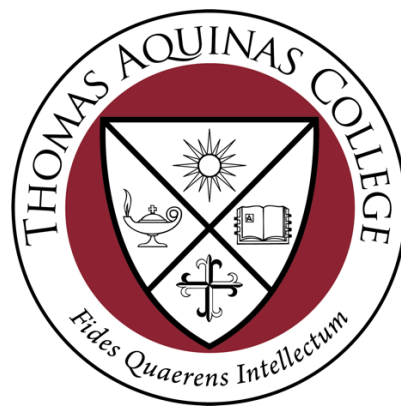


Student Handbook



New England
2025-2026

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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.

THOU 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

COME HOLY SPIRIT, fill the hearts of Thy 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.

THROUGH 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.”

Thomas Aquinas College
NEW ENGLAND FACULTY & STAFF

Teaching Faculty – New England

Sanjay Adhikari
Michael A. Augros
Richard Berquist
Ryan J. Brady
Steven R. Cain
Peter R. W. Cross
Sean B. Cunningham

Meghan E. Duke
Josef C. Froula
Katherine Gardner
Patrick M. Gardner
Daniel R. Gutschke
Margaret I. Hughes
Philip D. Knuffke

Joshua Y. Lo
John M. McCarthy
Taylor P. O'Neill
Rodrigo M. S. Ribeiro
Paul K. Shields
Stephen F. Shivone
Brett W. Smith

Administrative Faculty – California

President
Paul J. O'Reilly

Vice President for Advancement
John Goyette

Vice President for Finance
Dennis McCarthy

Director of Financial Aid
Gregory J. Becher

Executive Director of Development
Karim Obagi

Vice President for Operations
Mark R. Kretschmer

Executive Director of College Relations
Christopher R. Weinkopf

Librarian
Richena Curphey

General Counsel
John Quincy Masteller

Director of Special Projects
Anne Forsyth

Administrative Faculty and Staff – New England

Office of the Dean

Dean
Steven R. Cain

Registrar
Patrick M. Gardner

Assistant to the Dean
Andrea M. McCann

Library and Bookstore Manager
John Evich

Counselor
Katharine Schell, LMHC
Richard W. Cross, PhD

Assistant Dean for Student Affairs
Stephen F. Shivone

Assistant to the Dean for Religious Affairs
Rev. Greg J. Markey

Chaplain
Rev. John Mary Chung

Student Support Coordinator
Emily K. Sullivan

Resident Directors
Mary Rose Berquist
Anthony Santine

Health Coordinator
Mary Cain

Chapel Assistant
Hélène Froula

Laboratory Director
Sara Langseth

College Physician
Rebecca M. Worden, M.D.

Assistant to the Dean's Assistant
Mary Ann Shivone

Admissions Office

East Coast Director of Admissions
John F. Jost

Admissions Assistant & Visitor Coordinator
Amy Augros

Receptionist
Elizabeth Evich

Admissions Counselor
Andrew Grumbine

Admissions Counselor
Reuben Trull

Admissions Assistant and Trip Coordinator
Teresa Gutschke

Admissions Media & Database Assistant
Mary Ann Shivone

Advancement Office

Communications Manager
Camden Tuffile

Operations, Finance, and IT

Director of Operations
Timothy Cosgrove

East Coast Business Manager
Julia A. Wiggin

Director of Finance
Joseph M. Goyette

IT Support Technician
Matthew Smillie

Operations Department

Facilities Manager
Steven C. Wiggin

Steam Plant Operator & Maintenance Plumber
Rawley Hubbard

Facilities Support
Richard O'Donnell

Operations Manager
Adam Beberwyck

Operations Supervisor
Martin Berquist

Food Services

Executive Chef
Kevin Milligan

Kitchen Supervisor
Isabel Storck

Kitchen Event Supervisor
Patrick Sauder

Kitchen Managers
Gisela McCann
Michael Six
Rose Walsh
Therese Evich
Mary Baker

For a listing of additional support staff, please see the list of Faculty and Staff for Thomas Aquinas College, California, found below.

Thomas Aquinas College CALIFORNIA FACULTY & STAFF

Teaching Faculty

Anthony P. Andres
David F. Appleby
J. John Baer
James N. Berquist
Blaise E. Blain
Benjamin M. Block
Sean D. Collins
Travis J. Cooper
R. Glen Coughlin
Christopher A. Decaen
Brian P. Dragoo
Marco Emerson
Richard D. Ferrier

John D. Finley
Gregory L. Froelich
John J. Goyette
David M. Grothoff
Joseph P. Hatstrup
Sarah Kaiser
Thomas J. Kaiser
Brian T. Kelly
Jared P. Kuebler
Michael J. Letteney
Michael F. McLean
Claire Murphy
John F. Nieto

Joshua A. Noble
Christopher R. Oleson
Paul J. O'Reilly
Dale Parker
David Quackenbush
Elizabeth C. Reyes
Drew V. Rosato
Dominic Spiekermann
Scott E. Strader
Andreas Waldstein
Phillip D. Wodzinski
Joseph Zepeda
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

