICE

This Handbook is not and shall not be interpreted as a contract of any kind between the student and the College. While it does not anticipate doing so, the College reserves the right to change any provision or requirement during the student’s term of residence.

By enrolling, a student and his parents recognize this right and agree to the policies set forth in this Handbook. Please read the policies on the following pages carefully. Parents should pay particular attention to the section on “Parental Notification.”

## FACULTY AND STAFF

### Teaching Faculty

Anthony P. Andres	Richard D. Ferrier	Michael F. McLean
David F. Appleby	John D. Finley	John F. Nieto
J. John Baer	Gregory L. Froelich	Joshua A. Noble
James N. Berquist	John J. Goyette	Christopher R. Oleson
Blaise E. Blain	David M. Grothoff	Paul J. O'Reilly
Benjamin M. Block	Joseph P. Hattrup	David Quackenbush
Ryan J. Brady	Thomas J. Kaiser	Elizabeth C. Reyes
Sean D. Collins	Sarah J. Kaiser	Drew V. Rosato
Travis J. Cooper	Brian T. Kelly	Scott E. Strader
R. Glen Coughlin	Peter T. Knuffke	Phillip D. Wodzinski
Christopher A. Decaen	Kevin D. Kolbeck	Karen Zedlick
Brian P. Dragoo	Jared P. Kuebler	Joseph R. Zepeda
Marco C. Emerson	Michael J. Letteney	Daniel Zoumaya

### Administrative Faculty and Staff

#### Office of the President

##### *President*

Paul J. O'Reilly

##### *Executive Assistant*

Sarah M. Jimenez

#### Office of the Dean

##### *Dean*

Michael J. Letteney

##### *Librarian*

Richena E. Curphey

##### *Executive Assistant to the Dean*

Mary F. Block

##### *Choir Director*

Daniel J. Grimm

##### *Associate Dean for Academic Affairs and Registrar*

J. John Baer

##### *Counselors*

Gregory T. Wood, LMFT 32274

Nichole Sablan, LPCC 8275

Keoni Sablan, LMFT 133337

Claire Yanoschik, Registered Associate Professional Clinical Counselor, APCC 15203, supervised by Andrea Conner, Licensed Marriage and Family Therapist (LMFT 133757)

##### *Assistant Dean for Student Affairs*

Travis J. Cooper

##### *Assistant to the Assistant Dean*

MaryGrace E. Brittain

##### *College Nurse*

Catherine A. Collins, RN

##### *Assistant to the Dean for Religious Affairs*

Fr. Robert Marczewski

##### *College Physician*

Michael C. Tushla, MD

##### *Chaplains*

Fr. John Mary Chung

Fr. Jorge Lopez

## Admissions Office

### *Director of Admissions*

Jonathan P. Daly

### *Admissions Counselor*

Orion D. LaCour

### *Director of Admissions Operations*

Susanna C. Kolbeck

### *Admissions Counselor*

Anna M. van Wijk

### *Interim Director of Admissions Operations*

Felicity A. Seeley

### *Visit and Communications Coordinator*

Rose M. Decaen

### *Receptionist*

Maria F. Dillon

## Finance Office and Other Administration

### *Vice President for Finance*

Dennis McCarthy

### *Director of Financial Aid*

Gregory J. Becher

### *Accounting Manager*

Pablo E. Escartin

### *Assistant to the Director*

*of Financial Aid*

Roxzanne Lazos

### *Accounting Assistant*

Diego Tinajero

### *Financial Aid Analysts*

Michael B. Sedler

### *Accounting Clerk*

Andrew J. Ellis

Richard K. Seeley

William Stewart

### *Human Resources Specialist*

Patricia A. Hierro

### *General Counsel*

John Quincy Masteller

### *Payroll Specialist*

Elena M. Barajas

### *Network Specialist*

Aaron M. Dunkel

### *Accounts Receivable Specialist*

Sophia T. Caldera

### *Computer Technician*

Xavier J. F. Bagdazian

### *Accounts Payable Specialist*

Railene Farrier

## Advancement Office

### *Vice President for Advancement*

John J. Goyette

### *Executive Director of College Relations*

Christopher R. Weinkopf

### *Special Events Manager*

Irene A. Collins

### *Director of Special Projects*

Anne S. Forsyth

### *Assistant to the Director of Special Projects*

Cathy F. Walsh

### *Advancement Database Manager*

Nathaniel P. Hudson

### *Executive Director of Development*

Karim Obagi

### *Director of West Coast Development*

John K. Blewett

### *Director of Gift Planning Manager*

Paul F. Blewett

### *Gift Planning Manager*

Robert A. Bagdazian

### *Director of Annual Giving*

Nathanael J. Cassidy

### *Annual Giving Manager*

Tomaso V. Cammarota

## Operations

### *Vice President for Operations*

Mark R. Kretschmer

### *Director of Student Services*

Scott R. Benigar

### *Custodial Maintenance/Plumbing Supervisor*

Joseph A. Blewett

### *Custodial Assistant*

Martha G. Amezcua

### *Mechanic*

John A. Vineyard

### *Security Guards*

Michael H. Zegler

Daniel T. O'Neill

### *Facilities Manager*

Clark R. Tulberg

### *Assistant Facilities Manager*

Carter M. Farrier

### *Small Projects Manager*

David T. Letteney

### *Operations Project Manager*

Thomas A. Becher

### *Landscaping Supervisor*

Paul A. Lessard

## II. Calendars and Schedules

### ACADEMIC CALENDAR

#### 2024-2025 Academic Calendar

##### First Semester

Aug 21, Wednesday	Residence halls open for freshmen
Aug 22, Thursday	Freshman Orientation begins
Aug 24, Saturday	Residence halls open for returning students
Aug 26, Monday	Convocation Day – First semester begins with junior and senior seminars
Aug 27, Tuesday	Tutorials begin; freshman and sophomore seminars begin
Oct 14, Monday	Columbus Day – no classes, office holiday
Oct 22–24, Tue–Thu	Don Rags – evening classes only
Nov 1, Friday	Feast of All Saints – no classes, office holiday
Nov 28, Thursday	Thanksgiving Day – no classes, office holiday
Nov 29, Friday	Day after Thanksgiving – no classes, office holiday
Dec 2, Monday	Classes resume
Dec 14–20, Sat–Fri	First semester examinations
Dec 20, Friday	First semester ends after last exam
Dec 21, Saturday	Residence halls close

##### Second Semester

Jan 11, Saturday	Residence halls re-open at 12 noon (first meal served: dinner)
Jan 13, Monday	Second semester classes begin
Jan 28, Tuesday	Feast of St. Thomas Aquinas – no classes (seminars moved to Monday)
Feb 17, Monday	Presidents' Day – no classes, office holiday
Mar 4–6, Tue–Thu	Don Rags – evening classes only
Apr 17, Thursday	Easter break begins
Apr 18, Friday	Good Friday – office holiday
Apr 21, Monday	Easter Monday – office holiday
Apr 24, Thursday	Classes resume
May 10–16, Sat–Fri	Second semester examinations
May 16, Friday	Second semester ends after last exam
May 17, Saturday	Commencement
May 19, Monday	Residence halls close at 12 noon

## SCHEDULE OF PAPERS AND THESES

### Freshman Papers

Subject	Length	Assignment Date	Due Date
Seminar Outline		Sept. 17	Sept. 24
Seminar	1200 words	Sept. 17	Oct. 27
Theology	750 words	Oct. 29	Nov. 23
Math	750 words	Jan. 13	Feb. 9
Language	750 words	Feb. 10	Mar. 2
Philosophy	1500 words	Mar. 3	Mar. 30

### Sophomore Papers

Subject	Length	Assignment Date	Due Date
Seminar	1500 words	Sept. 24	Oct. 20
Theology	1500 words	Oct. 21	Nov. 17
Language	1500 words	Feb. 10	Mar. 16
Philosophy	1500 words	Mar. 18	Apr. 27

### Junior Papers

Subject	Length	Assignment Date	Due Date
Phil/Theo Outline		Sept. 30	Oct. 15
Phil/Theo	2000 words	Sept. 30	Nov. 10
Phil/Theo Outline		Feb. 18	Mar. 3
Phil/Theo	2000 words	Feb. 18	Mar. 30

### Senior Thesis

Item	Length	Submitted To	Due Date
Proposal	1-2 pages	Thesis Advisor	Sept. 23
First Draft	10 pages minimum	Thesis Advisor	Dec. 1
Final Draft	20-30 pages, 40 max	Thesis Advisor	Mar. 2
Finished Thesis	20-30 pages, 40 max	Registrar	Mar. 15

## SCHEDULE OF EXAMINATIONS

### First Semester

Aug. 28	Wednesday	Freshman writing exam
Sept. 30	Monday	Algebra enabling exam
Dec. 14	Saturday	Sophomore Language and Junior Music Finals
Dec. 16	Monday	Theology Finals
Dec. 17	Tuesday	Soph/Junior/Senior Math Finals
Dec. 18	Wednesday	Seminar Finals
Dec. 19	Thursday	Natural Science Finals
Dec. 20	Friday	Philosophy Finals

### Second Semester

Mar. 5	Wednesday	Sophomore Math Midterm Astronomy exam
Mar. 17	Monday	Algebra enabling exam
May 8–14	Thurs-Wed	Senior Finals (Math/Philosophy/Science/Seminar/Theology)
May 10	Saturday	Junior Music Finals
May 12	Monday	Theology Finals
May 13	Tuesday	Freshman Science, Sophomore Language, & Junior Math Finals
May 14	Wednesday	Seminar Finals
May 15	Thursday	Sophomore/Junior Natural Science Finals
May 16	Friday	Philosophy Finals

## LIBRARY SCHEDULE

Mon – Thurs	8:00am – 10:45pm
Friday	8:00am – 6:00pm
Saturday	9:00am – 5:00pm
Sunday	1:00pm – 10:45pm

## WRITING CENTER SCHEDULE

Wednesday	6:30 – 10:30pm
Sat – Sun	1:00 – 5:00pm

These hours are subject to change. If modified, the new hours will be posted at the Writing Center and in the Commons.

## CHAPEL SCHEDULE

### Masses

Mon – Thu	7:00am*, 11:30am, 5:00pm
Fri	7:00am*, 11:30am, 5:00pm
Saturday	7:15am*, 11:30am
Sunday	7:30am, 9:00am, 11:30am*

\* Extraordinary Form

### Exposition (Adoration of the Blessed Sacrament)

Mon – Tue; Thu – Fri	5:30 – 6:30pm
Wednesday	5:30 – 9:30pm
Saturday	10:30 – 11:30am
Sunday	12:30 – 2:00pm
First Friday	5:30pm on Thursday – 5:00pm on Friday

### Benediction

Weekdays	6:30pm
Saturday	11:30am
Sunday	2:00pm

### Confession

Daily before and after each Mass  
Anytime by request

### Rosary

Sun – Thurs | 9:15pm

### Compline (Night Prayer)

Sun – Thurs | Following Rosary

## DINING ROOM MEAL SCHEDULE

	Breakfast	Lunch	Dinner
Mon – Fri	7:30 – 8:15am	11:45am – 12:45pm	5:30 – 6:15pm
Saturday	8:00 – 8:45am*	12:00 – 12:45pm	5:00 – 5:45pm
Sunday	(Brunch) 10:00 – 10:45am		5:00 – 5:45pm

\*Saturday breakfast is a continental breakfast.

## COFFEE SHOP SCHEDULE

	Morning	Midday	Evening
Mon – Fri	8:00 – 9:00am	12:00 – 1:00pm	4:30 – 10:30pm
Saturday			6:00 – 10:30pm
Sunday			4:30 – 10:30pm

# ACADEMIC REGULATIONS

## III. Academic Program

### ATTENDANCE

Students are expected to attend all regularly scheduled classes (tutorials, seminars, and laboratories), lectures, and other events specifically designated and required.

It is a basic tenet of Thomas Aquinas College that learning takes place best through student discussion in seminars and tutorials. It follows that the progress of the individual students as well as the effective functioning of each class and of the College as a whole have as their minimum condition the regular attendance and participation of each of its members. Such absences as are necessary should be reported to the tutor on the appropriate form (available in the Tutor Mail Room), in advance if possible.

Tutors in all classes maintain absence records. On the last Friday of each month of the school year, the tutor reports to the Registrar the total number of absences that each of his students has accumulated during the semester. Since excessive absences jeopardize a student's learning and impede the progress of the class, students with such absences are brought to the attention of the Dean. It is the student's responsibility to attend class and the College cannot guarantee that a student will be notified before exceeding the limit of absences. When in doubt a student should consult with the tutor about the number of absences accrued.

### ABSENCES

Students are expected to arrive on time for class and to remain throughout the entire class. Missing any significant amount of class may count as an absence. Absences, excused or unexcused, which total more than three weeks of classes for a given subject in a semester will entail immediate withdrawal of the student from the program.

Unexcused absences which total more than a week of work for a given class in a semester may entail the lowering of the student's grade. Only absences which occur for serious reasons are excused. Examples of such reasons are illness or family emergency. The tutor judges whether an absence is excused or not.

### TARDINESS

Students are expected to be on time for class. Excessive or repeated tardiness amounts to absence from class.

### LECTURE AND CONCERT SERIES

The Lecture and Concert Series is an important part of the academic program of the College and attendance at each event is therefore required of every student. Lectures and concerts are always on Friday nights at 7:00pm, except for the St. Thomas Day lecture, which is held at 12:00pm on the feast of St. Thomas Aquinas.

## BOOKS

Books will be distributed to students at the beginning of each semester. Lengthy readings needed for the very beginning of the following semester will be distributed in advance. The College maintains that its program provides only the beginning of a liberal education and that our students are attempting a “first reading” of the great books. Students are encouraged to keep all of their books for future reference and further study. Students will be charged the actual cost of printing and binding the manuals published by the College. Duplicate copies of books will not be provided in cases where a text is used in more than one year. For example, after freshman year, a new text for the Platonic dialogues will not be redistributed since each student should already have a copy of this text. If a student loses any of his books, replacements are available for purchase in the College’s Bookstore.

## CLASSROOM DECORUM

It is customary for the students to address one another in class as “Mr.,” “Miss,” or “Mrs.” since this aids in keeping classroom discussions objective and serious.

In keeping with the dignity, seriousness, and formal character of classes, there is to be no consumption of food or beverages, smoking/vaping, chewing tobacco, or chewing gum in the classrooms. This prohibition should be understood to apply even outside of class in order to protect the furniture and carpets. An exception is made if a student is ill and needs a drink of water or a cough drop. An exception is also made for rooms 17, 18, and 106 when food is being served as part of a seminar.

Video and audio recording as well as the photographing of any tutorial, seminar, don rag, or thesis defense are all prohibited.

## DON RAGS

Twice yearly during the freshman, sophomore, and junior years, each student sits with his tutors and hears their observations on his work. The primary aim of the Don Rag is not, like a report card, to state the degree of a student’s mastery of the material. It is, rather, an occasion for offering him specific advice on how to improve his class preparation and participation and to help him advance in the intellectual life. The student will also hear confirmation of what he is doing well. Don Rags often produce positive effects in the section as a whole.

In the event that a student is in danger of failure in a subject, the Don Rag is also an opportunity to alert him and to make suggestions for improving his performance. Since a tutor will only warn a student of this danger if he has evidence to this effect, if a tutor does not warn a student, this does not necessarily mean that no danger is present.

In order for the Don Rags to proceed efficiently, students must be punctual. It is advisable that they even be present a few minutes before their scheduled time. At the end of the Don Rag, the student will be given the option of asking questions of or making comments to his tutors as a group. Conversations with a single tutor are best had in a private meeting. Students are encouraged to approach their tutors for such conversations throughout the semester, not only at Don Rags.

**Attendance at Don Rags is mandatory.** Permission to reschedule a Don Rag or meet with one’s tutors individually must be obtained from the Dean and is normally given only in cases of serious illness or family emergency.

## LABORATORY

The College's Natural Science program includes sessions in the laboratories where experiments and demonstrations are performed. These sessions are an integral part of the College's program of studies. Laboratory rooms may not be used for any purpose without the express permission of the tutor or laboratory supervisor.

Safety is of paramount importance in the laboratory. Some experiments can be dangerous, and all of them require careful movement and measurement. Students are responsible for following all laboratory regulations and instructions. Failure to follow laboratory regulations or instructions may be a serious disciplinary matter.

It is the responsibility of the tutor to explain and promote safe procedures in the laboratories. Injuries, no matter how slight, should be reported immediately to the lab tutor.

Although the classroom dress code applies in the laboratories, students should not wear their best clothes or open-toed shoes when performing experiments in the lab.

## WRITING PROGRAM

The College's writing program not only cultivates writing skills, but also occasions a deeper and more thorough reflection on important issues. The exercise of taking a determinate position on some question and of developing a coherent, orderly, and convincing defense of that position serves as an excellent complement to the intellectual virtues cultivated by the discussion method practiced in the classes. The writing program culminates in the Senior Thesis.

Freshmen will be assigned five papers during the year, sophomores four papers, and juniors two papers. Assignment and due dates for these papers are given in the SCHEDULE OF PAPERS AND THESES published earlier in this Handbook. These papers are written under the direction of the subject tutor. Students are advised that **due dates will be strictly enforced**. An unexcused failure to meet these dates will result in an "F" grade for the paper. Students are required to submit all papers assigned in their classes (including the natural history project for Freshman Laboratory and the astronomy project for Sophomore Mathematics), even if the paper is not submitted by the assigned due date. A student who does not submit an assigned paper for a class will receive an "Incomplete" for that class for the semester. An incomplete grade for a course is to be made up within four weeks after the end of the semester in which it is given. If it is not made up, the grade becomes an F.

Each senior writes and defends a Senior Thesis. He arranges for a tutor to assist him in developing a Thesis Proposal, to direct him in the writing of the Thesis, and to chair the Senior Thesis Defense Board. It is appropriate to wait to ask a tutor to be an advisor until after the defenses of the class above are finished. The first draft of the thesis will receive either a "PASS" or a "FAIL." A passing first draft must be no less than ten pages, contain a clear statement of the thesis maintained by the paper, and must include some argument in support of the thesis. The thesis and the thesis defense are evaluated together and will receive either a "PASS" or a "FAIL," or, in the case of outstanding work, a "PASS WITH DISTINCTION." This is reported on the transcript. Due dates for the proposal, drafts of the thesis, and final version are given in the SCHEDULE OF PAPERS AND THESES published earlier in this handbook. More particular information on the proposal, thesis, and defense will be distributed to the seniors and tutors at the beginning of the school year.

## FRESHMAN WRITING EXAM

Within the first week of classes, on a date given in the SCHEDULE OF EXAMINATIONS, all freshmen will write an essay to reveal their knowledge of basic English usage and composition. Students whose writing is deemed unacceptable will be required to submit a first draft of their seminar paper to their seminar tutor no later than October 8 so that they can get help with their writing from their seminar tutor. Failure to submit a draft by the October 8 deadline will result in the final grade on the paper being lowered by one full letter grade. These same students must also submit an outline of their theology paper to the writing center no later than November 9 and meet with a writing coach to discuss it. Failure to submit an outline or meet with a writing coach may result in the final grade on the paper being lowered by one partial letter grade.

## ALGEBRA ENABLING EXAM AND PRECEPTORIAL

The Junior Mathematics Tutorial makes use of algebra. To ensure that students are sufficiently prepared, the College gives an algebra examination in the fall for all freshmen.

If a student does not pass this examination, he is strongly encouraged to retake it in the spring of his freshman year. The exam is also re-administered in the fall and spring of the sophomore year. The exam is not administered during the summer before junior year. A student who has not passed the exam by the end of the sophomore year may take a college-level algebra course at another institution during the summer. Whether any particular course would satisfy the College's requirements will be determined by Mr. Hattrup or the Dean. In order to go on to the junior year, the College's exam, or an approved course, must be passed with a grade of B- or higher.

A special Algebra Preceptorial is available for those students who have difficulty with this examination. Though this preceptorial is optional, all who have need are urged to make use of it.

The dates for the examination are given in the SCHEDULE OF EXAMINATIONS, published earlier in this Handbook. The date for the beginning of the Algebra Preceptorial will be posted. Any questions may be referred to Mr. Hattrup, who directs the testing and coordinates the preceptorial.

## ACADEMIC ACCOMMODATIONS

Thomas Aquinas College is committed to providing reasonable accommodations for students with physical, medical, or psychological disabilities. Students with disabilities who desire an accommodation for taking exams or some other academic matter should make a request to the Associate Dean for Academic Affairs.

## ACADEMIC HONESTY

The students at Thomas Aquinas College seek the beginnings of wisdom. Such a pursuit requires commitment and presupposes honesty and charity. It would be inconsistent to dedicate oneself to the arduous task of learning and to undercut that effort by cheating. Such deception also undermines the important bond of trust that is at the heart of a community of friendship. For this reason, cheating will not be tolerated and may result in dismissal.

Students are to leave notes, books, and cell phones outside the classroom building during exams. Students should not discuss the content of their oral exams until everyone is finished for the day. Violations of these policies are considered a form of cheating.

## PLAGIARISM

Plagiarism is presenting the written work of another as if it were your own. It is plagiarism to copy a complete work, or its paragraphs, or sentences, or even parts of sentences, without using quotation marks and appropriate citation. Even if exact copying is not involved, taking ideas or the structure of an argument from someone else's written work without acknowledging the source is also plagiarism. Use of ChatGPT or other AI technology to draft any part of a paper is plagiarism; this technology may not be used even with citation.

Students have the duty to learn how to properly cite the work or thought of others so that the use of secondary sources does not devolve into plagiarism. Further, although the College expects, and even encourages, students to talk to each other about paper assignments, students should not normally draw their ideas or arguments from the written work of other students.

Besides being a kind of theft, plagiarism is a form of academic dishonesty that violates the bond of trust between students and tutors and undercuts the aims of the College's writing program. If a student is found to have plagiarized in any of the above ways, the paper will receive a failing grade, and there may be additional penalties up to and including dismissal from the College.

## IV. Satisfactory Academic Progress

### INTRODUCTION

To remain in the program and graduate, a student must maintain satisfactory academic progress. The College's Satisfactory Academic Progress (SAP) policy is applied consistently to all students. Since the educational program at the College is semester-based, the Dean's Office reviews every student's academic progress at the end of each semester.

Federal regulations also mandate certain minimum standards of satisfactory academic progress for students receiving federal student aid. The College's SAP policy for federal student aid purposes is referred to as the school's "federal student aid" SAP policy and must be at least as strict as the school's "general" SAP policy for students. Information about the College's "federal student aid" SAP policy can be found on the College's website in the section labeled "[Regulatory Information](#)." For the remainder of this chapter, SAP refers to Thomas Aquinas College's general SAP policy, unless noted otherwise.

### GRADES

The curriculum offered at Thomas Aquinas College aims to create in students the habits of thought and discourse that will stay with them throughout their lives. The acquisition of these habits is emphasized rather than grades. Students should be motivated by the love of truth. Nevertheless, grades based upon the student's participation in classroom discussions, papers, and written or oral examinations are given to help record the student's academic progress and to provide graduate and professional schools with the information they need to assess applications for admission.

The grades given for each course are A, B, C, D, or F. A *cumulative C* average (2.0) is required to graduate. Furthermore, each semester a student must achieve a *semester* grade point average that is at least a C average. If a student's semester average is below C, he is notified by the Dean that he has been placed on Academic Probation for the following term. In order to be taken off Academic Probation and return to making SAP, a student must attain at least a C average for the following term and also raise his cumulative average to at least a C if it has fallen below that. If he fails to meet these requirements, he will be dismissed from the program. Normally, a student receiving an F for a course will be dismissed from the program even if his GPA is a C or above.

Because all parts of the College's curriculum are interdependent, equal value is given to the grade for each class when computing the GPA. Pluses and minuses are neither recorded in the transcript nor used in the calculation of the GPA.

An incomplete grade for a course is to be made up within four weeks after the end of the semester in which it is given. If it is not made up, the grade becomes an F. Noncredit remedial coursework is not an option for correcting failed courses.

The first draft of the senior thesis is due to the advisor the Sunday after Thanksgiving. Failure to turn in an acceptable first draft by this deadline will result in an Incomplete. If, after this, an acceptable first draft is not submitted by January 1, the Incomplete will become a "FAIL," and the student will be dismissed from the program.

If a student withdraws from his courses mid-semester, he is usually given no grade for those courses. If a student withdraws mid-finals week, he will receive grades for the courses he has completed, and receive a "W" on his transcript for the courses he has not.

### REVIEWING SATISFACTORY ACADEMIC PROGRESS

As stated above, SAP is evaluated at the end of each semester. When reviewing SAP decisions, the College will, of course, take into account mitigating circumstances which affect the student's progress, such as severe illness or injury or a death in the immediate family. Any other basis for an appeal will be reviewed on a case-by-case basis. If a student has any question about his academic standing or progress, or questions the College's judgment that he has not been making SAP, he should speak with the Dean. (See "Procedures for Lodging Complaints and/or Appeals" below.)

### REPEATING COURSEWORK

Due to the highly integrated nature of the educational program at Thomas Aquinas College, no course may be repeated without repeating the coursework for the entire semester of which the course is a part. Any requests to repeat a semester are reviewed by the Instruction Committee on a case-by-case basis.

If a semester is repeated, only the grades for the most recent work are shown on the transcript and used to calculate the student's GPA that is reported on his transcript. This is known as "academic renewal."

Note: For federal student aid (FSA) purposes, grades earned in the previous semester are not excluded from the calculation of the student's FSA GPA. The FSA program regulations make no provision for the concept of academic renewal. As a consequence, if a student repeats a semester, his "FSA GPA" is calculated differently than the GPA that is on his transcript. The FSA GPA includes all semesters. A student's eligibility for continuing FSA requires that his cumulative FSA GPA be 2.0 or higher. Similarly, the credits for the repeated semester will be included when calculating whether the student exceeds the statutory maximum time frame (150% of "normal time") in which he can receive federal student aid. See the College's federal student aid SAP policy published on the College's website for more information about this.

### REPEATED FINANCIAL AID

A student who was dismissed for academic reasons or who withdrew mid-semester may appeal to the Dean for permission to return and repeat a semester. If his appeal is granted, his eligibility for

federal student aid depends upon his status vis-à-vis the school's federal student aid SAP policy. See the College's website for more information in this regard.

In the repeated semester, the student will be eligible for an institutionally-funded work-study position if the Financial Aid Director determines that the student has financial need, but he will be eligible only for the remainder of any institutionally-funded grant aid that was not used in the last semester he attended, if he has documented continuing need. (There will only be unused grant aid if the student previously withdrew mid-semester.) An exception to this rule may be provided if the Financial Aid Director judges that the reason for the repetition was beyond the control of the student. (See "Procedures for Lodging Complaints and/or Appeals" below.)

## PROCEDURES FOR LODGING COMPLAINTS OR APPEALS

The College has long held that relatively informal procedures are best for a small community. Consequently, the procedure for lodging complaints is simple. The student who wishes to complain about either a grade or a recording error is to address the Dean, the Registrar, or some other appropriate official either in writing (which is preferable) or orally. The student should clearly identify which grade or record he believes should be corrected.

*Complaints about Student Grades:* The tutor who has taught a particular class makes the final determination of a student's grade. The Dean or Registrar informs the tutor in question of any complaint, and consults with him about whether the grade shall be changed. It is usually best for the student to speak directly to the tutor before appealing to the Dean or Registrar, though this is not required.

*Appeals about SAP:* If a student questions the College's judgment that he has not been making SAP, he should speak or write to the Dean. Appeals must contain (a) the basis on which the student is filing an appeal (e.g., a severe illness or injury, a death in the immediate family, or some other special circumstance), (b) an explanation of why these circumstances caused the student to fail to make SAP, and (c) a description of what has changed in the student's situation that will allow him to demonstrate SAP at the next evaluation. All decisions on appeals are final. Students will be notified of the disposition of their appeal in writing and/or by e-mail.

*Appeals for Financial Aid Eligibility in cases of SAP-related financial aid suspension:* When a student is ineligible for federal financial aid due to SAP-related financial aid suspension (see the College's website, in the regulatory section about federal student aid SAP, for a more complete discussion of this sort of situation), he may appeal for financial aid. Appeals for financial aid eligibility must be made in writing to the Director of Financial Aid and must contain (a) the basis on which the student is filing an appeal (e.g., a severe illness or injury, a death in the immediate family, or some other special circumstance), (b) an explanation of why these circumstances caused the student to fail to make federal student aid SAP, and (c) a description of what has changed in the student's situation that will allow him to demonstrate federal student aid SAP at the next evaluation. Appeals are not automatically granted. All decisions on appeals are final. Students will be notified of the disposition of their appeal in writing and/or by e-mail.

## READMISSION

A student may request readmission by writing to the Dean. Such a letter should explain the student's reasons for leaving, what activities have occupied the student during the interval, and reasons why it seems a good time to re-enroll. The Dean shares the letter with the Instruction Committee and sometimes other members of the faculty who can be helpful in judging the prudence of readmission. The Instruction Committee attempts to make a judgment looking to the well-being of the student and the community. Although the process is often simple, it is not unusual

for the Dean to investigate further and ask for follow-up materials, such as transcripts or letters of reference. To allow adequate time to consider such requests, the Dean should be contacted no later than one month prior to the beginning of the semester in question.

## V. Student Records

### POLICIES AND PROCEDURES FOR STUDENT ACADEMIC RECORDS

#### I. Policies Regarding the Collection, Retention, and Availability of Student Academic Records.

##### A. The Following Information is included in a Student's Academic Records:

1. The following information is collected on the transcripts and retained by the Office of the Dean:
  - a. Name
  - b. Date of Birth
  - c. Place of Birth
  - d. Sex
  - e. Semester Grades (including a pass or fail for the Senior Thesis)
  - f. Cumulative Grade Point Average
  - g. Degree Granted
  - h. Dates of Attendance
2. The following information is collected and retained by the Admissions Office:
  - a. Admissions Essays
  - b. Letters of recommendation
  - c. Transcripts from earlier studies
  - d. SAT and ACT scores
  - e. Miscellaneous correspondence accumulated during the application process

##### B. Security, Release, Retention, and Disposal of that Information:

1. Student academic records held by the Office of the Dean are kept on the College's server in an appropriately secure form, as well as in back-up paper files.
2. The information kept by the Office of the Dean is kept in perpetuity.
3. The information kept by the Office of the Dean is released to whomever the student designates on the receipt of a written request to do so.
4. The information collected by the Admissions Office is retained for three (3) years after the date the student leaves the College. After that time, the application information, transcripts from earlier studies, and SAT and ACT scores are retained in perpetuity (for the sake of studying trends in admissions), while reference letters and essays are deleted.
5. The information collected by the Admissions Office is released to the student upon request (except for information for which the student has waived his right of access).

All information kept by the College can be released upon request to College officials with legitimate educational interests (see Privacy of a Student's Educational Records, below).

## COMPLAINTS ABOUT STUDENT RECORDS

In the case of a request to change a record, the Dean and Registrar decide whether the request is to be granted, and advise the student of the College's decision. In the event that the College decides not to amend the record, the student shall be further advised that he may appeal the decision to the Instruction Committee. The decision of the Instruction Committee shall be final.

## PRIVACY OF A STUDENT'S EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act ("FERPA") protects the privacy of student educational records and limits access to the information contained in those records. As a general rule, without a student's consent, the College may not release any of a student's educational records, even to parents, unless the parent has given evidence that the student is a dependent of the parent for tax purposes. Educational records include, but are not limited to, information regarding grades, accounts, financial aid, work-study, academic progress reports, health records, and disciplinary records.

The College may, however, disclose certain educational records or identifiable information without a student's consent when the disclosure –

- (1) Is necessary to protect the health or safety of the student or of others;
- (2) Is in connection with a student's application for, or receipt of, financial aid and is necessary to determine the eligibility, amount, or conditions of such aid, or is necessary for enforcing the terms and conditions of a Payment Plan and Promissory Note (PPPN);
- (3) Is to school officials (such as tutors, administrators, work-study supervisors, health practitioners, members of the Board of Governors, Prefects and other students who are assisting another College official in performing a task) with legitimate educational interests (a school official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her educational responsibility), as well as to officials of other schools a student seeks or intends to enroll in;
- (4) Is limited to certain "Directory Information," that is, information that the College regards as public information (see list below), unless a student has completed the College's *Directory Information Exclusion Form*;
- (5) Is to parents or legal guardians of a student regarding any violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance so long as the student is under the age of 21, and the College has determined that the student has committed a disciplinary violation with respect to such use or possession.

Without the student's consent, therefore, the College generally may not release this information to anyone, even to parents, unless the parent has given evidence that the student is a dependent of the parent for tax purposes. The student may provide consent by signing a *Consent to Release Educational Records* form that is available from the Registrar and will generally be made available to students at registration. The student may revoke this Consent form at any time, but the College will presume that the Consent form will remain in effect through the duration of a student's enrollment at the College. The Consent form will be kept on file with the Registrar.