Assistant Dean for Student Affairs
Joseph R. Zepeda

Associate Dean & Registrar

J. John Baer

Executive Assistant to the Dean

Anna Rivera

Librarian

Richena E. Curphey

Choir Director

Daniel J. Grimm

College Physician

Michael C. Tushla, MD

College and Career Advisor

Gabriella Montgomery

Assistant to the Dean for Religious Affairs

Fr. Robert Marczewski

Chaplains

Fr. Brendan Kelly

Fr. Francisco Nahoe

College Nurse

Catherine A. Collins, RN

Counselors

Nichole Sablan, MA

Keoni Sablan, LMFT

Gregory T. Wood, MA, LMFT

Claire Yanoschik, APCC

Resident Assistant

Anne Berquist

Admissions Office

Director of Admissions

Jonathan P. Daly

Receptionist

Maria Williams

Admissions Office Assistant

Maura Collins

Assistant Director of Admissions

Susanna C. Kolbeck

Admissions Counselor

Eli Hunt

Admissions Counselor

Orion LaCour

Admissions Visit and Events Coordinator

Catharine Sweeney

Finance Office and Other Administration

Vice President for Finance

Dennis McCarthy

Accounting Manager

Pablo E. Escartin

Accounting Assistant

Diego Tinajero

Accounting Clerk

Andrew Ellis

Director of Financial Aid

Gregory J. Becher

Assistant to the Director

of Financial Aid

Roxzanne Lazos

Financial Aid Analysts

Michael Sedler

Richard Seeley

William Stewart

Accounts Receivable Specialist
Sophia T. Caldera

Payroll Specialist
Elena M. Barajas

Human Resources Specialist
Patricia Hierro

Accounts Payable Specialist
Railene Farrier

Network Specialist
Aaron M. Dunkel

Computer Technician
Xavier J. F. Bagdazian

General Counsel
John Quincy Masteller

Advancement Office

Vice President for Advancement
John Goyette

Director of Special Projects
Anne S. Forsyth

Executive Director of College Relations
Christopher K. Weinkopf

Special Event Manager
Cecilia Morlino

Assistant to Director of Special Projects
Catherine Walsh

Grant Writer
Felicity Seeley

Digital Media Producer
Douglas Cummins

Executive Director of Development
Karim Obagi

Director of Gift Planning
Paul F. Blewett

Director of Annual Giving
Nathanael Cassidy

Annual Giving Manager
Tomaso Cammarota

Advancement Database Manager
David Goyette

Director of Alumni and Parent Relations
MaryGrace Rea

Advancement Database Assistant
Andrew Roy

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

Intermediate Landscape Supervisor
Paul Lessard

Facilities Manager
Clark R. Tulberg

Assistant Facilities Manager
Carter M. Farrier

Small Projects Manager
David T. Letteney

Operations Project Manager
Thomas Becher

Security Guards
Michael H. Zegler
Daniel T. O'Neill

Operations Support
Henry Tulberg

Landscape Garden Supervisor
Julia Nicely

Information Technology

Network Specialist
Aaron Dunkel

Computer Technician
Xavier Bagdazian

II. Calendars and Schedules

ACADEMIC CALENDAR

New England Academic Calendar 2025-2026

First Semester

Aug 21, Thursday	Freshman Orientation begins
Aug 22, Friday	Freshman Orientation continues; residence halls open for returning students
Aug 23, Saturday	Convocation Day
Aug 25, Monday	Freshman orientation continues; first semester begins with junior and senior seminars
Aug 26, Tuesday	Tutorials begin; freshman and sophomore seminars begin
Oct 13, Monday	Columbus Day – no classes, office holiday
Oct 21-23, Tue–Thu	Don Rags – evening classes only
Nov 27, Thursday	Thanksgiving Day – no classes, office holiday
Nov 28, Friday	Day after Thanksgiving – no classes, office holiday
Dec 1, Monday	Classes resume
Dec 8, Monday	Feast of the Immaculate Conception – no classes, office holiday
Dec 13-19, Sat–Fri	First semester examinations
Dec 19, Friday	First semester ends after last exam
Dec 20, Saturday	Residence halls close

Second Semester

Jan 12, Monday	Residence halls re-open at 12 noon (first meal served: dinner)
Jan 14, Wednesday	Second semester classes begin
Jan 28, Wednesday	Feast of St. Thomas – no classes
Feb 16, Monday	Presidents' Day – no classes
Mar 11, Wednesday	Sophomore Mathematics exam
Mar 10-12, Tue–Thu	Don Rags – evening classes only – underclassmen seminars moved to Monday
Mar 30-May 1	Senior thesis defenses
Apr 2, Thursday	Easter break begins
Apr 3, Friday	Good Friday – office holiday
Apr 6, Monday	Easter Monday – office holiday
Apr 9, Thursday	Classes resume
May 14, Thursday	Ascension Thursday-no classes, office holiday
May 15-20, Fri-Wed	Final examinations - seniors
May 16-22, Sat–Fri	Final examinations – freshmen, sophomores, & juniors
May 22, Friday	Second semester ends after last exam
May 23, Saturday	Commencement
May 25, Monday	Memorial Day-office holiday; residence halls close at 12 noon

SCHEDULE OF PAPERS AND THESES (2025-26)

Freshman Papers

Subject	Length	Assignment Date	Due Date
Seminar Outline		September 16	September 23
Seminar	1200 words	September 16	October 26
Theology	750 words	October 28	November 23
Math	750 words	January 19	February 15
Language	750 words	February 17	March 15
Philosophy	1500 words	March 23	April 19

Sophomore Papers

Subject	Length	Assignment Date	Due Date
Seminar	1500 words	September 23	October 19
Theology	1500 words	October 20	November 16
Language	1500 words	February 17	March 22
Philosophy	1500 words	March 24	April 19

Junior Papers

Subject	Length	Assignment Date	Due Date
Philosophy Outline		September 30	October 14
Philosophy	2000 words	September 30	November 9
Theology Outline		TBD	TBD
Theology	2000 words	TBD	TBD

Senior Thesis

Item	Length	Submitted To	Due Date
Proposal	1-2 pages	Thesis Advisor	September 22
First Draft	10 pages minimum	Thesis Advisor	November 30
Final Draft	20-30 pages, 40 max	Thesis Advisor	March 1
Finished Thesis	20-30 pages, 40 max	Dean	March 21

SCHEDULE OF EXAMINATIONS

First Semester

August 27	Wednesday	Freshman writing exam
September 29	Monday	Algebra enabling exam
December 13	Saturday	Sophomore Language and Junior Music Finals
December 15	Monday	Theology Finals
December 16	Tuesday	Soph/Junior/Senior Math Finals
December 17	Wednesday	Seminar Finals
December 18	Thursday	Natural Science Finals
December 19	Friday	Philosophy Finals

Second Semester

March 11	Wednesday	Sophomore Math Midterm Astronomy exam
March 26	Thursday	Algebra enabling exam
May 15-20	Thurs-Wed	Senior Finals (Math/Philo/Science/Seminar/Theology)

May 16	Saturday	Junior Music Finals
May 18	Monday	Theology Finals
May 19	Tuesday	Freshman Science, Soph Language, & Junior Math Finals
May 20	Wednesday	Seminar Finals
May 21	Thursday	Sophomore/Junior Natural Science Finals
May 22	Friday	Philosophy Finals

LIBRARY SCHEDULE

The hours of the library will be posted on its doors.