"Directory Information" may be released without a student's consent, unless the student has completed the College's Directory Information Exclusion Form. The College does not release directory information indiscriminately. Directory information consists of:

- |                                   |   |
|-----------------------------------|---|
| (1) Name                          | (13) Dates of Attendance  |
| (2) Date and place of birth       | (14) Degree received and date received                              |
| (3) Permanent and campus address  | (15) Participation in officially recognized activities              |
| (4) Phone listings                | (16) Campus jobs, including salary and dates                        |
| (5) Email address                 | (17) Senior Thesis title  |
| (6) Country of origin             | (18) Grade of "PASS WITH DISTINCTION" on Senior Thesis, if received |
| (7) Student photo                 | (19) Parents' and guardians' names                                  |
| (8) Prior school(s) of attendance | (20) Parents' and guardians' address(es)                            |
| (9) Enrollment Status             | (21) Parents' and guardians' email addresses                        |
| (10) Class Year                   | (22) Parents' and guardians' phone listings                         |
| (11) Section                      |   |
| (12) Schedule                     |   |

Enrolled students may withhold disclosure of this directory information under FERPA by completing the College's *Directory Information Exclusion Form* which is available from the Registrar.

In addition to privacy rights, students also have certain other rights under FERPA in relation to their educational records, including –

- (1) The right to inspect and review one's educational records. Students should submit their request in writing to the Dean and indicate which educational records they wish to see. The Dean will then make arrangements for access and notify the student of the time and place where the records may be inspected.
- (2) The right to request an amendment to one's educational records that the student believes are inaccurate or misleading. Students may ask the College to so amend a record by writing the Dean and indicating the record to be changed and the reason for the change. The Dean and the Registrar will then determine whether to change the record as requested and so notify the student who may appeal the decision to the Instruction Committee.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. As noted above, a student may complete the Consent to Release Educational Records form to exercise such right, and such information may, under limited circumstances, be provided without a student's consent.
- (4) The right to request and receive a copy of the College's policy on the privacy of a student's educational records ("Policy on Release of Student Information"). Students may obtain a copy of the policy from the Registrar during normal business hours. Indeed, the College encourages students (and parents) to consult this policy should they have any question concerning the details of students' rights and limitations under FERPA.
- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Such complaints should be directed to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Ave, SW, Washington, DC 20202-8520.

## TRANSCRIPTS

Transcripts of a student's academic record will not be released without a **completed and signed** Transcript Request Form, which can be found on the College's website at <https://www.thomasaquinas.edu/transcripts>, or by emailing [registrar@thomasaquinas.edu](mailto:registrar@thomasaquinas.edu).

Processing a transcript request may take up to seven business days. Grades with “+” or “–” are used on report cards. Transcripts show only letter grades.

## PARENTAL NOTIFICATION

Thomas Aquinas College aims to cooperate with the parents who send their children to the College. A federal privacy law, however, limits the ability of the College to disclose certain information to parents, unless the student is regarded as a dependent of the parents for tax purposes, or unless the student has expressly consented to such disclosures. (See Privacy of a Student’s Educational Records, above.)

Accordingly, unless a student gives the College permission to release certain information, or unless a parent can show that the student is a dependent for income tax purposes, the College may be precluded from sharing certain information with parents or others who may believe that their relationship with the student entitles them to have that information.

The College therefore provides each student with a Consent to Release Educational Records form which would give the College permission to discuss with the individuals that the student has designated (presumably parents and guardians) such matters that would otherwise be protected by this privacy law – matters such as a student’s grades, financial obligations, disciplinary actions, or standing with the College.

If, for some reason, a student refuses to designate a parent or guardian in this consent form, the College may choose to discuss certain educational records with a parent, but only if the parent can present evidence that the student was declared a dependent on the parent’s most recent Federal Income Tax form (or in the other situations covered in Privacy of a Student’s Educational Records, above.) A copy of the cover and signature page of the tax form will be sufficient to establish this dependency.

Once, therefore, the student’s consent is obtained or the student’s dependency is established, the College may then discuss with parents their child’s academic or disciplinary status, or any other matter of concern to the student’s parents. For further information, please consult the College’s policy on the privacy of student educational records, a copy of which may be obtained from the Registrar.

# CODE OF CONDUCT

## VI. General Policies and Procedures

### INTRODUCTION

There should be little need to emphasize the importance of following the rational good for students who wish to study at Thomas Aquinas College. It would be inconsistent to seek high and serious things in class and live outside of class by unruly appetites. A student's conduct, bearing, dress, and cleanliness signify his own character and express his esteem for the institution and its other members. His conduct on and off campus will reflect on the College.

Thomas Aquinas College is a Catholic college and, therefore, requires all students to abide by the Catholic Church's moral teachings together with the rules of residence and the customs of the College. Since the College is part of the political community, students are also expected to obey the civil law on and off campus.

Students are asked to reflect carefully upon these standards and rules.

The College has the authority to determine how these general rules are to be applied in specific cases and to impose sanctions for violations of the rules. Disciplinary sanctions may include mandatory community service hours, suspension of privileges (e.g. parking privileges), fines, restriction to campus, disciplinary probation, and expulsion. The violation of a campus restriction, or of the terms of a disciplinary probation, may result in expulsion. Actions which gravely disrupt the campus order, such as entry into the residence halls of the opposite sex, the use of alcohol on campus, the illegal use of narcotics, or sexual misconduct will *normally entail expulsion*. (Note: The use of marijuana, even for medical purposes, is strictly forbidden for students both on and off campus and is subject to expulsion.) Theft, intrusion into offices or other private spaces, and stealing of confidential information, all erode the very basis of our community and cannot be tolerated; these, or similar, actions will also be subject to expulsion.

Since misconduct off campus can harm the reputation of the College, interfere with the climate of learning, and indicate that a student is not suited to the program, such behavior also is subject to disciplinary action.

### RULES OF RESIDENCE

Students who are not married are required to live on campus unless granted special permission by the Dean to live off-campus. Since the purpose of the College is to establish a community of learning, such permission is not usually given. Married students must live off-campus.

Students are expected to show due regard for the rights, privileges, and tastes of others. Residence halls, designed primarily for study and rest, require order and reasonable quiet. Rooms for social purposes are available in St. Joseph Commons and in St. Cecilia Hall. St. Bernardine Library, the dining area of St. Joseph Commons, and the classrooms are available for study.

The College has a number of rules of residence that are meant to enhance the intellectual life and to keep students safe and happy. The following are the principal rules of residence that govern student life at the College, and details about their enforcement. There are more particular rules not listed in the Handbook that are communicated to the students by Prefects at orientation.

## PREFECTS

The end of any community is best achieved when the members of that community are animated by friendship and mutual trust. This is especially so in the kind of community the College aims to establish. The importance of classroom discussion, the intensity of the academic program, and the end toward which the program aims—supernatural Truth—all require an unusual degree of friendship and mutual trust. This is the reason why the College relies on student Prefects, acting in conjunction with and by the authority of the Dean and the Assistant Dean, to maintain and enforce the rules and standards of the College. The College trusts students to follow the rules and to be forthright and cooperative with the Prefects.

The moral atmosphere essential to intellectual pursuits is everyone's concern. This atmosphere is promoted most of all by exemplary personal conduct. If a student becomes aware of serious misconduct, he should notify a Prefect, the Assistant Dean for Student Affairs, or the Dean of the College.

## REPORTING STUDENT MISCONDUCT

A student may be subject to disciplinary sanctions for violating the rules of residence, failing to abide by the customs of the College, contravening the moral teachings of the Catholic Church, or disobeying the civil law. Misconduct may be reported by a student Prefect, Resident Assistant, security guard, faculty or staff member, neighbor, fellow student, or local police department. Anyone who wishes to report misconduct, or initiate a complaint, may do so by speaking to a Prefect, the Assistant Dean for Student Affairs, or the Dean of the College. Information on reporting sexual crimes (e.g., sexual assault, domestic violence, dating violence, or stalking), and the disciplinary procedure used in such cases, is found elsewhere. (See section below entitled REPORTING SEXUAL ASSAULT.)

## INVESTIGATION OF MISCONDUCT AND NOTIFICATION

*Smaller infractions* are handled by student Prefects. With smaller infractions, an investigation is usually unnecessary, but a Prefect may investigate if there is a dispute about whether an infraction occurred. *Larger infractions* are investigated by the Assistant Dean. In the case of *serious misconduct*, which may result in serious disciplinary action (e.g., disciplinary probation or expulsion), the Assistant Dean for Student Affairs will conduct an investigation and make a report to the Dean. If there is sufficient evidence of serious misconduct, the Assistant Dean will make a report to the Instruction Committee (a committee composed of the Dean, the President, and six senior tutors elected by the faculty). Cases of serious misconduct that are academic in nature (e.g., academic dishonesty or plagiarism) are investigated by the Dean. A student accused of a larger infraction or serious misconduct will be contacted by the Assistant Dean or Dean to discuss the alleged violation or complaint.

## STUDENT DISCIPLINE

*For smaller infractions* (e.g., curfew violation, dress code violation, texting in class) a Prefect will notify a student of community service hours with an "hour sheet." Hour sheets must be signed by the kitchen or maintenance supervisor and returned to the Prefect who assigned the work.

*Larger infractions* are adjudicated by the Assistant Dean. Larger infractions usually result in restriction to campus, but may also include the suspension of other privileges (e.g. parking privileges). The following are examples of larger infractions: repeated violation of the rules of

residence, intoxicated behavior, providing alcohol to underage students, lying to an officer of the College. Any of these larger infractions could, depending on the circumstances and the gravity of the particular act, amount to serious misconduct. The Assistant Dean will notify the student in writing of any disciplinary sanctions.

*Serious misconduct*, which can lead to disciplinary probation or dismissal from the College, is adjudicated by the Instruction Committee. The following are examples of serious misconduct: the possession, or use, of marijuana or of any illegal drugs; the use of alcohol on campus outside of College-sponsored social functions; a serious or repeated incident of intoxicated behavior; behavior creating a serious safety hazard to other persons; starting fires in prohibited areas; entry into residence halls of the opposite sex; sexual misconduct; theft; intrusion into offices or private spaces; purloining confidential information; hacking into, or compromising, the College computer network; plagiarizing a paper; cheating on a final exam. In adjudicating alleged serious misconduct, the Instruction Committee will either discuss the matter itself, or appoint a subcommittee to determine the facts and make a recommendation. In any case, the Instruction Committee makes the final determination about serious disciplinary action. Serious misconduct usually results in disciplinary probation or expulsion. The Dean will notify the student placed on disciplinary probation or expelled. A student who is expelled may be required to leave the campus immediately. If the student is a minor, the Assistant Dean for Student Affairs will contact the parents or guardians and assist in making suitable arrangements for travel, storage, and accommodations for the student.

## APPEALS OF STUDENT DISCIPLINE

Appeals or complaints about *smaller infractions* are made directly to the Assistant Dean, and he has the final say about whether the decision will be overruled. Appeals or complaints about *larger infractions* are made directly to the Dean, and he has the final say about whether the decision will be overruled. Complaints or appeals regarding *serious misconduct* are only heard if they present new information that would likely have affected the outcome of the original decision. Complaints or appeals should be made in writing to the Dean of the College. If the Dean determines that the appeal should be heard, the Dean makes a report to the Instruction Committee, whose judgment is final.

## VII. Campus Policies and Procedures

### CAMPUS PROPERTY

The map below shows the extent of the College's property, which includes the Ferndale Ranch property. There are certain restrictions on the use of the ranch property, in distinction from the main campus. Because the actual boundary lines are not clearly marked, the fences that run along the campus drive and the perimeter fence enclosing the lower campus (also known as "down below") are considered to be the boundaries of the main campus.

### RANCH PROPERTY

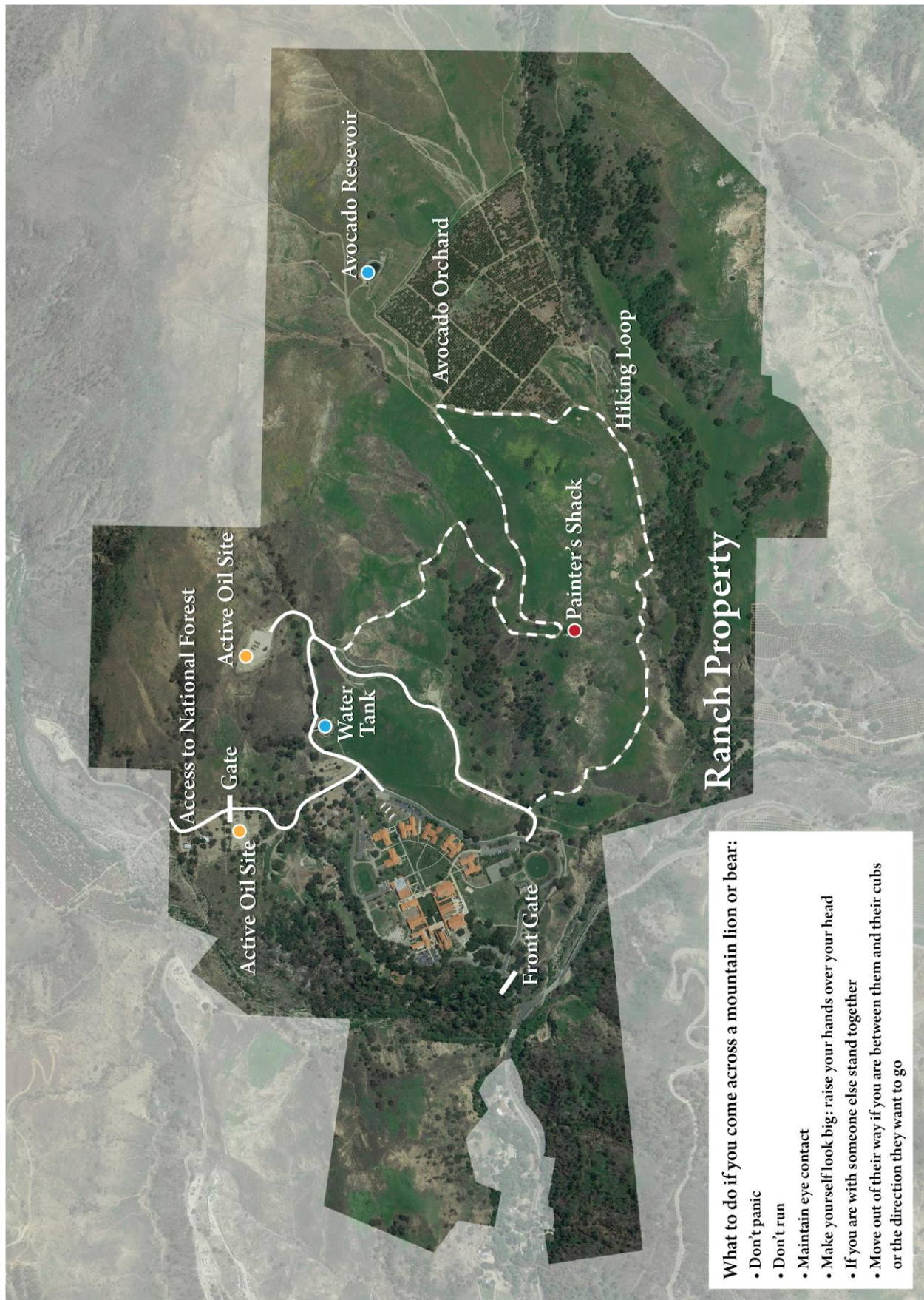
Please note that the front gate and the gate in the northeast sector of the ranch property on the way to the National Forest access do **not** mark the boundaries of College property; the land outside of both these gates is still College property. As such, all rules and restrictions in force on College property (e.g. prohibition of alcohol) are applicable to these areas.

The ranch property adjacent to the main campus is available to students, faculty, and staff for recreational purposes, with certain restrictions:

- Driving motorized vehicles on ranch roads or on the access road to the National Forest is prohibited.
- Please keep your distance from the oil pumps and equipment. The College does not own the oil rights to the property and the two active oil pumping sites on the ranch are off-limits.
- Please stay out of the avocado orchard and adjacent reservoir. The College is leasing this part of the property to someone, so students, faculty, and staff are not legally allowed on it.
- Please stay out of the water tank enclosure.
- Please steer clear of the cows grazing on the ranch. If these animals are disturbed they can be dangerous, and they do not belong to the College, but to a rancher who has obtained grazing rights from the College.

Students, faculty and staff are welcome to run or hike the loop that goes by the “Painter’s Shack” and the avocado orchard (see map below). The hiking loop can be accessed from the cattle guards near the St. Serra parking lot or just east of the upper part of the campus heading toward the water tower. Since mountain lions, bears, and other hazards are not uncommon on ranch property, **hiking alone is strongly discouraged.**

Hiking on the path is permitted only during daylight hours; that is, **no one may use the path, or be on ranch property, after dusk or before dawn.** There may be exceptions made for stargazing parties or organized campouts on the property, with approval of the Assistant Dean. Consuming alcoholic beverages and lighting fires on the College’s ranch property are strictly prohibited. Violations will be treated very seriously and may result in expulsion.



The map above shows the location of the ranch property.

## ALCOHOL AND DRUGS

At some social functions, the College will serve alcohol to students who are of legal age; this service is overseen by the Assistant Dean. The possession or use of alcohol outside of these functions is strictly forbidden on campus and normally entails expulsion from the program. The possession or use of marijuana, even for medical purposes, or of any illegal drugs is strictly forbidden for students both on and off campus and may entail expulsion.

The College also reserves the right to dismiss a student from the program for any serious incident or any repeated incident of an intoxicated or drugged state of behavior on or off campus, for behavior creating a safety hazard to other persons, or for behavior that seriously impedes the legitimate activities of the College community.

Any alcohol purchased as a gift, received as a gift, or intended for the off-campus use of those of legal age must be stored by a Prefect.

The College strongly disapproves of off-campus use of alcohol by those under legal age because it violates the civil law and harms the College's reputation. Infractions of this alcohol and drug policy may be brought to the attention of a student's parent(s) or guardian.

## HAZING

The College prohibits "hazing," that is, any form of conduct which is designed to initiate students into the College, a dormitory, or any other student organization, and which causes, or is likely to cause, mental distress or physical harm to a student, or any other person. The College considers any serious incident of hazing (one that willfully or recklessly endangers the physical or mental health of a student) to be an action that gravely disrupts the campus order, and an offense of this kind will normally entail expulsion.

## DRESS

Proper dress is proportionate to the dignity of one's activities; coveralls, for instance, are suited to manual labor but not to divine worship. Those who dress improperly display an indifference towards nobler pursuits. Accordingly, more formal dress is to be worn throughout each class day, until 3:30 p.m., in the chapel, office building, classrooms, laboratories, library, and dining hall. Women are to wear skirts or dresses of modest length with modest sleeve lines and necklines and dress shoes or sandals. Men are to wear slacks, shirts with collars, and dress shoes (or sandals) with socks.

A period of more casual dress begins after 3:30 p.m. on weekdays. However, school dress is still required at dinner Monday through Thursday, at evening seminars, and at Sunday brunch, and even more formal dress (including ties for men) is required at lectures, formal dinners, and formal dances.

School dress is always required in the chapel during Mass. At other times, less formal dress is allowed; however, sweat pants, tank tops, and shorts are never allowed in the chapel.

Footwear is always required in all the buildings listed above.

During the week, those on work study are permitted to wear casual attire to breakfast and lunch, as well as dinner after 6:00 p.m., if their job does not allow them to change prior to the meal; these students are to eat their meals in the Dumb Ox Café (the old coffee shop). Students not properly attired will be asked to change.

Students are allowed to sunbathe only on the patio of each of the residence halls. Men are to wear shirts on campus, even when they are working on the grounds crew. They are allowed to go without a shirt only on the basketball court and athletic field during men's sports.

For swimming, either in the ponds or in the pool, please refer to the pool dress code given in the section on the "Athletic Center."

In keeping with the College's intention to establish a dignified community of learning, extreme hairstyles and other such distracting bodily accoutrements are not permitted on campus.

## PARKING AND TRAFFIC

Vehicles are to be operated safely and at reasonable speeds on campus, but never faster than 15 mph. There is to be no student vehicular traffic on the lower campus unless required by a work study supervisor. Driving or parking on lawns or paths is prohibited. Student parking is restricted to the student parking lots located at the north end of the campus and by St. Serra Hall. Students are not to park in the designated faculty parking areas adjacent to the residence halls or behind the Commons building. Parking behind the Commons is permitted only for loading and unloading vehicles.

The State of California requires all drivers to have liability insurance and to carry written evidence of insurance in their vehicle at all times. The College, therefore, requires all students who have vehicles on campus to maintain liability insurance. Evidence of insurance must be presented when registering the vehicle with the Business Office.

All student vehicles must be registered with the Business Office. Students will be issued parking permit stickers during registration or at other times by the Business Office. Students should be sure that the vehicular information is included on their Registration Form. If a student should change vehicles, he must update his file in the Business Office with the license number, make, and model of the new vehicle.

The privilege of keeping a vehicle on campus may be revoked when the rules are not observed. A student who registers a vehicle with the College is responsible for its proper use. Vehicles not registered with the College may be towed away.

## DOORS

The exterior doors of all buildings close automatically. Students are requested to cooperate with the College's efforts to control heating and air conditioning, as well as to comply with fire code, by not propping open outside doors.

## CHUMASH INDIAN FIND

There is a Chumash Indian Find on the campus. Archeological artifacts are not to be disturbed.

## COMMUNICATIONS

Ordinary telephone contact with students can be made through the telephones in the residence halls. Outside callers must first dial 805-525-4419, and then dial the extension number of the residence hall they are calling, or they may call 805-299- and the extension number.

<b>Sts. Peter and Paul Hall</b>	1 <sup>st</sup> floor North: ext. 2924	1st floor South: ext. 2925
	2 <sup>nd</sup> floor North: ext. 2926	2 <sup>nd</sup> floor South: ext. 2927

<b>St. Katharine Hall</b>	South:	ext. 2916	West:	ext. 2915
<b>St. Bernard Hall</b>	East:	ext. 2918	South:	ext. 2917
<b>St. Serra Hall</b>	East:	ext. 2928	West:	ext. 2929
<b>St. Thérèse Hall</b>	North:	ext. 2919	South:	ext. 2920
<b>St. Monica Hall</b>	1 <sup>st</sup> floor:	ext. 2923		
	2 <sup>nd</sup> floor South:	ext. 2922	2 <sup>nd</sup> floor North:	ext. 2921
<b>Head Male Prefect</b>	2903			
<b>Head Female Prefect</b>	2904			

Students **may not** use office IP phones in the Commons, library, or office buildings. All long-distance calls must be either collect, charged to the student's home telephone, or paid for in advance. Students should be prudent about giving out residence hall telephone numbers to those off campus.

The general College number, 805-525-4417, should be used for contacting students only in emergency situations.

Students are required to provide the Dean's Office with the current addresses and telephone numbers of persons to be contacted in case of emergency in their registration paperwork.

## VIII. Residence Halls

### RESIDENCE HALL VISITATION

Men's and women's residence hall areas, including patios and courtyards, are **always off limits** to the opposite sex; this restriction applies to holidays and summer vacations as well as the academic year. St. Bernard Hall's front porch, and the steps and ramp leading to it, are also off-limits; St. Katherine Hall's front porch may be used by both men and women as long as they do not disturb those who have rooms near the front door. With permission of a Prefect, exceptions to the residence hall visitation rules are made at the beginning or end of the academic year for purposes of moving boxes or luggage in and out of residence halls. Exceptions are also made for maintenance jobs, particularly over the summer, but these exceptions are always to be made during normal business hours.

### CURFEW

The residence halls are locked at 11:00 p.m. Sunday through Thursday and at 1:00 a.m. on Friday and Saturday nights. Students are to be in their residence halls by these times. In special cases students can be admitted later by prior arrangements with the residence hall Prefect. These arrangements must be made at least 24 hours before the scheduled event. Since this requires that the Prefect stay up to admit a latecomer, permission is given only for very good reasons.

## SIGN OUT

Students are to sign out when they will be away from their residence hall overnight. Use of the sign-out sheet enables the College to ascertain quickly who is or is not in the residence hall in the event of fire or other emergency.

## QUIET HOURS

At all times the residence halls and their immediate vicinity should be sufficiently quiet to permit study and rest. Conversations, radios, and stereos should not disturb those in adjoining rooms. As evening approaches, sounds which might not be noticed during the day more readily disturb study and rest. Accordingly from 7:00 p.m. to 7:00 a.m. (11:00 p.m. to 7:00 a.m. on Friday and Saturday) a more complete quiet is preserved. During quiet hours, music should not be played in the common areas of the dorms without earphones or earbuds.

## THEFT

Students should be aware that cases of serious theft at the College are rare, but do happen on occasion, and are grounds for dismissal. Room keys are available from the maintenance department. A \$40 deposit is required and will be refunded when the key is returned. Room keys must be returned at the end of the school year.

Theft of food, clothes, books, and other personal items violates the trust among the members of the community and should be reported to a Prefect or the Assistant Dean.

## CARE OF STUDENTS' ROOMS

Students are expected to keep their rooms clean at all times. In St. Katherine and St. Bernard Halls, this includes the bathrooms. In residence halls having common bathrooms, the bathrooms and sinks will be cleaned on a regular basis by the maintenance department.

Pictures and wall decorations may be hung with pushpins provided by the maintenance department. Students may not paint walls or woodwork. Wall decorations should be in keeping with the dignity of the intellectual and spiritual life of the College.

Furniture is not to be removed from or dismantled in the residence hall rooms. If a student wants to re-configure his modular furniture, he first must receive permission from the Assistant Facilities Manager (Carter Farrier). Students will be held liable for any damage to their rooms. Damage to the common areas of the dormitory will be charged to all of the students assigned to the dormitory unless a specific person assumes responsibility.

Except in residence hall kitchenettes, use of large refrigerators, hotplates, water kettles, electric skillets, popcorn poppers, coffee makers, and other electrical appliances is specifically prohibited due to fire hazard. Students may have small refrigerators only after obtaining permission from the Assistant Dean. Students may keep non-perishable food in residence hall rooms, provided it is contained in metal, glass, or plastic containers.

The smoking of cigarettes (including vaping devices) is prohibited by state law in any campus building. The use of candles or incense inside the dorm is also forbidden due to the fire hazard.

## CARE OF THE LOUNGES, COMMON ROOMS, AND DORM PATIOS

Care of the men's and women's residence hall lounges and the rooms in St. Joseph Commons is the responsibility of the students using them. Students should leave areas clean and orderly, turning off lights when not needed.

Furniture in the lounges, in other buildings, or on dorm patios is not to be appropriated for use elsewhere. The temporary removal of furniture from one area to another requires the approval of the maintenance department, and furniture moved should be returned immediately to its proper place. Furniture in the student lounge is not to be rearranged.

Classrooms are not to be locked from the inside except in cases of emergency.

## OVERNIGHT GUESTS

Overnight accommodations (when available) are principally for the use of guests invited by the College as prospective students. Accommodations may also be provided for parents or other immediate family members who desire to visit the College. Other personal guests (e.g. alumni) may be accommodated briefly, if space is available.

All overnight guests must receive permission from the College at least one week in advance. Prospective students, and their parents or siblings, and the parents of current students should receive permission from the Admissions office; recent alumni (last three years) and friends of current students should receive permission from the Assistant Dean. Visits longer than four days are discouraged. The availability of accommodations should be verified and the length of the visit approved before plans for a visit are far advanced.

No visitor or day student is to sleep in a residence hall without permission from the College. Under unusual circumstances and with permission, a day student may remain on campus overnight, sharing the room of a resident student. Lounges and other areas are never to be used for sleeping.

## PETS

Pets, except for fish and very small reptiles, are forbidden. Students are not to bring any animal to the campus, or encourage strays to stay; they become housekeeping problems and health hazards.

## VACATION

Students who are unable to go home for Christmas and summer vacations must receive permission from the Assistant Dean to stay on campus. They should be prepared to pay room and board and/or work.

For those staying on campus, **all rules and regulations will remain in full effect**. This includes the prohibition of alcohol and residence hall visitation.

## BAGGAGE AND STORAGE

Personal items (trunks, suitcases, etc.) students wish to store at the College during the year should be carefully labeled and placed in the appropriate residence hall storage areas, space permitting. The College is not responsible for loss or damage to students' belongings.

## ACCOMMODATIONS

Thomas Aquinas College is committed to providing reasonable accommodations for students with physical, medical, or psychological disabilities. Students with disabilities who desire an accommodation should make a request to the Assistant Dean. Incoming freshmen with disabilities should communicate their requests to the Associate Dean for Academic Affairs, who will then contact the Assistant Dean or College Nurse to arrange for any accommodations that should be made prior to matriculation. Requests seeking permission to live off campus should go to the Dean.

## IX. Electronics

### ELECTRONIC TEXTS

Kindles and other electronic text readers are not to be used in the classroom. While these devices have been extremely useful for research, they are not the best medium for reading and thinking about a text in preparation for a class discussion. The use of real texts works very well for our purposes, and there is a discipline that goes into preparing to discuss a paper text. The student must make an effort to read carefully and digest the reading, so as to be able to locate pertinent texts. He must attempt to grasp and retain the reading as a whole. Electronic search functions provide an easy opportunity for the student to become lazy in reading.

### CELL PHONES

Cell phones can be useful tools for communicating, but they can also be a distraction from the intellectual life. Besides impeding focused study, and causing distractions in class, cell phones and other smart devices make it harder for faculty to initiate and sustain conversations with students and for students to initiate and sustain conversations with one another. To ensure that they do not detract from the dignity of the academic program, **cell phones, smart watches, and any other devices with cellular data, are generally not permitted in classroom buildings, the library, the Commons, and the academic quadrangle.** However, when those areas of campus are not set aside for class, meals, or study, this requirement is relaxed. Thus, outside of class hours (8:30am—3:30pm Monday through Friday) and scheduled mealtimes, cell phones are allowed in the Commons; outside of class hours they are allowed in the academic quadrangle; and on weekends (Friday at 3:30pm until Sunday at 5:00pm) they are allowed in classroom buildings. Students are urged to develop the habit of leaving these devices in their dorm rooms or mailboxes during classes, studying, and meals.

In accordance with the College's policy to limit Internet access to that provided in the library and the student mail room, the use of cell phones, or cell phone service, to access the Internet is prohibited except for a limited number of approved apps.

### MOVIES, TELEVISION, AND VIDEO GAMES

To foster and preserve the dignity of the intellectual life, the College does not permit the use of televisions or video players in student rooms. On weekends from 3:30 p.m. Friday until 5:00 p.m. Sunday, students may watch movies in the residence hall common rooms or study rooms, the Student Lounge, Room 106, the Dillon Seminar Room, or the classrooms in St. Gladys Hall, but only with prior permission from a prefect.

Students may play video games in a designated study room on weekends from 3:30 p.m. on Friday until 5:00 p.m. Sunday.

## COMPUTER NETWORKS

The College provides e-mail access in the dormitories and Internet access in the library and student mailroom by means of the College's computer network. Tapping into, or tampering with, the College's network or telephone wiring is strictly prohibited. In keeping with the College's aim of maintaining a community of learning in the dormitories, students are not permitted to set up their own computer networks either by means of wireless technology or by running network cables from room to room.

## INTERNET AND COMPUTER SERVICES

The College provides computer resources for three purposes: research, communication, and retail business transactions (such as purchasing airline tickets). To allow for the quietude and rest that contemplation requires, the College has no interest in promoting widespread use of the Internet for entertainment purposes. Several computers are available for student use in the library and the student mail room. Residence halls are equipped with computers that students may use to access their college email accounts. Internet access is limited to the library and student mailroom. The use of cell phones, cell phone service, or any other wireless service, to access the Internet is prohibited, except through a limited number of approved apps. Students are welcome to bring their own computers. If they bring laptops, they may request to have their computers configured to access the Internet in the library and in the student mailroom (their computer should be equipped with an Ethernet port).

It is essential that each user exercise responsible and ethical behavior when using the College's computer resources. It is impossible to anticipate all of the methods that individuals may employ to intentionally damage or misuse the College's computer resources, but the following is a list of some of the inappropriate uses of those resources.

- Transmitting information that contains obscene, indecent, lewd, or lascivious material or other material that explicitly or implicitly refers to sexual conduct or contains profane language.
- Using the College's computer resources to gain unauthorized access to resources of this or other institutions, individuals, or organizations. Using false or misleading information for the purpose of obtaining access to unauthorized resources.
- Accessing, altering, copying, moving, or removing information, proprietary software, or other files from the College's computer resources without authorization.
- Copying, downloading or distributing copyrighted materials, including unauthorized peer-to-peer file sharing, without the authorization of the copyright owner is illegal and may result in civil and criminal penalties, including fine and imprisonment. Copyrighted materials include, but are not limited to, copyrighted music, films, and software.
- Using the College's computer resources for online gambling.
- Violating laws or participating in the commission or furtherance of any crime.