CHAPEL SCHEDULE

Masses

Mon – Fri: 7:00am*, 11:30am

Saturday 7:15am*, 11:30am

Sunday 9:00am, 11:30am*

*Extraordinary Form

Exposition (Adoration of the Blessed Sacrament)

Mon - Thurs, 5:45-6:45pm; all-night on first Friday of each month

Benediction

Monday-Thursday at 6:35pm; on first Fridays, before 7:00am Mass

Confession

Daily before and after each Mass

Anytime by request

Vespers

Sunday, 4:30pm

Compline (Night Prayer)

Wednesday, 8:45pm

Rosary

Daily 9:15pm

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 – 10:45 am		5:00 – 5:45pm

COFFEE SHOP SCHEDULE

The Coffee Shop schedule will be posted on its doors and in Gould Hall.

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 St. Thomas More Hall [Kenarden Hall] and East Hall), in advance if possible.

Tutors in all classes maintain absence records. On the last Friday of each month of the school year, the tutor will report to the Registrar the total number of absences that each of his students has accumulated during the semester. Since excessive absences will jeopardize a student's learning and impede the progress of the class, students with such absences will be 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 take place at 7:00pm on Friday nights.

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, located in the library.

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, smoking/vaping, chewing tobacco, or chewing gum in the classrooms. This prohibition should be understood to apply even outside of class time in order to protect the furniture and carpets. Tutors will set their own policies for drinks in the classroom. This change is being tried *ad experimentum*. Should this prove to be a distraction in class, it will be revoked. Drinks are never allowed while performing experiments in the lab. An exception for the consumption of food is made for rooms 24, 305, and 301 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 to their seminar tutor no later than October 15 so that they can get help with their writing from their seminar tutor. Failure to submit a draft by the October 15 deadline will result in the final grade on the paper being lowered by one full 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. Peter Cross 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. Cross, 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 Dean.

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 fulfil 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 | |
| (8) Prior school(s) of attendance | (19) Parents' and guardians' names |
| (9) Enrollment Status | (20) Parents' and guardians' address(es) |
| (10) Class Year | (21) Parents' and guardians' email addresses |
| (11) Section | (22) Parents' and guardians' phone listings |
| (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 online under "Transcripts" on the contact page of the College's website: [transcript-request-form-ne.pdf \(thomasaquinas.edu\)](#) or by emailing registrar-ne@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 Student 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 Student 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 the main 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. Students should also keep in mind that separate apartments within the residence halls house faculty and staff of the College, in some cases with their spouses, and may periodically house visiting families. Space for social purposes is available in the Blessed Frassati Student Center (Tracy). The library, dining hall, and 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, or the Dean.

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, 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, or the Dean. 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 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 senior tutors on the New England campus and the President). 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. 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 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. 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 Northfield campus is divided into portions owned by Thomas Aquinas College and others owned by the Moody Center. All parts of this combined property, whether they belong to the College or to the Moody Center, including the forested area to the north, and all College-owned residences for faculty and staff, including those separated from the main campus by a public road, are regarded as ‘on campus’ with respect to the rules of student life.

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. Faculty and staff residences owned by the College, regardless of their location, are still ‘on campus.’ However, faculty members hosting students in their homes may serve alcohol to students of legal age. Staff who are living in apartments that are off the main campus (e.g., Crane Cottage, Moore Cottage, Bookstore) may also occasionally serve alcohol to students of legal drinking age in their apartments. 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. Providing alcohol to underage students, even for off-campus use, is forbidden. 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.

The Commonwealth of Massachusetts has enacted a law strictly prohibiting the hazing of any student either on or off campus. Violators are subject to fines and imprisonment. This anti-hazing statute can be found on page 52.

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., on the central portion of campus—which includes the chapel, classroom and office buildings, dining hall, library, student center, and music hall, and the spaces between these buildings. Women are to wear skirts or dresses of modest length with modest sleeve lines and necklines and dress shoes or sandals. Men shall 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 more formal dress (including ties for men) is also 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, sweatpants, tank tops, and shorts are never allowed in the chapel.

Footwear is always required in all the buildings listed above.

During the week, students on work study whose job requires casual dress and does not allow time to change for some meals should ask the Assistant Dean for permission to wear casual dress to those meals; in such cases students should eat in the outer dining room or outdoors.

For swimming, women are to wear modest one-piece bathing suits or tankinis which fully cover the midriff. Men are to wear shirts on campus, even when working on the grounds crew. Additionally, students are expected to close the curtains or doors while showering or using the stalls in the dorm bathrooms, and to dress appropriately in the common areas of the dorm bathrooms and in the hallways.

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. Driving or parking on lawns or paths is prohibited. For the safety of pedestrians and to maintain a peaceful campus environment, students should use the outer campus roads rather than driving through the center of campus (between the flagpole parking lot and Billings). Student parking is restricted to the parking lots behind the residence halls. Further overflow parking is available behind Gould Hall. Students are not to park in the flagpole or East Hall parking lots.

The Commonwealth of Massachusetts requires all drivers to carry liability insurance. 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. Nonresident students bringing a car to campus which is registered in another state or country must also file a form each year with the local police department; this form will be provided at registration.

All student vehicles, whatever their state or country of registration, must be registered with the College. Students should be sure that vehicular information is included on their Registration Form if applicable; parking permit stickers will be issued at registration or can be picked up from Dean's office in St. Thomas More Hall (Kenarden). If a student should change vehicles, he must update the College with the license number, make, and model of the new vehicle; if the vehicle is registered out-of-state, he must also file a new form with the local police.