Thomas Aquinas College acknowledges its obligation to respect the privacy of a user's computer files and e-mail, but users should be sensitive to the inherent limitations of the College's computer resources—no computer security system can completely prevent unauthorized individuals from accessing a user's computer files or e-mail.

The College maintains the right to monitor and access a user's computer files, e-mail, and use of computer resources when it is necessary to protect the integrity, security, and proper functioning of the College's computer resources, when it is necessary to enforce this policy, or when it is required by law. The College will notify users of such monitoring provided that it will not compromise the College's investigation or the investigation of an appropriate law enforcement agency.

Any violation of this policy, other related College regulations, or federal or state laws may result in immediate suspension of computer resource privileges. The College's authorities and/or the appropriate law enforcement agency will determine other possible disciplinary or legal action. Nothing in this policy supersedes existing College regulations and policies and/or state or federal law.

## PHOTOCOPYING

There is a student copier located in the library, and students may pay for its use at the circulation desk. Students should not use the photocopy machines located in St. Thomas Hall.

## FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office, especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## X. Safety and Security

### CAMPUS SECURITY

Although theft, vandalism, and other crimes by hikers, or off-campus intruders, are rare, they are real possibilities that should be taken seriously. Crimes or suspicious behavior should be reported immediately to an appropriate authority.

Campus security also requires that the fire doors be locked at all times. These doors are to be used only in the case of an emergency, or for moving in and out of the dorms at the beginning and end of the school year.

Students who are issued keys as part of their work study should never lend their keys to anyone, should not allow copies to be made, and should promptly return any keys in their possession when their responsibilities are at an end. Should a student come into possession of an unauthorized key, he should return it to the Business Office immediately.

## WEAPONS

Students are prohibited from bringing any kind of weapon to campus. The discharge of firearms on or about the campus is strictly forbidden.

## SAFETY ALERT SYSTEM

The College has a safety alert system which is intended for use only in the rare occurrence of a danger to the community as a whole or some other event that requires immediate action. In such an event this system will be used to send out a mass text message to help spread the safety alert as quickly as possible among the on-campus community. Designated staff will promptly deliver the message in person to buildings in which cell phones are prohibited. If there should be an emergency need for the whole student body to assemble, the chapel bells will also ring for at least three minutes as a sign to assemble in St. Joseph Commons. Students will be automatically enrolled in the safety alert system using the cell phone number they provided during registration. Students should update the Dean's Office if their cell phone number changes during the year.

## FOREST FIRES

Forest fires are a very real danger in southern California and the campus has been threatened periodically by fires in the Los Padres National Forest (one of the largest forest fires in California history started one mile from the College and burned around all sides of the campus in 2017). It is imperative, therefore, that students observe the campfire restrictions posted by the Forest Service when camping or socializing in the Los Padres National Forest. These restrictions are strictly enforced, and ignoring them may result in fines or imprisonment. The failure to follow the fire restrictions also has the potential of starting a forest fire that could threaten the campus, cause millions of dollars in damages, and result in a legal liability.

Due to the potential fire hazard, any use of the fire pit or barbecue adjacent to the third pond must be approved by the Assistant Dean. For the same reason, the use of fireworks on campus, or in the national forest, is strictly forbidden.

## FIRE PROCEDURE

All of the buildings on campus are equipped with emergency fire exits and fire alarm pull boxes. Students should familiarize themselves with the location of the fire doors and fire alarm pull boxes in their dormitory.

**In case of fire, pull the nearest fire alarm, exit the building, and call 911.**

Do not return to the building until instructed to do so by a Prefect or College official.

## EARTHQUAKE PROCEDURE

In case of an earthquake, drop to the ground, take cover by getting under a sturdy table or other piece of furniture, and hold on until the shaking stops. Stay in bed if you are there when the earthquake strikes. It is dangerous to try to exit a building during an earthquake. The important thing is to keep clear of falling objects and to stay away from windows, which can shatter in an earthquake.

Stay indoors until the shaking stops and you are sure it is safe to exit. Because of the possibility of broken glass and other debris, it is advisable to wear shoes when exiting the building.

If you are outdoors during an earthquake, be alert for rocks and other debris that could be loosened from the surrounding hills. Find a clear spot away from buildings, trees, outdoor lights, and power lines.

Expect aftershocks. The procedure is the same for aftershocks as it is for earthquakes.

## EVACUATION PROCEDURE

The Dean and the Assistant Dean will order an evacuation if advised to do so by a civil authority.

**If the Dean and the Assistant Dean order an evacuation, the chapel bells will also ring for at least three minutes as a sign to assemble in St. Joseph Commons.** Students may also receive an emergency alert on their cell phones. Once everyone has assembled in the Commons, a school official will communicate the nature of the emergency, the evacuation center, and other necessary instructions.

- Students that are off campus at the time of an evacuation should contact a Prefect from their dormitory to check in and receive further instructions. They should not return to campus unless explicitly instructed to do so.
- After meeting in the Commons, students may be instructed to return to their residence halls to gather essential items (e.g., car keys, driver's license, sleeping bag, and pillow), but priority should be given to evacuating persons rather than taking personal property.
- No vehicle should depart until each seat is filled and it has been checked by a Prefect at the front gate.

**The priority is the safety of the students. The buildings are equipped with fire sprinklers and are insured. They can be replaced if necessary.**

# CAMPUS BUILDINGS AND STUDENT SERVICES

## XI. St. Joseph's Commons

### DINING ROOM

To facilitate the continuation of the discussions begun in the classrooms, the College encourages students and faculty to take common meals in the dining room of St. Joseph Commons. Students should take advantage of these occasions to spend time with fellow students and tutors.

In keeping with the dignity of the intellectual life pursued at meals, the regulations governing dress are observed for meals. In addition, the dining room area should be kept clean; the cubbyholes in the main corridor of the Commons are for temporary storage only—remove all items by the end of the day.

The kitchen is closed to everyone except those performing their duties. Students are not permitted to use the kitchen facilities and equipment (this includes any equipment in the Dumb Ox Café—the old coffee shop) for their own personal use; food, dishes, and silverware are not to be removed from the dining room. In cases of illness, students may arrange for a friend to bring them food from the cafeteria. In such cases the kitchen will distribute disposable dishes.

### ACCOMMODATIONS OF FOOD ALLERGIES

The students' health and safety are of utmost importance to the College. If a student has a food-related medical condition, we ask that a physician's note be given to the College's nurse. The nurse will keep a record of the student's medical needs and advise the food services director. This will enable the kitchen to coordinate with the nurse and, where reasonably possible, adjust food service production. The FDA identifies the nine major allergens as gluten, dairy, fish, shellfish, tree nuts, peanuts, egg, soy, and sesame. Items we prepare whose ingredients contain any of these nine major allergens are labeled. Please refer to labeling for any prepackaged foods. We take efforts to prevent cross-contamination; however, the kitchen and dining facility are not free of the above-listed allergens. While it is not feasible to provide alternatives for all food sensitivities, the kitchen regularly serves a gluten-free and dairy-free entree for those with a documented need. Dairy alternatives such as oat and almond milk are usually available.

### BULLETIN BOARDS

The bulletin board outside the student lounge in St. Joseph Commons is reserved for official College announcements of importance to the entire College community and for information from the Dean's Office.

The bulletin board in the dining room is reserved for announcements of College-sponsored activities only. Exceptions are made for students who wish to advertise a need for transportation, and for lost and found announcements. Such notices should be neatly printed, dated, and posted for short periods of time only.

### MAILROOM

Students may pick up their mail in the Student Mail Room in St. Joseph Commons. The Business Office usually distributes mail to student mail boxes by 3:00 pm. Students should not take mail from St. Thomas Hall; they should wait for it to be delivered. Outgoing mail should be left in the

outgoing mail box in the Student Mail Room. All outgoing mail must have correct postage. Stamps can be purchased in the Bookstore, which also offers assistance with shipping larger packages through USPS and FedEx.

Student packages that are too large to fit in individual mail boxes can be picked up in the Bookstore in St. Thomas Hall. Students will be notified when they receive a package.

### NURSE'S OFFICE

The College maintains a small nurse's office in St. Joseph's Commons for first aid and dispensing of minor medications under the supervision of the College's nurse. Office hours are posted at the entrance of the nurse's office. The College's physician will be contacted when necessary for students with more serious problems. The College has no facilities for nursing care.

The College expects that students will maintain their own medical insurance while at the College. Accordingly, the College does not provide medical insurance for any injuries which occur at the College or at College-related events, whether to students, their families, or their friends. Nor does the College provide student medical insurance for illness during periods of enrollment at the College. The College does, however, provide general liability insurance for its own purposes.

### PIANO PRACTICE ROOMS

Students are free to practice on the pianos in the two piano practice rooms in St. Joseph Commons. Other pianos are available in Rooms 9 and 10 of St. Augustine Hall and in the student lounge in St. Joseph Commons.

### GUESTS

Day visitors who wish to eat on campus should normally make arrangements through the Admissions Office. Guests, including alumni, who live locally and are visiting the campus for Mass or some other purpose should eat in the dining hall no more than occasionally.

## XII. Psychological Services

### PSYCHOLOGICAL SERVICES

Thomas Aquinas College offers counseling services free of charge to its students on a limited basis. Services offered include, but are not limited to, help with depression, anxiety/stress, eating disorders, addiction, substance abuse, grief/loss, relationships, family problems, pre-marriage counseling. Sessions are by appointment only. To make an appointment, students should contact the counselors directly:

#### **In-Person Counseling**

**Mr. Gregory Wood** (805-816-7854) Licensed Marriage and Family Therapist, LMFT 32274

**Miss Claire Yanoschik** (805-419-3631, [claire.yanoschik@protonmail.com](mailto:claire.yanoschik@protonmail.com)) Registered Associate Professional Clinical Counselor, APCC 15203, supervised by Andrea Conner, Licensed Marriage and Family Therapist (LMFT 133757)

#### **Remote Counseling**

(Internet access for remote counseling sessions is available through the College.)

**Mrs. Nichole Sablan** (209-502-4673) Licensed Professional Clinical Counselor, LPCC 8275

**Mr. Keoni Sablan** (209-585-0395) Licensed Marriage and Family Therapist, LMFT 133337

Behavior which may result from serious medical or psychiatric illness and which renders the student unable to effectively pursue studies at the College, or which represents a danger to the student or to others, or which seriously disrupts the orderly functioning of the College, may cause the student to be subject to involuntary withdrawal from the College.

### XIII. St. Thomas Hall

#### CAREER ADVISEMENT OFFICE

The Career Advisement Office aids students in discerning their next steps toward planning careers, gaining entrance to graduate and professional schools, and networking with alumni, as well as guiding them on how to create a resume, write a cover letter, and prepare for an interview. In addition to having a library of career resources, the office can be reserved for online interviews.

#### COURIER SERVICE

The College provides a limited courier service to students to provide them with transportation to and from doctor appointments, and to provide them with a means to pick up prescriptions and other necessities. This service can also be utilized for transportation to the Oxnard airport, train, bus stations, and arranged group activities. This service is staffed by student work-study participants and is provided on a limited basis. The College does not guarantee that every request will be granted, and when making travel reservations, students should not presume that a courier will be available. The College's couriers do not handle students' money or do student banking, nor do they run personal errands as part of their assignments.

Thomas Aquinas College offers this service out of goodwill to help students who have a limited means of travel. In order to not abuse the service, the following guidelines should be followed:

- All requests must be made through the Courier Request Form found on the College's website here: <https://thomasaquinas.edu/courier>. All requests must be made a minimum of three business days prior to the event, unless there is an emergency. A student's lack of planning does not constitute an emergency. Rides will be provided on a "first come, first served" basis, and only as courier availability permits.
- Our couriers are also students. They cannot provide rides that conflict with their class schedule, nor are they allowed to make a run before 7:00 a.m. or after 10:00 p.m., except in an emergency.
- It is the student's responsibility to allow for the necessary travel time when requesting a courier ride and to be on time for the scheduled trip. The courier will wait a maximum of ten minutes and then proceed to the next item on his list. It is in the student's best interest to find out who the courier will be and where they should meet. During office hours, the default meeting place is the reception desk; after hours, and on weekends, the default meeting place is St. Joseph's Commons.
- The College will not allow a courier to make a trip to the Oxnard airport, bus depot, or train station for any student who is missing class to travel.
- Couriers will not pick up or drop off students at the Los Angeles, Burbank, or Santa Barbara airports. Courier runs are limited to Ventura County.

#### BOOKSTORE

The bookstore is located in St. Thomas Hall. Replacement and supplementary books, supplies, and some personal items are available for purchase. Hours of operation are posted. Charge accounts are available to all students. Students and faculty using their charge accounts will be asked to sign a charge sales slip. Students should retain their copies of charge sales slips to compare and verify their monthly statements.

Payments for accounts may be made in the bookstore, by mail, or online. A monthly late fee of \$10.00 will be charged to accounts that are overdue. Overdue accounts are also subject to suspension of charge privileges. It is expected that students will be responsible for this debt and will pay it promptly. Bills will not be sent to the parents unless arrangements to do so are made with the Business Office. Books purchased in the bookstore may not normally be returned.

Additional items that might be charged to a student's bookstore account include items like coffee shop purchases; photocopies, faxes, or postage purchased in the Business Office; and/or replacement fees for lost or overdue library books.

## MAINTENANCE DEPARTMENT

If something is out of order, it should be reported to the maintenance department. Forms for this purpose can be found in the residence halls.

## BUSINESS OFFICE

The Business Office is open Monday through Friday from 11:00 a.m. to 1:00 p.m., and again from 3:00 p.m. to 5:00 p.m. The Business Office offers check cashing (up to \$50/day), making of change (up to \$50/day), and stamps. Payments may be made on student accounts at any time.

## XIV. St. John Paul II Athletic Center

The College encourages recreational exercise. Athletics and other forms of exercise are not only healthy for the body but also are instrumental in pursuing the intellectual life, since physical recreation provides relief from the demands of studies and prepares the body and soul for a renewed return to studies.

## ATHLETIC CENTER

The St. John Paul II Athletic Center offers a host of activities to students. It includes a gymnasium, fitness rooms and locker rooms for men and women, a climbing wall, and a pool. Hours are posted in the Athletic Center. No food is allowed anywhere in the Center. All equipment should be used for its intended purpose only, and posted rules and safety guidelines as well as requests from the Athletic Center staff are to be followed.

The gymnasium includes courts for basketball and volleyball. To preserve the floor, only shoes with clean, non-marking, rubber soles are allowed, and no drinks are allowed except water in closed containers.

The fitness rooms provide a wide variety of equipment. In using this equipment, proper gym etiquette is to be followed. Shirts are to be worn at all times, as well as appropriate footwear when using the weights or cardio machines. Drinks should be in closed containers, and personal amplified sound devices or speakers should not be used.

Men are not to enter the women's fitness room or locker room, and women are not to enter the men's fitness room or locker room.

The climbing wall is only to be used by those who have signed the appropriate waiver. No headphones may be used. Hours for use are by arrangement with the Director of Student Services.

For the gymnasium, fitness rooms, locker rooms, and climbing wall, the casual dress code is to be followed.

The pool, like the other activities offered in the Athletic Center, is meant for recreational exercise in the service of our program of studies. For this reason, and for safety purposes, there is to be no running, horseplay, or lounging in the pool area. The buddy system is to be followed: everyone using the pool must do so with another person – **no swimming alone**. Pool dress code for women: swimsuits should be full-coverage, one-piece or tankini (no spaghetti straps or string backs); swimsuit bottoms should be full-coverage brief cut. Pool dress code for men: Shorts or jammers reaching at least to mid-thigh.

## OUTDOOR ATHLETIC COURTS AND FIELDS AND DORMITORY WORKOUT ROOMS

The College has tennis, volleyball, and basketball courts, as well as a baseball diamond and playing field. There are also weight rooms in the Saint Serra and Saints Peter and Paul Residence Halls, and workout rooms in St. Katherine, St. Therese and St. Monica Residence Halls.

Hiking is a favorite pastime of Thomas Aquinas College students. Students should be warned, however, that there are rattlesnakes and mountain lions in the area. To ensure one's safety, please avoid hiking alone or at night. Sightings of mountain lions or rattlesnakes should be reported to a prefect or school official.

Bicycles may only be used on the perimeter of campus, not on walkways. Bicycles may be stored in the external storage room of the residence halls, not inside the residence halls or building entrances.