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. Students may not keep inoperative vehicles on campus. On-campus vehicle repairs or maintenance must be done in the parking lot to the northwest of the Gym, not in any other campus lot. Vehicles not registered with the College may be towed away.

DOORS

Students are requested to cooperate with the College's efforts to control heating, as well as to comply with fire code, by not propping open outside doors.

COMMUNICATIONS

In the absence of a cell phone, ordinary telephone contact with students can be made through the telephones in the residence halls.

Gould Hall	Common Room, 2 nd Floor	413-846-1195
St. Augustine Hall (Merrill-Keep)		413-846-1187
St. Joseph Hall (Hibbard)		413-846-1191

Students **may not** use the landline telephones in the classroom buildings, Gould Hall, Dolben Library, or St. Thomas More Hall without permission, except in an emergency. In an emergency, in the absence of a cell phone, landlines may be found in each classroom, at the circulation desk in Dolben Library, in the nurse's office or in the servery of Gould Hall, and at the receptionist's desk in St. Thomas More Hall (Kenarden).

The general College number, 1-800-634-9797, 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 their patios, are **always off limits** to the opposite sex; this restriction applies to holidays and summer vacations as well as the academic year. 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 only during normal business hours.

Gould is the residence hall for women, while St. Augustine (Merrill-Keep) and St. Joseph (Hibbard) are the halls for men. Other uses of these buildings affect visitation, as follows.

Gould also houses the campus dining hall (or commons) and kitchen. The second and third floors of Gould are residence hall areas at all times; men must not enter them except according to the above exceptions. Neither may men enter the wings of the first floor, where women staff reside, except upon invitation as provided below. The central first-floor dining and common rooms are open to both sexes from 7:00 a.m. until 8:00 p.m. each day; outside of these hours, they are regarded as part of the women's residence hall area, and are off-limits to men. Kitchen workers of either sex may be on duty in the kitchen and servery outside of these hours, provided that men enter and exit the kitchen directly by the rearmost door of Gould, and do not enter any other areas of the building.

Gould and St. Augustine have some first-floor apartments for staff, faculty, or guests with separate entrances. These apartments are not regarded as residence hall areas. As private residences, students may not enter these apartments without invitation; however, upon invitation from faculty or staff residing there, students of either sex may enter, provided that members of the opposite sex (relative to the hall in question) enter only through the separate entrances and do not pass through to any part of the dormitory proper.

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 a 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 or music 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.

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 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 mounting putty or special wall tape, both of which can be purchased in the bookstore. 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 Maintenance Supervisor. 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 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 of all rooms designated for common use throughout the campus 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, on dorm patios, or in other buildings 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.

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, 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 is to sleep in a residence hall without permission from the College. Lounges and other common 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.

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 Director of Admissions, who will then contact the Assistant Dean 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 devices with cellular data, are not permitted in the classroom buildings or the library at any time. Such devices are also not permitted in the dining hall (the central common rooms of Gould) from 7:00 a.m. to 8:00 p.m. every day. Students are urged to develop the habit of leaving these devices in their dorm room or mailbox during class, study, and meal times.

In accordance with the College's policy to limit Internet access to that provided in the library, 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 Inman Shelter, but only with prior approval from a Prefect. Movies may also be screened on the weekends in Dolben Auditorium with prior permission from a Resident Director or the Assistant Dean and with the assistance of the A/V crew. Students must not use the Auditorium or any of the College's A/V equipment without prior permission.

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

COMPUTER NETWORKS

The College provides Internet access in the library and in the basement of Blessed Frassati Student Center 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. Internet access is limited to the computer lab and student services room in the library. 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 (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

Students can use the copier located in St. Thomas More Hall for personal copies, if they come to the front desk between 3:30 and 5:00pm. Payments for copies are made at the front desk.

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.

X. Safety and Security

CAMPUS SECURITY

Although theft, vandalism, and other crimes by 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.

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 immediately to the front desk in St. Thomas More Hall.

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 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. 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.

FIRE PROCEDURE

The residence halls, dining hall, classroom building, library, and gymnasium are all equipped with emergency fire exits and fire alarm pull boxes. Students should familiarize themselves with the location of all exits and fire alarm pull boxes in their residence hall.

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

The Northfield Fire Department will respond to any fire or smoke alarm in these campus buildings, which are linked to a central alarm system. No one should attempt to shut off an alarm at the building alarm panel, except at the direction of the Fire Department, even if the cause of the alarm is known to be minor. Do not return to the building until instructed to do so by the Fire Department.

MEDICAL EMERGENCY EQUIPMENT

Each building has a first aid kit kept near its entrance; in the residence halls, however, first aid kits are kept by a Prefect on each floor. AEDs are located in the entryways of: St. Gianna Molla Hall (Palmer), Dolben Library, the Chapel (side entrance), the dining hall (Gould), and the gymnasium.

CAMPUS BUILDINGS AND STUDENT SERVICES

XI. Gould Hall

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 Gould Hall. 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 kitchen is closed to everyone except those performing their duties. Students are not permitted to use the kitchen facilities and equipment 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 note be given to the school health coordinator. The health coordinator 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 health coordinator and where reasonably possible adjust food service production. The FDA identifies the major nine 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 labelled. Please refer to labelling for any prepackaged foods. We take efforts to prevent cross-contamination, however the kitchen and dining facility are not free of the above 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.

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.

BULLETIN BOARDS

The bulletin boards in Gould are 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.

NURSE'S OFFICE

The College maintains a small nurse's office in Gould Hall for first aid and minor treatment by the Health Coordinator, according to the standing orders of the College Physician. Several common over-the-counter medications are also available for purchase from the College Bookstore.

Students must maintain their own medical insurance while at the College. The College does not provide medical insurance for any injuries which occur at the College or at College-related events to the families, friends, or other guests of the students, faculty, or staff. The College does, however, provide general liability insurance for its own purposes.