**Students are strongly discouraged from hiking, bicycling, or hitchhiking on roads and highways, even near the campus. Such activities are extremely dangerous, especially when done alone.**

## XV. St. Bernardine of Siena Library

### LIBRARY

Thomas Aquinas College is a community that aims to live an intellectual life nourished by reading and discussing great books. St. Bernardine Library exists solely to enhance the intellectual life of the students and faculty of the College. Visiting scholars must receive permission from the Dean to use the library.

All students and faculty of the College are entitled to check out any books for a limited time, except reference works, periodicals, and items on reserve. These reserved items are to be used in the Library only. Library books which are housed in the classroom also should not circulate. Those who check out books are responsible for returning them on the due date in good condition and unmarked so that others may benefit from them also. Injury to books beyond reasonable wear and all losses shall be paid for by the responsible party.

Since the Library is intended to be a place of study and reflection, its users should be respectful of others by being quiet. The three study rooms in the Library, as well as the Music Room and the Fine Arts Room, may be used for group study, and quiet need not be observed in them as long as the level of noise does not disrupt those in other parts of the Library. The boardroom, library kitchen, and Rare Books Room are not to be used by students.

Books and other personal possessions should not be left in the carrels, or on the study tables, when they are not being used and must be removed from the Library when it closes.

**Food and drink, as well as cell phones, are not permitted in the Library.**

## WRITING CENTER

The Writing Center is located in Room A of the Library. It is staffed by student writing coaches selected and supervised by Mr. Appleby. Writing coaches help students to identify and address problems with the structure, argumentation, clarity, grammar, and syntax of their writing. Writing coaches are available by appointment within Writing Center hours (walk-ins are welcome if the writing coach is free). More information and Writing Center hours will be posted on the main bulletin board in the Commons and on the door of Room A in the Library.

## XVI. St. Cecilia Lecture and Concert Hall

### FRITZ B. BURNS AUDITORIUM

The lecture and concert hall was designed for the College's lectures, concerts, plays, and formal dances, all of which are part of, or in some way serve, the academic life of the College. When not being used in these ways, the auditorium is normally locked. No food or drink is allowed in the auditorium.

Any additional student use of the auditorium (e.g., watching movies) must be subordinate to and conformable to these uses, and must be approved and arranged through the Assistant Dean's office. All movies to be shown should be of a quality worthy of the dignity of the academic program of the College.

### FINE ARTS ROOM

Backstage (on the right) is a fine arts room for painting and drawing. Arrangements for access to this room should be made with the student Activities Directors.

### YAMAHA PIANO

The Yamaha piano kept on stage is used by the Thomas Aquinas College choir, but is also available for use by other students. Arrangements for use of the Yamaha piano should be made with the Choir Director, Mr. Dan Grimm, or with the student Activities Directors.

### SCHIMMEL PIANO

The College owns a concert grand Schimmel piano that is used for formal concerts and for Schubertiades, and for scheduled practices leading up to these events. The Schimmel is normally stored in a locked room backstage. Arrangements for use of the Schimmel should be made with the Dean, or with Mr. Joseph Zepeda, who directs the Schubertiades.

### COFFEE SHOP AND RECREATION ROOM

The Ken and Joyce Skinner Coffee Shop (also known as St. Patrick's Coffee Shop) and the adjacent Recreation Room beneath the auditorium are popular social gathering places for the student body. The Recreation Room is open during most hours of the day and evening, and has ping pong, foosball, air hockey, and pool tables available for student use. The Coffee Shop, which is staffed by work study students, is open for more limited hours (see COFFEE SHOP SCHEDULE above). Students who would like to hold special events in the Coffee Shop, or the Recreation Room, should make arrangements with the Activities Directors.

## XVII. Facilities Use

Thomas Aquinas College is a Catholic institution, and its facilities may not be used in any way that undermines its Catholic mission or faith.

# FINANCIAL INFORMATION

## XVIII. Financial Information

### FINANCIAL REQUIREMENTS

A student must be in good standing with the Business Office to register for or attend classes, or reside in the College's residence halls. The student will be in good standing if he pays the full tuition, room, and board charges for the academic year before the semester registration. If he does not pay all charges before registration, the student must submit a properly completed Payment Plan and Promissory Note. To be eligible to register, he must have made all payments due before registration day under the plan he has chosen. The Financial Aid Office will send students a Financial Aid Summary if they receive financial assistance from the College. All students will receive a Payment Plan and Promissory Note from the Business Office. The Payment Plan and Promissory Note will reflect any financial assistance that is forthcoming.

The student must make all payments when due. Any late payment will be subject to a late charge of one and one-half percent (1½%) of the past-due balance. If any payment becomes more than two months past due, the student is not in good standing with the Business Office. He may not attend classes or reside in the College's residence halls until payment is made or a new plan of payment has been approved by the Vice President for Finance.

A student who is not in good standing with the Business Office may not register for classes in a subsequent semester, receive financial aid from the College or obtain reports of grades.

### WITHDRAWAL AND REFUND POLICY

It is the purpose of this notice to inform students of the financial implications of withdrawal. This policy explains how all types of financial aid – federal, state, private, institutional – are handled when a student withdraws.

If, for any reason, a student withdraws from Thomas Aquinas College before the end of the semester, the Business Office will calculate and make any refund of tuition, room and board which is due. The amount of any refund is based upon how much of the term has elapsed.

**Withdrawal Date:** A student withdrawing from Thomas Aquinas College during the semester must see the Dean and complete a Notification of Withdrawal form. The withdrawal date used to determine the refund is the last date of attendance at an academically related activity as determined by the school from its attendance records (e.g., attending class, a Don Rags meeting, or an examination).

**Charges:** If a student other than a freshman withdraws before Convocation Day, 100% of his payments for tuition, room and board will be refunded. If such a student withdraws on or after Convocation Day, tuition, room and board will be prorated on a per diem basis through the day of withdrawal, excluding breaks of five days or more. The same will apply to freshmen except that in no case will their \$250 non-refundable deposit be refunded.

**Payment Considerations:** For those students or parents who have received federal Title IV aid (Pell Grant, Direct Student Loan, Direct Parent PLUS Loan), specific program requirements determine how much aid from those programs may be kept when a student withdraws early. Though a student's Title IV assistance is normally posted to his account at or near the start of each payment period (semester), he "earns" the funds as he completes the period. If he received (or Thomas Aquinas College or his parent received on his behalf) less assistance than the amount he

earned, he may be able to receive those additional funds. If the student received more assistance than he earned, the excess funds must be returned by the school and/or the student.

Work-study wages (institutionally funded ) will be paid to the student's account according to the number of hours he has worked. If a student is behind in his scheduled hours, the delinquent amount will be treated as a payment outstanding.

Refund: For those students receiving no financial assistance, the prorated charges will be compared to the payment the parents and student have made, and the parents and student will either receive a refund or owe an amount to the College.

For those students receiving financial assistance, the College will determine the amount of financial assistance that must be returned to the sources of aid. In general, the calculation is based upon the principle that the resources of the student and his parents are used to pay for educational expenses before financial assistance from the College. Funds received from Federal Title IV aid are handled separately as described above. Details are found in the College's *Return of Title IV Funds Policy* which can be found on the College's website at [www.thomasaquinas.edu/regulatory-information](http://www.thomasaquinas.edu/regulatory-information). Non-federal aid funds are returned to their respective sources in this order:

1. Institutional grants,
2. Institutional loans, private loans, and Canada Student Loans,
3. State grants, and
4. Other outside grants.

If a student has a Cal Grant, no Cal Grant payment may exceed the actual tuition charge or the Cal Grant need amount for any term. After determining how much financial assistance must be returned to the sources of aid, any remaining financial assistance is applied toward the student's prorated charges together with the parents' and student's payments and applicable Title IV funds. If any non-federal outside resources exceed the prorated charges, the corresponding excess will be credited first against any other charges owed by the student to the College (e.g. a bookstore bill), and then any remainder will be refunded to the parents and student to the extent they had other education-related expenses and the terms of the aid allow.

If, instead, there is a balance due, the parents and student are responsible for making payment to the College. Payment must be made within thirty days unless other payment arrangements are agreed to by the College's Director of Financial Aid.

Specific examples of refund calculations are posted on the College's website at [www.thomasaquinas.edu/regulatory-information](http://www.thomasaquinas.edu/regulatory-information). Refund calculations are located at the end of the Withdrawal and Refund Policy.

## EQUITY

### XIX. Thomas Aquinas College Policy Against Discrimination, Harassment, and Retaliation

#### NON-DISCRIMINATION POLICY

Thomas Aquinas College ("TAC" or the "College") is committed to fostering an environment of mutual respect among its applicants for admission and employment, students, staff and faculty, as well as others who participate in the College's programs and activities.

It is the policy of the College, while reserving its lawful rights where appropriate to take any actions which are calculated to promote the religious principles for which it is established and/or

maintained, to comply with all applicable laws prohibiting discrimination in employment and in its educational programs on the basis of race, color, national origin, sex, disability, age or any other characteristic protected by law. Thomas Aquinas College does not discriminate on the basis of sex in the education program or activities it operates, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner.

The College is committed to making reasonable accommodations for those whose disability may affect their ability to participate in its academic program.

The College expects that its students, faculty, staff, vendors, contractors, alumni and guests will conduct themselves appropriately and refrain from behavior that violates this and other College policies. Accordingly, individuals who discriminate against others in violation of this policy, regardless of whether such conduct rises to the level of unlawful discrimination, may be subject to disciplinary action, up to and including termination of employment or dismissal from the College.

## ANTI-HARASSMENT POLICY

Thomas Aquinas College is committed to providing a school environment that is free of discriminatory harassment, including sexual harassment. Discriminatory harassment consists in conduct that degrades or intimidates another person because of that person's membership in a protected class or innate characteristics or beliefs and which has the purpose or effect of unreasonably interfering with a person's participation in the College's programs or activities, or creates a hostile learning, living, or working environment. Jokes, insults, epithets, offensive language, offensive objects or cartoons, and unwanted touching can all contribute to harassment.

Individuals who harass others in violation of this policy, regardless of whether such conduct rises to the level of unlawful harassment, may be subject to disciplinary action, up to and including termination of employment or dismissal from the College.

## SEXUAL MISCONDUCT

The *Catechism of the Catholic Church* says, "sexuality... is realized in a truly human way only if it is an integral part of the love by which a man and woman commit themselves totally to one another until death." (2361; see also *Familiaris Consortio* 11)

As a Catholic institution Thomas Aquinas College requires all students to abide by the Catholic Church's moral teachings on human sexuality. All of us are called to live chastely according to our state in life, otherwise we harm ourselves and others and damage our ability to love and relate to others.

The College seeks to foster a climate free from sexual misconduct through a coordinated education and prevention program, the promulgation of clear and effective policies, as well as a consistent, transparent investigative and grievance process that is prompt and equitable. In response to any reported sexual misconduct, the College will take all appropriate steps to investigate and adjudicate the alleged incident promptly and thoroughly, eliminate the misconduct if determined, prevent its recurrence and address its effects. In order to promote a culture where members of the College community respect themselves and one another, and to provide for the safety and security of our community, the College expects all community members to assist one another to live in accordance with the Catholic Church's teaching on human sexuality. Creating a safe and wholesome campus environment is the responsibility of all members of the College community, both individually and collectively.

More information about the College's policy regarding sexual misconduct can be found in a document called *Imitate the Purity of Christ* which is required reading for students before enrolling

in the College. Here is a link to that document: <https://www.thomasaquinas.edu/sites/default/files/media/file/imitate-the-purity-of-christ.pdf>.

Sexual misconduct that violates the Catholic Church's moral teachings on sexuality is a violation of the rights and dignity of those subjected to the misconduct. Sexual misconduct normally entails termination of employment or dismissal from the College, but will be addressed on a case-by-case basis with sanctions imposed as necessary to promote the religious principles for which the College is established or maintained.

## SEXUAL HARASSMENT

Sexual harassment is a type of sexual misconduct aimed at harming or causing discomfort to others.

It is important to recognize the serious evil of any kind of sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Assault here includes any kind of non-consensual sexual contact.

A person may be found to have engaged in unlawful sexual harassment if the person makes unwelcome sexual advances or requests for sexual favors, or engages in other verbal or physical conduct of a sexual nature, including: (1) where submission to such advances, requests or conduct by an employee or student is made either explicitly or implicitly a term or condition of his or her employment or educational experience; (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or (3) any instance of sexual assault (i.e. any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent), dating violence, domestic violence, or stalking (i.e. a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed to a specific person that would cause a reasonable person to feel fear).

All persons, regardless of sex, can be perpetrators and victims of sexual harassment. Whether unwelcome sexual conduct rises to the level of unlawful sexual harassment depends on the severity or pervasiveness of the conduct. Sexual harassment may include the following: (1) unwelcome verbal comments of a sexual nature (lewd jokes, sexual inquiries or comments about individuals' bodies, repeated requests for dates, or comments about one's sexual activity); (2) displaying or distributing sexually suggestive objects, pictures, cartoons, graffiti, drawings, media or written materials; (3) unwelcome physical touching of a sexual nature and/or (4) acts of sexual violence including rape and other forms of sexual assault.

Sexual harassment is serious sexual misconduct and may be subject to disciplinary action up to and including termination of employment or dismissal from the College.

## COMPLAINT PROCEDURES

### **Reporting an Incident of Discrimination or Harassment/Notification of Appropriate Staff**

If any member of the College community has witnessed or been subjected to discrimination or harassment prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor, or any other person with whom the individual has come in contact at the College, the individual should report the incident promptly to either of the following persons:

**Assistant Dean for Student Affairs****Travis Cooper**

Thomas Aquinas College  
St. Thomas Hall, Room 132  
10,000 Ojai Road  
Santa Paula, CA 93060  
(office) 805-421-5975  
[studentaffairs@thomasaquinas.edu](mailto:studentaffairs@thomasaquinas.edu)

**Title IX Coordinator****John Quincy Masteller**

St. Thomas Hall, Room 101  
10,000 Ojai Road  
Santa Paula, CA 93060  
(office) 805-421-5930  
(cell) 805-208-0855  
[qmasteller@thomasaquinas.edu](mailto:qmasteller@thomasaquinas.edu)

As Title IX Coordinator, Mr. Masteller is responsible for ensuring that the College complies with Title IX and properly investigates and adjudicates complaints of sexual discrimination, harassment, assault, violence, and other sex-based complaints from applicants for admission and employment, students, staff and faculty. Mr. Masteller is also responsible for ensuring that the community is properly trained regarding Title IX.

### INVESTIGATORY PROCESS

The College will strive to promptly, equitably, and thoroughly investigate all complaints of discrimination, harassment, or retaliation it receives. When the College has completed its investigation of any complaint of discrimination, harassment, or retaliation, the College will inform both the Complainant and the subject of the complaint (“Respondent”) that the College has concluded its investigation and the College’s determination as to whether sufficient evidence exists to support the complaint. If it is determined that conduct in violation of this policy has occurred, the College will act promptly to eliminate the offending conduct, and where appropriate may also impose disciplinary action against the Respondent up to and including termination of employment or dismissal from the College.

### CONFIDENTIALITY

All actions taken to investigate and resolve complaints through this procedure shall be conducted with as much privacy, discretion and confidentiality as possible without compromising the thoroughness and fairness of the investigation. To conduct a thorough investigation, the investigator(s) may discuss the complaint with witnesses, those persons involved in or affected by the complaint, and those persons necessary to assist in the investigation or to implement appropriate disciplinary actions.

### RETALIATION

Retaliation is taking materially adverse actions against someone because the individual has engaged in legally protected activities. The College will not tolerate members of its community

taking adverse actions towards anyone who, in good faith, alleges discrimination, sexual misconduct or harassment. Nor will the College tolerate retaliation against individuals for cooperating with an investigation related to the individual's complaint or another individual's discrimination complaint. If the College determines that any individual has engaged in retaliation in violation of this policy, that individual will be subject to disciplinary action up to and including termination of employment or dismissal from the College.

## REPORTING SEXUAL ASSAULT

Sexual assault can cause significant harm to another person and is the most serious form of sexual misconduct. Not only is it morally reprehensible, it is legally prohibited and can carry significant penalties.

Given the seriousness of sexual assault, any incident of sexual assault should be immediately reported to a Prefect, the Assistant Dean for Student Affairs, Resident Assistant, or the Title IX Coordinator. The College will aid the victim in notifying local law enforcement officials (Ventura County Sheriff) if the victim desires to do so. The victim is not required to notify them. Note that students who become victims of sexual assault, or are witnesses of sexual assault, while drinking to excess, violating curfew, or committing other similar infractions, will not be sanctioned for such infractions when coming forward to report sexual assault.

The Assistant Dean will normally be the primary investigating officer of a complaint of sexual assault. He will take all necessary measures to protect the privacy of the victim and all individuals involved, including the accused, witnesses, and investigating officials of the College. All individuals involved in the investigation and evaluation of complaints shall similarly treat all information they learn as confidential and shall not disclose any such confidential information in order to protect the privacy of all individuals involved in the process.

The Assistant Dean will make a report to a committee composed of the Dean and Associate Dean. The small size of this committee is designed to preserve as much as possible the anonymity of the complainant and the accused, and those officers of the College are given the annual training for investigating and adjudicating cases of sexual assault.

Given the serious harm caused by sexual assault, an offense of this kind normally results in expulsion. In any case, the committee's decision will be simultaneously communicated in writing to all involved parties. Any appeal shall be to the President.

The College's chaplains, resident assistant, and/or campus counselors (see PSYCHOLOGICAL SERVICES section above for counselors' contact information) are available for counseling the victim and the respondent. If a victim or respondent would like to seek off-campus counseling, the College recommends Priscilla Batarse, MS, LMFT, CMHIMP, WHC, in Ventura, CA: 805-616-1450. Alternatively, [catholictherapists.com](http://catholictherapists.com) may be a helpful resource. Victim advocacy, legal assistance, and other services can be found here: <http://1800victims.org/wp-content/uploads/2016/08/English.pdf>.

## COMPLAINT PROCESS

The student who wishes to complain about a matter is to address the appropriate official either in writing (which is preferable) or orally. The information below shows how to find the proper way to address a complaint.

**Academic Matters:** For academic matters, such as grades or a recording error, see the College's *Satisfactory Academic Progress Policy* for details regarding the appropriate process for lodging a complaint or making a request. Other complaints regarding academic matters should be addressed to the Dean.

Student Life: Complaints regarding student life should be addressed to the Assistant Dean for Student Affairs.

Further Recourse: Students are encouraged to first utilize the institutional complaint process for lodging a complaint. See the information given above for directions on how to address a complaint to the appropriate college official.

An individual may lodge a complaint with the College's accreditor, the Western Association of Schools and Colleges. The accreditor can be contacted at:

WASC Senior College and University Commission (WSCUC)  
1080 Marina Village Parkway  
Suite 500  
Alameda, CA 94501  
Website: <http://www.wscuc.org>  
Telephone: 510-748-9001, extension 300  
E-mail: [wscuc@wscuc.org](mailto:wscuc@wscuc.org)

Finally, an individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The Bureau is a part of the California Department of Consumer Affairs and may be contacted at:

Bureau for Private Postsecondary Education  
1747 N. Market Street, Suite 225  
Sacramento, CA 95834  
Website: <https://www.bppe.ca.gov>  
Telephone: (916) 574-8900  
FAX: (916) 263-1897

The Bureau may refer any complaint it receives related to the College, including any complaints related to institutional policies or procedures, or both, as determined by the Bureau, to the College, the accrediting agency, or another appropriate entity for resolution. The Bureau shall notify both the complainant and the College of any such referral. The Bureau will retain the ability and responsibility to determine whether a referred complaint remains pending or has been resolved.

## DISCLOSURE

Disclosure Required by Section 66290.1 of the California Education Code:

Thomas Aquinas College is an educational institution that is controlled by the Catholic Church that takes seriously anti-discrimination provisions under federal and state law, and is committed to providing a learning and living environment that promotes student safety, transparency, personal integrity, civility and mutual respect. Thomas Aquinas College has not applied for the regulatory exemption under Title IX, 34 C.F.R. section 106.12, but the Title IX statutory exemption provided by Congress, see 20 U.S.C. section 1681(a)(3), is self-executing. As an educational institution that is controlled by the Catholic Church, Thomas Aquinas College is entitled to that statutory exemption to the extent the application of Title IX is not consistent with the College's Catholic tenets.

Thomas Aquinas College is also exempted by the state from California Education Code Section 66270, to the extent the application of California Education Code Section 66270 is not consistent with the College's Catholic tenets.

The exemption may apply to, but is not limited to, requirements as expressed in College policies including: the College's founding document [A Proposal for the Fulfillment of Catholic Liberal Education](#)—the College's mission statement; the Polity; Faculty, Staff, and Student Handbook; Tutor Guide; Code of Conduct; housing policies; religious practices and customs. We retain all rights afforded us under federal law and the laws of the State of California.

# APPENDIX

## XX. FIRST DAY ASSIGNMENTS AND SEMINAR SCHEDULES

### FIRST DAY ASSIGNMENTS FRESHMEN – SENIOR

#### Freshman

<b>Mathematics</b>	Read the definitions, postulates, and common notions from Book 1 of Euclid's <i>Elements</i> .
<b>Natural Science</b>	Read <i>The Insect World of J. Henri Fabre</i> , chapters 1 through 3, pages 1-31.
<b>Language</b>	Read the assignment found in the following pages of this appendix to the Handbook.
<b>Philosophy</b>	Read Plato's <i>Meno</i> , 70-80b.
<b>Theology</b>	Read <i>Ecclesiastes</i> .

#### Sophomores

<b>Mathematics</b>	Read Plato's <i>Timaeus</i> 17a-34b; Also read Exercises 1-4 in the <i>Ptolemy Manual</i> and start working on them as soon as possible.
<b>Natural Science</b>	In <i>The Measurement Manual</i> , read chapters 1-3, <i>On the Equilibrium of Liquids</i> , pages 55-67.
<b>Language</b>	Read the essay "Grammar as a Liberal Art" on pages 1-7 of the manual.
<b>Philosophy</b>	Consider first what you would judge to be the proper starting point for the study of nature (e.g. chemistry, mathematical physics, Fabre) and then study carefully chapter 1, Book I of Aristotle's <i>Physics</i>
<b>Theology</b>	Read St. Augustine's <i>On Christian Doctrine</i> , Prologue and Book 1, chapters I-IX.

#### Juniors

<b>Mathematics</b>	1. Read Apollonius Book II, props 44-46, prepare 46 for demonstration. 2. Read Preliminary Note on Analysis at beginning of the Math Manual (this does not include the example of analysis at the bottom of the page).
<b>Natural Science</b>	Read Galileo's <i>Dialogue Concerning Two New Sciences</i> , pages 1-15
<b>Philosophy</b>	Read Book I, chapters 1-3 of Aristotle's <i>Ethics</i> .
<b>Music</b>	1. Read excerpts from Thomas Aquinas College Bulletin of Information (enclosed as part of this appendix to the Handbook). 2. In the <i>Junior Music Manual</i> , read Boethius, <i>Five Books on Music</i> , Book I, Chapter 1.

<b>Theology</b>	Read St. Thomas Aquinas' <i>Summa Theologiae</i> , Prologue, question 1, articles 1-2. Review Aristotle's <i>Posterior Analytics</i> , Book I, chapters 2 and 13.
Seniors	
<b>Mathematics</b>	Read the Introduction to the Senior Mathematics manual (pages 1-5) and prepare the problems on the enclosed assignment sheet.
<b>Natural Science</b>	Geometrical Optics ( <i>Senior Natural Science Manual</i> , Vol. 1, pp. 3-6) Lab 1: Geometrical Optics ( <i>Senior Natural Science Lab Manual</i> , pp. 2-4)
<b>Philosophy</b>	Read Aristotle's <i>Physics</i> , Book III, chapter i, 200b7-25; Book IV, chapter 1.
<b>Theology</b>	Read St. Thomas' <i>Summa Theologiae</i> , part I, question 13, articles 1-2. How are they <i>praecognoscenda</i> for the investigation of the Trinity?

## FIRST ASSIGNMENT FOR LANGUAGE I

The course will begin with a discussion of language and grammar lasting perhaps a week. A more detailed discussion of grammar will be integrated with the details of the Latin to be learned over the semester. Prepare for the first class by considering the first four questions.

### QUESTIONS ON SIGNS

#### First Assignment

1. What is a sign?
2. Is the cause or reason why something is significant always the same, at least in general? Or, in other words, are all signs of the same general type?
3. If there is more than one general type of sign, what would seem to be the best general division of signs?
4. Compare significant sounds of voice with other signs. Then compare them among themselves: are all vocal signs of the same general type?

#### Second Assignment

5. In this connection, consider words (and speech): how do they differ from other significant sounds?
6. What is the most obvious difference between a word and speech?
7. Are all words meaningful? Are all words meaningful by themselves? Consider the various ways in which words can have meanings. In particular, consider the following examples:
  - a) Man, anger, just, justice, runs, running, quickly.
  - b) in, over, through, concerning.
  - c) and, if, but, or.
8. As regards meaning, what is the difference between the part of a word and a part of speech? How about compound words (like blackbird)—are their parts also parts of speech?
9. What is it that can never be expressed by a word, but only by speech? What is a sentence?

### QUESTIONS ON SENTENCES

#### Third Assignment

10. Some sentences have many parts, while others have only a few. What are the essential parts of every sentence—no matter how short? Or, to put it otherwise, what is the basic structure of the sentence, according to which every sentence must be analyzed?
11. Are there many kinds of sentences? (Give examples.) Do all of these participate equally in the nature of a sentence?

Having considered these questions, read chapter I (pp. 1-7) in Nesfield's *Aid to the Study and Composition of English*, found in the *Freshman Readings Manual*.

## FIRST ASSIGNMENT FOR MUSIC III

### Excerpts from the Thomas Aquinas College Bulletin of Information

The liberal arts are first in the order of learning. The objects of these seven arts are constructed within the intellect, not outside, as are the objects of the technical arts. The carpenter's house, the health of the doctor's patient, and the republic fashioned by the statesman all exist apart from the mind; the objects of the liberal arts do not. The principles proper to these arts are formally studied in tutorials.

Three of these arts, grammar, rhetoric, and logic (the trivium), concern themselves with the ways in which we naturally order our thoughts and express that order in speech. Hence these arts are concerned with words and the various forms of verbal expression such as sentences and their grammatical parts, the various forms of logical argument, and so forth. The four remaining liberal arts, the quadrivium, (arithmetic, geometry, astronomy, and music) are all mathematical and concern themselves not with the tools of thought itself, but with things which come first in the order of contemplative learning. Mathematics—etymologically the “learnable things”—has long been understood as essential to the early part of a philosophical education. As they discover the beautiful intelligibility of mathematical beings, students are also led to cultivate intellectual discipline, a sense of wonder, and a character predisposed to the love of order and beauty.

### Music Tutorial

The remaining part of the quadrivium is studied separately. The philosophers of antiquity recognized the hearing and making of great music — especially vocal music — as a necessary part of the acquisition of good character and an important preparation for a well-grounded study of ethics. The theoretical study of music follows this preparation; through it one discovers the inner mathematical structure of music and what may be called its audible syntax, and music's power to manifest beauty and move the heart is explained. Like the arts of the trivium, music also has its own special notation, which must be learned as well. Because of music's kinship with moral philosophy, these are studied together in the junior year.

## PROBLEMS FOR FIRST ASSIGNMENT FOR MATHEMATICS IV

1. If  $y$  is a function of  $x$ , what does  $\int_a^b y dx$  mean?
2. If  $y$  is a function of  $x$ , what does  $\frac{dy}{dx}$  mean?
3. How are the operations specified in questions 1 and 2 related?
4. Find the first derivative of the following functions:

a)  $x^3 - x^2 + x - 1$

b)  $x^{-1} + \frac{1}{2}x^{-2}$

c)  $(x^2 - 1)^{1/2}$

5. Find the indefinite integral of the following functions:

a)  $2x$

b)  $5x^6 + 6x^7$

c)  $x^{-2}$

d)  $-2x^{-3}$

FRESHMAN SEMINAR READING SCHEDULE  
2024-2025

DATE	READING	DATE	READING
<b>Aug. 27</b>	Homer: <i>Iliad</i> Bks. I-V	<b>Jan. 14</b>	Aristotle: <i>Poetics</i> Chs. 1-15
<b>Sep. 3</b>	Bks. VI-XII	<b>Jan. 21</b>	Chs. 16-26
<b>Sep. 10</b>	Bks. XIII-XVIII	<b>Jan. 27</b> (Monday)	Sophocles: <i>Antigone</i>
<b>Sep. 17</b>	Bks. XIX-XXIV	<b>Feb. 4</b>	Euripides: <i>Hippolytus</i>
<b>Sep. 24</b>	Plato: <i>Ion</i>	<b>Feb. 11</b>	Thucydides: <i>History of the Peloponnesian War</i> Bks. I & II
<b>Oct. 1</b>	Homer: <i>Odyssey</i> Bks. I-VIII	<b>Feb. 18</b>	Bks. III, IV, V 84-116
<b>Oct. 8</b>	Bks. IX-XVI	<b>Feb. 25</b>	Bks. VI 1-32, VII, VIII
<b>Oct. 15</b>	Bks. XVII-XXIV	<b>Mar. 3</b> (Monday)	Plutarch: <i>Lives</i> <i>Alcibiades, Alexander</i>
<b>Oct. 22</b>	Aeschylus: <i>Agamemnon</i>	<b>Mar. 11</b>	Aristotle: <i>Rhetoric</i> Bk. I, chs. 1-10 Bk. II, ch. 1
<b>Oct. 29</b>	Aeschylus: <i>Libation Bearers, Eumenides</i>	<b>Mar. 18</b>	Aristophanes: <i>The Birds, The Clouds</i>
<b>Nov. 5</b>	Herodotus: <i>Histories</i> Bk. I	<b>Mar. 25</b>	Plato: <i>Republic</i> Bks. I & II
<b>Nov. 12</b>	Bk. V 62-78, 89-107 Bks VI & VII	<b>Apr. 1</b>	Bks. III & IV
<b>Nov. 19</b>	Bks. VIII & IX	<b>Apr. 8</b>	Bks. V & VI
<b>Nov. 26</b>	Sophocles: <i>Oedipus Tyrannus</i>	<b>Apr. 15</b>	Bks. VII & VIII
<b>Dec. 3</b>	Sophocles: <i>Oedipus at Colonus</i>	<b>Apr. 29</b>	Bks. IX & X
<b>Dec. 10</b>	Plutarch: <i>Lives</i> <i>Lycurgus, Pericles, Aristides</i>	<b>May 6</b>	Plato: <i>Symposium</i>

SOPHOMORE SEMINAR READING SCHEDULE  
2024-2025

DATE	READING	DATE	READING
Aug. 27	Virgil: <i>Aeneid</i> Bks. I-VI	Jan. 14	Boethius: <i>Consolation of Philosophy</i> Bks. I, II, III
Sep. 3	Bks. VII-XII	Jan. 21	Bks. IV-V
Sep. 10	Livy: <i>The Rise of Rome</i> Preface, Bk. I-Bk. II, ch. 23	Jan. 27 (Monday)	Dante: <i>Divine Comedy</i> <i>Inferno</i> Cantos I-XVII
Sep. 17	Plutarch: <i>Lives:</i> <i>Marcellus, Tiberius Gracchus,</i> <i>Caius Gracchus, Caius Marius</i>	Feb. 4	Cantos XVIII-XXXIV
Sep. 24	Lucretius: <i>On the Nature of Things</i> Bks. I-III	Feb. 11	<i>Purgatorio</i> Cantos I-XVII
Oct. 1	Bks. IV-VI	Feb. 18	Cantos XVIII-XXXIII
Oct. 8	Plutarch: <i>Lives:</i> <i>Caesar, Cato the Younger,</i> <i>Marcus Brutus, Comparison of</i> <i>Dion and Brutus</i>	Feb. 25	<i>Paradiso</i> Cantos I-XVII
Oct. 15	Cicero: <i>On Duties</i>	Mar. 3 (Monday)	Cantos XVIII-XXXIII
Oct. 22	Tacitus: <i>Annals</i> Bks. I-III.19 (pp. 3-105)	Mar. 11	Chaucer: <i>Canterbury Tales</i> <i>Prologue, Knight's Tale, Words Between Host</i> <i>&amp; Miller, Miller's Tale, Reeve's Prologue,</i> <i>Prioress's Prologue &amp; Tale, Nun's Priest Tale,</i> <i>Words of Host to Nun's Priest</i>
Oct. 29	Bks. III.20-VI (pp. 105-214)	Mar. 18	<i>Wife of Bath's Prologue &amp; Tale, Words</i> <i>Between Summoner &amp; Friar, Friar's Prologue,</i> <i>Clerk's Prologue &amp; Tale, Chaucer's Envoy to</i> <i>the Clerk's Tale, Franklin's Prologue and Tale</i>
Nov. 5	Epictetus: <i>Manual</i>	Mar. 25	<i>Words of Host to Physician &amp; Pardoner,</i> <i>Pardoner's Prologue, Pardoner's Tale,</i> <i>Parson's Prologue, Parson's Tale (in the</i> <i>Sophomore Readings Manual), Chaucer's</i> <i>Retractions</i>
Nov. 12	St. Augustine: <i>Confessions</i> Bks. I-IV	Apr. 1	The Pearl Poet: <i>Sir Gawain and the Green Knight</i>
Nov. 19	Bks. V-VIII	Apr. 8	Spenser: <i>Faerie Queen</i> The First Book
Nov. 26	Bks. IX-X	Apr. 15	St. Augustine: <i>The Teacher</i>
Dec. 3	Bk. XI	Apr. 29	St. Thomas Aquinas: <i>The Teacher</i> Article I
Dec. 10	Bks. XII-XIII	May 6	Articles II, III, IV