XII. East Hall

STUDENT MAIL

Campus mail is processed in East Hall. Envelopes and other small items mailed to students will be delivered to their mailboxes in Blessed Frassati Student Center. All outgoing mail should be left in the Post Office box on the east side of East Hall. All outgoing mail must have correct postage. Stamps can be purchased at the front desk of St. Thomas More Hall.

Student packages that are too large to fit in individual mailboxes can be picked up at East Hall. Students will be notified when they receive a package.

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.

XIII. St. Thomas More Hall

(Formerly known as Kenarden Hall)

FRONT DESK

Students can come to the front desk in St. Thomas More Hall between 3:30 and 5:00 p.m. Monday through Friday for assistance with making copies, cashing checks up to \$25.00, and making change.

COURIER SERVICE

The College provides a limited courier service to provide students 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 train stations, bus stations, and arranged group activities. The courier 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 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.

Student couriers will not make runs to the airport during the school year. The College will arrange large shuttle runs to and from Logan and Bradley airports, at set times and for a fee, at the beginning and end of each semester and around Thanksgiving and Easter breaks; for other air travel, students should arrange their own means of getting to the airport.

Thomas Aquinas College offers this service out of goodwill to help students who have a limited means of travel. To avoid abuse of the service, the following guidelines must be observed:

- All requests must be made through the Courier Request Form found on the College's website here: <https://thomasaquinas.edu/courier> or by visiting the front desk. Requests must be made a minimum of two 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 or, occasionally, during summer vacations.
- 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.
- The College will not allow a courier to make a trip to a train station or bus station, for any student who is missing class to travel.
- The assistant dean reserves the right to postpone or cancel any courier service in case of inclement weather.

XIV. Psychological Services

PSYCHOLOGICAL SERVICES

Thomas Aquinas College offers counseling services free of charge to its students on a limited basis. Dr. Richard Cross, PhD, and Mrs. Katharine Schell, LMHC, are available to meet with students on Wednesdays by appointment in Olivia Music Hall (Dr. Cross) and online (Mrs. Schell). Services offered include, but are not limited to, help with depression, anxiety/stress, eating disorders, addiction, use of pornography, substance abuse, grief/loss, relationships, family problems, pre-marriage counseling. To make an appointment with Dr. Cross, students should go to

https://calendly.com/rcross-appointment/60min?preview_source=et_card&month=2025-08 .

To make an appointment with Mrs. Schell, students should go to : <https://calendly.com/kateschellcounseling/tac-counseling-session>.

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.

XV. Athletic and Recreational Facilities

ATHLETICS AND RECREATION

The College has outdoor tennis courts and athletic fields with soccer goals, volleyball nets, and other equipment. The Pope John Paul II Athletic Center contains an indoor basketball court, a swimming pool, a dance studio, a bouldering wall, and weight and exercise rooms. There are also many hiking trails and cross-country skiing trails nearby, and easy access to boating on the Connecticut River; kayaks, paddles, and life vests are stored in the gym for student use.

BLESSED FRASSATI STUDENT CENTER AND COFFEE SHOP (Formerly known as Tracy Student Center)

The Blessed Frassati Student Center is a popular gathering place for the student body. The Center is open throughout the day, and has ping-pong, foosball, air hockey, and pool tables available for student use, as well as café-style seating for study or conversation. A full-service Coffee Shop, staffed by work-study students and dining services staff, is open for more limited hours (to be posted).

XVI. Library

Thomas Aquinas College is a community that aims to live an intellectual life nourished by reading and discussing great books. Dolben 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, some periodicals, and items on reserve. In general, 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 study rooms in the Library, as well as the Music 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.

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.

BOOKSTORE

The bookstore is located in the library. 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.

Payments for accounts may be made online at <https://thomasaquinas.edu/payment> or mailed to the address below:

Bookstore
Thomas Aquinas College
10,000 Ojai Road
Santa Paula, CA 93060

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 photocopies, faxes, or postage purchased at the front desk in St. Thomas More Hall, or replacement fees for lost or overdue library books.

CAREER ADVISEMENT OFFICE

The Career Center aids students in discerning their next steps toward academic and professional success. They can help students improve study habits, plan careers, apply to graduate schools, network with alumni, write resumés and cover letters, and prepare for interviews.

XVII. Dolben Auditorium

Dolben Auditorium, attached to the library, is intended for the College's lectures and concerts, and approved student plays. All of these events are part of, or in some way serve, the academic life of the College.

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.

XVIII. Olivia Music Hall

PHILIPS HALL

Philips Hall, in Olivia Music Hall, is intended for music classes, choir rehearsals, concerts by approved student musical groups or invited guests, and smaller formal dances. All of these events are part of, or in some way serve, the academic life of the College.

Other uses of the Hall must be subordinate and conformable to these uses, and must be approved and arranged through the Assistant Dean's office.

PRACTICE ROOMS

Students are free to practice singing or musical instruments in the practice rooms in Olivia Music Hall. There are pianos available in some of the practice rooms.

XIX. 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

XIX. 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 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/page/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.

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/page/regulatory-information. Refund calculations are located at the end of the Withdrawal and Refund Policy.

EQUITY

XX. 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.

COMPLAINTS REGARDING DISCRIMINATION AND HARASSMENT

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

Stephen Shivone

St. Thomas More Hall

231 Main Street

Northfield, MA 01360

(office) 413-846-1164

(cell) 972-358-5533

studentaffairs-ne@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

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, a Resident Director, the Assistant Dean for Student Affairs, or the Title IX Coordinator. The College will aid the victim in notifying local law enforcement officials (Northfield Police Department) 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 one other senior member of the Instruction Committee. 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 and counselors (Dr. Richard Cross, PhD, 978-835-9284; and Mrs. Katharine Schell, LMHC, 508-656-0388) are available for counseling the victim and the respondent. If a victim or respondent would like to seek off-campus counseling, catholictherapists.com may be a helpful resource. In accordance with state law, the College has designated the Student Support Coordinator (Emily Sullivan, 516-672-9235) as a Confidential Resource Provider, who can provide further information to students or employees about the process of reporting sexual assault, disciplinary and legal processes, available supportive measures, and health or counseling services available on and off campus.