JUNIOR SEMINAR READING SCHEDULE  
2024-2025 (FIRST SEMESTER)

DATE	READING	DATE	READING
<b>Aug. 26</b>	Cervantes: <i>Don Quixote</i> Part I (Incl. Cervantes' Prologue and Poems)	<b>Oct. 21</b>	III-IV
<b>Aug. 29</b>	Part II	<b>Oct. 24</b>	V-VI
<b>Sep. 2</b>	St. Thomas Aquinas: <i>On Kingship</i> , <i>Summa Theologiae</i> I-II, Q. 105, Art. 1	<b>Oct. 28</b>	Shakespeare: <i>Macbeth</i>
<b>Sep. 5</b>	Machiavelli: <i>The Prince</i>	<b>Oct. 31</b>	Shakespeare: <i>Othello</i>
<b>Sep. 9</b>	Machiavelli: <i>Discourses</i> Dedicatory Letter, Preface, Discourses 1-20	<b>Nov. 4</b>	Pascal: <i>Pensees</i> (Penguin edition only)Section I: Fragments 1-382
<b>Sep. 12</b>	Shakespeare: <i>Julius Caesar</i>	<b>Nov. 7</b>	Section II: Series 1-11, 19-24, 30 Section III: Series 32-33 Penguin edition only
<b>Sep. 16</b>	Shakespeare: <i>King Richard II</i>	<b>Nov. 11</b>	Shakespeare: <i>Hamlet</i>
<b>Sep. 19</b>	Shakespeare: <i>King Henry IV, Part I</i>	<b>Nov. 14</b>	Shakespeare: <i>King Lear</i>
<b>Sep. 23</b>	Luther: <i>The Freedom of a Christian</i> (including An Open Letter to Pope Leo X)	<b>Nov. 18</b>	Hobbes: <i>Leviathan</i> Letter Dedicatory, Introduction, and Ch. 1-10
<b>Sep. 26</b>	Cajetan: <i>On Faith and Works- Against the Lutherans</i> The Council of Trent: " <i>Decree Concerning Justification</i> "	<b>Nov. 21</b>	Ch. 11-19
<b>Sep. 30</b>	Bacon: <i>The Great Instauration</i> Preamble, Letter of Dedication, Preface, and Plan of the Work <i>The New Organon</i> Author's Preface, Book I	<b>Nov. 25</b>	Ch. 20, 21, 26, 28, 29, 30, 31
<b>Oct. 3</b>	Bk. II, Aphorisms I-XXI, and Aphorism LII (52)	<b>Dec. 2</b>	Ch. 32, 33, 35, 38, 39, 44 (paragraphs 1-10), 46 (pp. 453-68), 47 (pp. 477-84), Review and Conclusion
<b>Oct. 7</b>	Descartes: <i>Rules for Guiding One's Intelligence in Searching for the Truth</i> I-XIV	<b>Dec. 5</b>	Spinoza: <i>Theological-Political Treatise</i> Preface, Chapters 1-6
<b>Oct. 10</b>	Descartes: <i>Discourse on the Method for Guiding One's Reason and Searching for Truth in the Sciences</i>	<b>Dec. 9</b>	Chapters 7, 11-16, 19, 20
<b>Oct. 17</b>	Descartes: <i>Meditations</i> Letter of Dedication, Summary, Meditations I, II	<b>Dec. 12</b>	Shakespeare: <i>Twelfth Night</i>

JUNIOR SEMINAR READING SCHEDULE  
2024-2025 (SECOND SEMESTER)

DATE	READING	DATE	READING
<b>Jan. 13</b>	Milton: <i>Paradise Lost</i> I-VI (incl. Milton's note on the verse)	<b>Mar. 13</b>	Rousseau: <i>Social Contract</i>
<b>Jan. 16</b>	VII-XII	<b>Mar. 17</b>	Kant: <i>Critique of Pure Reason</i> (see reading schedule)
<b>Jan. 20</b>	Corneille: <i>Le Cid</i> Racine: <i>Phedre</i> (incl. the Preface by Racine)	<b>Mar. 20</b>	Kant: see reading schedule
<b>Jan. 23</b>	Locke: <i>Essay Concerning Human Understanding</i> (Abridged version) Introduction, Bk. II Chs. I-XIII, XXI-XXIII, XXVII	<b>Mar. 24</b>	Kant: see reading schedule
<b>Jan. 27</b>	(Abridged version) Bk. IV Chs. I-IV, IX-XI, XVII-XIX	<b>Mar. 27</b>	Kant: see reading schedule
<b>Jan. 30</b>	Locke: <i>Second Essay on Civil Government</i> Chs. I-XI, XIX (Omit §§ 64-76, 100-122)	<b>Mar. 31</b>	Kant: see reading schedule
<b>Feb. 3</b>	Berkeley: <i>Treatise Concerning the Principles of Human Knowledge</i>	<b>Apr. 3</b>	Shakespeare: <i>The Tempest</i>
<b>Feb. 6</b>	Hume: <i>Enquiry Concerning Human Understanding</i> Sects. I - VII	<b>Apr. 7</b>	Kant: see reading schedule
<b>Feb. 10</b>	Sects. VIII-XII	<b>Apr. 10</b>	Kant: see reading schedule
<b>Feb. 13</b>	Swift: <i>Gulliver's Travels</i> I-II (Incl. Advertisement, Letter, and note to the reader)	<b>Apr. 14</b>	<i>Declaration of Independence, Articles of Confederation, Resolution, Letter, United States Constitution, Massachusetts Constitution (excerpt), Publius, The Federalist, # 1, 2, 6, 9</i>
<b>Feb. 20</b>	III-IV	<b>Apr. 24</b>	10, 14-15, 23, 30-31, 37, 39-46
<b>Feb. 24</b>	Gibbon: <i>Decline and Fall of the Roman Empire</i> (New Penguin edition only—edited by Womersley) prefaces, pp. 3-8; chs. 1-3: pp. 9-87; ch. 15: pp. 121-188 Include Gibbon's footnotes.	<b>Apr. 28</b>	47-49, 51, 54-55, 62-63, 69, 70, 78, 84-85
<b>Feb. 27</b>	chs. 23-24: pp. 230-326; ch. 28: pp. 334-360; General Observations on the Fall of the Roman Empire in the West, pp. 434-443	<b>May 1</b>	<i>Acts and Resolutions Concerning Slavery</i> (in Manual); Lincoln: <i>Young Men's Lyceum Address, Speech at Peoria, Cooper Union Address, Portion of Dred Scott Decision</i>
<b>Mar. 3</b>	Leibniz: <i>Discourse on Metaphysics</i> I-XIX	<b>May 5</b>	Lincoln: <i>House Divided Speech; Sixth and Seventh Lincoln-Douglas Debates; Lincoln: Speech in Independence Hall, First Inauguration, Gettysburg Address, Second Inauguration</i>
<b>Mar. 6</b>	XX-XXXVII	<b>May 8</b>	Shakespeare et alii: <i>Sonnets</i>
<b>Mar. 10</b>	Rousseau: <i>Discourse on the Origin of Inequality</i> (incl. letter, preface, and endnotes)		

## SCHEDULE OF READINGS FOR KANT'S *CRITIQUE OF PURE REASON*

SEMINAR	SUBJECT	A/B PAGES	PLUHAR PAGES
<b>Mar. 17</b>	Table of Contents Bacon Quotation Preface to 2 <sup>nd</sup> Edition Introduction to 2 <sup>nd</sup> Edition	Bii Bvii-xliv B1-30	viii-xvi 2 15-40 43-68
<b>Mar. 20</b>	Transcendental Aesthetic	A19/B33 – B73	71-104
<b>Mar. 24</b>	Intro to Transcendental Logic Analytic of Concepts	A50/B74 – A64/B88 A64/B89 – A95/B129	105-117 117-150
<b>Mar. 27</b>	Transcendental Deduction (2 <sup>nd</sup> ed.)	B130 – B169	175-203
<b>Mar. 31</b>	Analytic of Principles Supreme Principle of All Synthetic Judgments <i>List of Kant's Principles for Judgments</i> Analogies of Experience 2 <sup>nd</sup> Analogy Analogies of Experience, Conclusion	A130/B169-A150 A154-B202 Junior Reading Manual A176/B218-B219 A189/B232-A193/B238 A215/B262-A218/B265	204-221 225-233  247-248 259-263 280-282
<b>Apr. 7</b>	Transcendental Dialectic, Intro Trans. Ideas, 1 <sup>st</sup> Paralogism Antinomy of Pure Reason 1 <sup>st</sup> Antinomy 3 <sup>rd</sup> Antinomy	A293/B349-A310 A321/B378-A351 A405/B432-A420/B448 A426/B454-A433/B461 A444/B472-A451/B479	346-361 367-389 442-453 458-464 473-479
<b>Apr. 10</b>	Solutions to 1 <sup>st</sup> and 3 <sup>rd</sup> Antinomies  Ideal of Pure Reason Proofs of God's Existence	A490/B518 – A507/B535 A532/B560 – A537/B565 A567/B595 – A583/B611 A590/B618 – A630/B658	506-517 535-539 560-572 577-608

SENIOR SEMINAR READING SCHEDULE  
2024-2025 (FIRST SEMESTER)

DATE	READING	DATE	READING
Aug. 26	Tolstoy: <i>War and Peace</i> Bks. I-II	Oct. 21	Ch. 8 ("Absolute Knowing"), pp. 479-493
Aug. 29	Bks. III-IV, Epilogues	Oct. 24	Feuerbach: <i>Essence of Christianity</i> Preface to 2 <sup>nd</sup> Edition, Chs. 1-4, 20, 27
Sep. 2	Smith: <i>Wealth of Nations</i> Intro & Plan of the Whole Work; Bk. I: Chs. 1-9, Concl. of Ch. 11	Oct. 28	Jane Austen: <i>Emma</i>
Sep. 5	Bk. II: Intro, Chs. 1 & 3; Bk. III: Chs. 1 & 4; Bk. IV: Intro, Chs. 2 & 9	Oct. 31	Tocqueville: <i>Democracy in America</i> , Volume 1: Author's Intro; Part 1, chs. 2-4, 5*; Part 2, chs. 1, 5 *read from the beginning of the chapter up to the section titled "On the County in New England"
Sep. 9	Bk. V, Ch. 1: Parts 1 & 2; Articles 2 & 3 of Part 3; Bk. V, Ch. 2: Intro of Part 2 (pp. 887-890 in Modern Library edition)	Nov. 4	Volume 1: Part 2, chs. 6-7, 9, 10* *read untitled introductory remarks, the section titled "Position that the Black Race Occupies in The United States," and Conclusion
Sep. 12	Kant: <i>Critique of Pure Reason</i> Canon of Pure Reason (pp. 728-754) <i>Groundwork to the Metaphysics of Morals</i> , Preface & Section 1	Nov. 7	Volume 2: Notice Part 1, chs. 1-2, 5-11, 20 Part 2 [complete]
Sep. 16	Kant: <i>Groundwork to the Metaphysics of Morals</i> Sections 2 & 3	Nov. 11	Volume 2: Part 3, chs. 1, 8-12, 17-19, 21 Part 4 [complete]
Sep. 19	Flaubert: <i>Three Tales</i>	Nov. 14	Twain: <i>Huckleberry Finn</i>
Sep. 23	Goethe: <i>Faust</i> , Part 1	Nov. 18	Tocqueville: <i>The Old Regime and the Revolution</i> Preface, Books 1 and 2
Sep. 26	Part 2	Nov. 21	Book 3 (omit appendix)
Sep. 30	Hegel: <i>Phenomenology of Spirit</i> Intro and Ch. 1 ("Sense Certainty"), pp. 46-66	Nov. 25	Marx: <i>Economic and Philosophical Manuscripts</i> (Struik ed. only) pp.63-4, 106-69 (Preface, Estranged Labor, Antithesis of Capital & Labor, Private Property & Labor, Private Property & Communism, Meaning of Human Requirements, Power of Money in Bourgeois Society)
Oct. 3	Ch. 4 Intro and Part A ("Independence & Dependence..."), pp. 104-119	Dec. 2	Marx & Engels: <i>The German Ideology</i> Part I: Feuerbach Suppl. Texts: <i>Theses on Feuerbach</i>
Oct. 7	Ch. 4 Part B ("Freedom of Self- Consciousness"), pp. 119-138	Dec. 5	Marx: <i>Capital</i> Ch. 1; Ch.6; Ch. 7, sect. 2; Ch. 9, sect. 1
Oct. 10	Ch. 6 Intro and Part A ("The True Spirit: The Ethical Order"), pp. 263-294	Dec. 9	Marx & Engels: <i>Communist Manifesto</i> Engels: <i>Quantity and Quality</i> , <i>Negation of the Negation</i>
Oct. 17	Ch. 7, Intro and Part C ("Revealed Religion"), pp. 410-416, 453-478	Dec. 12	Henrik Ibsen: <i>A Doll's House</i>

SENIOR SEMINAR READING SCHEDULE  
2024-2025 (SECOND SEMESTER)

DATE	READING	DATE	READING
Jan. 13	Dostoyevsky: <i>Brothers Karamazov</i> Parts I-III	Mar. 10	Lectures 19-20, 24-28
Jan. 16	Part IV	Mar. 13	Selected Poems of Keats, Hopkins, and Stevens
Jan. 20	Nietzsche: <i>On the Advantage and Disadvantage of History</i>	Mar. 17	Jung: <i>Analytical Psychology</i> 1st Essay
Jan. 23	Nietzsche: <i>On the Genealogy of Morality</i> Preface, First Treatise	Mar. 20	Eliot: <i>The Waste-Land</i> (include Eliot's endnotes), <i>Journey of the Magi</i>
Jan. 27	Second Treatise	Mar. 24	Joyce: <i>Dubliners</i> (four selections): Eveline, A Little Cloud, A Painful Case, The Dead
Jan. 30	Third Treatise	Mar. 27	St. Thomas Aquinas: <i>The Division and Methods of the Sciences</i> Question 5, art. 1-3
Feb. 3	Kierkegaard: <i>Fear and Trembling</i>	Mar. 31	Question 5, art. 4 and Question 6, art. 1
Feb. 6	Kierkegaard: <i>Philosophical Fragments</i> I-III (including the Appendix to III)	Apr. 3	Heidegger: <i>Introduction to Metaphysics</i> Lecture 1
Feb. 10	IV (including the Interlude) and V	Apr. 7	Faulkner: <i>The Bear</i> (in <i>Go Down, Moses</i> )
Feb. 13	Cather: <i>My Antonia</i>	Apr. 10	Pius X: <i>Pascendi Dominici Gregis</i>
Feb. 20	Newman: <i>An Essay on the Development of Christian Doctrine</i> Introduction, Chs. 1-2	Apr. 14	Leo XIII: <i>Aeterni Patris</i> Pius XII: <i>Humani Generis</i>
Feb. 24	Chs. 3-5	Apr. 24	Leo XIII: <i>Rerum Novarum</i> Pius XI: <i>Quadragesimo Anno</i>
Feb. 27	Ch. 6: Introduction; Section 1: 1-15, 30; Section 3: Introduction, §3 Ch. 7: Introduction; §1-4 Chs. 8-12	Apr. 28	O'Connor: <i>A Good Man is Hard to Find</i> , <i>The Enduring Chill</i> (in <i>Complete Stories</i> )
Mar. 3	Conrad: <i>Heart of Darkness</i>	May 1	John Paul II: <i>Veritatis Splendor</i>
Mar. 6	Freud: <i>Intro. Lectures on Psychoanalysis</i> Lectures 1-2, 4-7, 16	May 5	Plato: <i>Phaedrus</i>