GENERAL 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

Finally, an individual may contact the Massachusetts Department of Higher Education for review of a complaint. The Department may be contacted at:

Massachusetts Department of Higher Education
Complaint Processing
One Ashburton Place, Room 1401
Boston, MA 02108
Website: <https://www.mass.edu/forstufam/complaints/complaintform.asp>
Telephone: 617-994-6963
FAX: 617-727-0955

The Department 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 Department, to the College, the accrediting agency, or another appropriate entity for resolution. The Department will notify both the complainant and the College of any such referral. The Department shall retain the ability and responsibility to determine whether a referred complaint remains pending or has been resolved.

DISCLOSURE

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 also claims the religious organization exemption set forth in Massachusetts General Laws c.151B, Section 1(5), and is free to operate with respect to matters of employment, discipline, faith, internal organization, or ecclesiastical rule, custom, or law which are calculated by Thomas Aquinas College to promote the Catholic principles for which it is established or maintained.

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 Commonwealth of Massachusetts.

MASSACHUSETTS ANTI-HAZING STATUTE

Massachusetts General Laws Chapter 269 – Crimes Against Public Peace

....

Section 17: Hazing; organizing or participating; hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which wilfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an

institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

APPENDIX

XIX. FIRST DAY ASSIGNMENTS AND SEMINAR SCHEDULES

FIRST DAY ASSIGNMENTS FRESHMEN – SENIOR

Freshman

Mathematics	Read the definitions, postulates, and common notions from Book 1 of Euclid's <i>Elements</i> .
Natural Science	Read <i>The Insect World of J. Henri Fabre</i> , chapters 1 through 3, pages 1-31.
Language	Read the assignment found in the following pages of this appendix to the Handbook.
Philosophy	Read Plato's <i>Meno</i> , 70-80b.
Theology	Read <i>Ecclesiastes</i> .
	Sophomores
Mathematics	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.
Natural Science	In <i>The Measurement Manual</i> , read chapters 1-3, <i>On the Equilibrium of Liquids</i> , pages 55-67.
Language	Read C. S. Lewis, <i>Studies in Words</i> , Introduction (pp. 1-23)
Philosophy	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>
Theology	Read St. Augustine's <i>Teaching Christianity</i> , Prologue and Book I, nn. 1-9 (pp. 101-110).

Juniors

Mathematics	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).
Natural Science	Read Galileo's <i>Dialogue Concerning Two New Sciences</i> , pages 1-15
Philosophy	Read Book I, chapters 1-3 of Aristotle's <i>Ethics</i> .
Music	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.
Theology	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

- Mathematics** Read the Introduction to the Senior Mathematics manual (pages 1-5) and prepare the problems on the enclosed assignment sheet.
- Natural Science** Geometrical Optics (Manual, pp. 3–6); Lab 1 (Lab Manual, pp. 2–4).
- Philosophy** Read Aristotle's *Physics*, Book III, chapter i, 200b7-25; Book IV, chapter 1.
- Theology** Read St. Thomas' *Summa Theologiae*, part I, question 13, articles 1-2. How are they *praecognoscenda* 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*.

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
2025-2026

DATE	READING	DATE	READING
Aug. 26	Homer: <i>Iliad</i> Bks. I-V	Jan. 20	Aristotle: <i>Poetics</i> Chs. 1-15
Sep. 2	Bks. VI-XII	Jan. 27	Chs. 16-26
Sep. 9	Bks. XIII-XVIII	Feb. 3	Sophocles: <i>Antigone</i>
Sep. 16	Bks. XIX-XXIV	Feb. 10	Euripides: <i>Hippolytus</i>
Sep. 23	Plato: <i>Ion</i>	Feb. 17	Thucydides: <i>History of the Peloponnesian War</i> Bks. I & II
Sep. 30	Homer: <i>Odyssey</i> Bks. I-VIII	Feb. 24	Bks. III, IV, V 84-116
Oct. 7	Bks. IX-XVI	Mar. 3	Bks. VI 1-32, VII, VIII
Oct. 14	Bks. XVII-XXIV	Mar. 9*	Plutarch: <i>Lives</i> <i>Alcibiades, Alexander</i>
Oct. 21	Aeschylus: <i>Agamemnon</i>	Mar. 17	Aristotle: <i>Rhetoric</i> Bk. I, chs. 1-10 Bk. II, ch. 1
Oct. 28	Aeschylus: <i>Libation Bearers, Eumenides</i>	Mar. 24	Aristophanes: <i>The Birds, The Clouds</i>
Nov. 4	Herodotus: <i>Histories</i> Bk. I	Mar. 31	Plato: <i>Republic</i> Bks. I & II
Nov. 11	Bk. V 62-78, 89-107 Bks VI & VII	Apr. 14	Bks. III & IV
Nov. 18	Bks. VIII & IX	Apr. 21	Bks. V & VI
Nov. 25	Sophocles: <i>Oedipus Tyrannus</i>	Apr. 28	Bks. VII & VIII
Dec. 2	Sophocles: <i>Oedipus at Colonus</i>	May 5	Bks. IX & X
Dec. 9	Plutarch: <i>Lives</i> <i>Lycurgus, Pericles, Aristides</i>	May 12	Plato: <i>Symposium</i>

*Seminar takes place on Monday.

SOPHOMORE SEMINAR READING SCHEDULE
2025-2026

DATE	READING	DATE	READING
Aug. 26	Virgil: <i>Aeneid</i> Bks. I-VI	Jan. 20	Boethius: <i>Consolation of Philosophy</i> Bks. I, II, III
Sep. 2	Bks. VII-XII	Jan. 27	Bks. IV-V
Sep. 9	Livy: <i>The Rise of Rome</i> Preface, Bk. I-Bk. II, ch. 23	Feb. 3	Dante: <i>Divine Comedy</i> <i>Inferno</i> Cantos I-XVII
Sep. 16	Plutarch: <i>Lives:</i> <i>Marcellus, Tiberius Gracchus,</i> <i>Caius Gracchus, Caius Marius</i>	Feb. 10	Cantos XVIII-XXXIV
Sep. 23	Lucretius: <i>On the Nature of</i> <i>Things</i> Bks. I-III	Feb. 17	<i>Purgatorio</i> Cantos I-XVII
Sep. 30	Bks. IV-VI	Feb. 24	Cantos XVIII-XXXIII
Oct. 7	Plutarch: <i>Lives:</i> <i>Caesar, Cato the Younger, Marcus</i> <i>Brutus, Comparison of Dion and</i> <i>Brutus</i>	Mar. 3	<i>Paradiso</i> Cantos I-XVII
Oct. 14	Cicero: <i>On Duties</i>	Mar. 9*	Cantos XVIII-XXXIII
Oct. 21	Tacitus: <i>Annals</i> Bks. I-III.19 (pp. 3-105)	Mar. 17	Chaucer: <i>Canterbury Tales</i> Prologue, <i>Knight's Tale, Words Between Host & Miller,</i> <i>Miller's Tale, Reeve's Prologue,</i> <i>Prioress's Prologue & Tale, Nun's Priest Tale,</i> <i>Words of Host to Nun's Priest</i>
Oct. 28	Bks. III.19-VI (pp. 105-214)	Mar. 24	<i>Words Between Summoner & Friar, Wife of</i> <i>Bath's Prologue & Tale, Friar's Prologue,</i> <i>Clerk's Prologue & Tale, Franklin's Prologue</i> <i>& Tale, Chaucer's Envoy to the Clerk's Tale</i>
Nov. 4	Epictetus: <i>Manual</i>	Mar. 31	<i>Words of Host to Physician & Pardoner,</i> <i>Pardoner's Prologue, Pardoner's Tale,</i> <i>Parson's Prologue, Parson's Tale</i> (this reading is in the Sophomore Readings Manual)
Nov. 11	St. Augustine: <i>Confessions</i> Bks. I-IV	Apr. 14	The Pearl Poet: <i>Sir Gawain and the Green</i> <i>Knight</i>
Nov. 18	Bks. V-VIII	Apr. 21	Spenser: <i>Faerie Queen</i> The First Book
Nov. 25	Bks. IX-X	Apr. 28	St. Augustine: <i>The Teacher</i>
Dec. 2	Bk. XI	May 5	St. Thomas Aquinas: <i>The Teacher</i> Article I
Dec. 9	Bks. XII-XIII	May 12	Articles II, III, IV

*Seminar takes place on Monday.

JUNIOR SEMINAR READING SCHEDULE
2025-2026 (FIRST SEMESTER)

DATE	READING	DATE	READING
Aug. 25	Cervantes: <i>Don Quixote</i> Part I (Incl. Cervantes' Prologue and Poems)	Oct. 20	III-IV
Aug. 28	Part II	Oct. 23	V-VI
Sept. 1	St. Thomas Aquinas: <i>On Kingship, Summa Theologiae</i> I-II, Q. 105, Art. 1	Oct. 27	Shakespeare: <i>Macbeth</i>
Sept. 4	Machiavelli: <i>The Prince</i>	Oct. 30	Shakespeare: <i>Othello</i>
Sep. 8	Machiavelli: <i>Discourses</i> Dedicatory Letter, Preface, Discourses 1-20	Nov. 3	Pascal: <i>Pensees</i> Section I: Fragments 1-382 <i>Penguin</i> edition only
Sep. 11	Shakespeare: <i>Julius Caesar</i>	Nov. 6	Section II: Series 1-11, 19-24, 30 Section III: Series 32-33 <i>Penguin</i> edition only
Sep. 15	Shakespeare: <i>King Richard II</i>	Nov. 10	Shakespeare: <i>Hamlet</i>
Sep. 18	Shakespeare: <i>King Henry IV, Part I</i>	Nov. 13	Shakespeare: <i>King Lear</i>
Sep. 22	Luther: <i>The Freedom of a Christian</i> (including An Open Letter to Pope Leo X)	Nov. 17	Hobbes: <i>Leviathan</i> Letter Dedicatory, Introduction, and Ch. 1-10
Sep. 25	Cajetan: <i>On Faith and Works- Against the Lutherans</i> The Council of Trent: " <i>Decree Concerning Justification</i> "	Nov. 20	Ch. 11-19
Sep. 29	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	Nov. 24	Ch. 20, 21, 26, 28, 29, 30, 31
Oct. 2	Bk. II, Aphorisms I-XXI, and Aphorism LII (52)	Dec. 1	Ch. 32, 33, 35, 38, 39, 44 (paragraphs 1-10), 46 (pp. 453-68), 47 (pp. 477-84), Review and Conclusion
Oct. 6	Descartes: <i>Rules for Guiding One's Intelligence in Searching for the Truth</i> I-XIV	Dec. 4	Spinoza: <i>Theological-Political Treatise</i> Preface, Chapters 1-6
Oct. 9	Descartes: <i>Discourse on the Method for Guiding One's Reason and Searching for Truth in the Sciences</i>	Dec. 11	Chapters 7, 11-16, 19, 20
Oct. 16	Descartes: <i>Meditations</i> Letter of Dedication, Summary, Meditations I, II		

JUNIOR SEMINAR READING SCHEDULE
2025-2026 (SECOND SEMESTER)

DATE	READING	DATE	READING
Jan. 15	Milton: <i>Paradise Lost</i> I-VI (incl. Milton's note on the verse)	Mar. 16	Rousseau: <i>Social Contract</i>
Jan. 19	VII-XII	Mar. 19	Kant: <i>Critique of Pure Reason</i> (see reading schedule on back)
Jan. 26	Locke: <i>Essay Concerning Human Understanding</i> (Abridged version) Introduction, Bk. II Chs. I-XIII, XXI-XXIII, XXVII	Mar. 23	Kant: see reading schedule on back
Jan. 29	(Abridged version) Bk. IV Chs. I-IV, IX-XI, XVII-XIX	Mar. 26	Kant: see reading schedule on back
Feb. 2	Locke: <i>Second Essay on Civil Government</i> Chs. I-XI, XIX (Omit §§ 64-76, 100-122)	Mar. 30	Kant: see reading schedule on back
Feb. 5	Berkeley: <i>Treatise Concerning the Principles of Human Knowledge</i>	Apr. 9	Kant: see reading schedule on back
Feb. 9	Hume: <i>Enquiry Concerning Human Understanding</i> Sects. I - VII	Apr. 13	Shakespeare: <i>The Tempest</i>
Feb. 12	Sects. VIII-XII	Apr. 16	Kant: see reading schedule on back
Feb. 19	Swift: <i>Gulliver's Travels</i> I-II (Incl. Advertisement, Letter, and note to the reader)	Apr. 20	Kant: see reading schedule on back
Feb. 23	III-IV	Apr. 23	<i>Declaration of Independence, Articles of Confederation, Resolution, Letter, United States Constitution, Massachusetts Constitution (excerpt), Publius, The Federalist, # 1, 2, 6, 9</i>
Feb. 26	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.	Apr. 27	10, 14-15, 23, 30-31, 37, 39-46, 55
Mar. 2	(New Penguin edition only—edited by Womersley) 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	Apr. 30	47-49, 51, 54, 62-63, 69, 70, 78, 84-85
Mar. 5	Leibniz: <i>Discourse on Metaphysics</i> I-XIX	May 4	<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>
Mar. 9	XX-XXXVII	May 7	Lincoln: <i>House Divided Speech; Sixth and Seventh Lincoln-Douglas Debates; Lincoln: Speech in Independence Hall, First Inauguration, Gettysburg Address, Second Inauguration</i>
Mar. 12	Rousseau: <i>Discourse on the Origin of Inequality</i> (incl. letter, preface, and endnotes)	May 11	Shakespeare et alii: <i>Sonnets</i>

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

SEMINAR	SUBJECT	A/B PAGES	PLUHAR PAGES
Mar. 19	Table of Contents Bacon Quotation Preface to 2 nd Edition Introduction to 2 nd Edition	Bii Bvii-xliv B1-30	viii-xvi 2 15-40 43-68
Mar. 23	Transcendental Aesthetic	A19/B33 – B73	71-104
Mar. 26	Intro to Transcendental Logic Analytic of Concepts	A50/B74 – A64/B88 A64/B89 – A95/B129	105-117 117-150
Mar. 30	Transcendental Deduction (2 nd ed.)	B130 – B169	175-203
Apr. 9	Analytic of Principles Supreme Principle of All Synthetic Judgments <i>List of Kant's Principles for Judgments</i> Analogies of Experience 2 nd Analogy Analogies of Experience, Concl.	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
Apr. 16	Transcendental Dialectic, Intro Trans. Ideas, 1 st Paralogism Antinomy of Pure Reason 1 st Antinomy 3 rd 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
Apr. 20	Solutions to 1 st and 3 rd 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
2025-2026 (FIRST SEMESTER)

DATE	READING	DATE	READING
Aug. 25	Tolstoy: <i>War and Peace</i> Bks. I-II	Oct. 20	<i>Phenomenology</i> , Ch. 8 (“Absolute Knowing”), pp. 479-493
Aug. 28	Bks. III-IV, Epilogues	Oct. 23	Feuerbach: <i>Essence of Christianity</i> Preface to 2nd Edition, Chs. 1-4, 20, 27
Sept. 1	Smith: <i>Wealth of Nations</i> Intro & Plan of the Whole Work; Bk. I: Chs. 1-9, Concl. of Ch. 11	Oct. 27	Jane Austen: <i>Emma</i>
Sept. 4	Bk. II: Intro, Chs. 1 & 3; Bk. III: Chs. 1 & 4; Bk. IV: Intro, Chs. 2 & 9	Oct. 30	Tocqueville: <i>Democracy in America</i> , Vol. 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. 8	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. 3	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. 11	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. 6	Volume 2: Notice Parts 1, chs. 1-2, 5-11, 20 Part 2 [complete]
Sep. 15	Kant: <i>Groundwork to the Metaphysics of Morals</i> Sections 2 & 3	Nov. 10	Volume 2: Part 3, chs. 1, 8-12, 17-19, 21 Part 4 [complete]
Sep. 18	Flaubert: <i>Three Tales</i>	Nov. 13	Twain: <i>Huckleberry Finn</i>
Sep. 22	Goethe: <i>Faust</i> , Part 1	Nov. 17	Tocqueville: <i>The Old Regime and the Revolution</i> Preface Books 1 and 2
Sep. 25	Part 2	Nov. 20	Book 3 (omit appendix)
Sep. 29	Hegel: <i>Phenomenology of Spirit</i> Intro and Ch. 1 (“Sense Certainty”), pp. 46-66	Nov. 24	Marx: <i>Economic and Philosophical Manuscripts</i> (Struik ed. only) pp.63-4, 106- 69 (<i>Preface, Estranged Labor, Antithesis of Capital & Labor, Private Property & Labor, Private Property & Communism, Meaning of Human Requirements, Power of Money in Bourgeois Society</i>)
Oct. 2	<i>Phenomenology</i> , Ch. 4 Intro and Part A (“Independence & Dependence...”), pp. 104-119	Dec. 1	Marx & Engels: <i>The German Ideology</i> Part I: <i>Feuerbach</i> Suppl. Texts: <i>Theses on Feuerbach</i>
Oct. 6	<i>Phenomenology</i> , Ch. 4 Part B (“Freedom of Self-Consciousness”), pp. 119-138	Dec. 4	Marx: <i>Capital</i> Ch. 1; Ch.6; Ch. 7, sect. 2; Ch. 9, sect. 1
Oct. 9	<i>Phenomenology</i> , Ch. 6 Intro and Part A (“The True Spirit: The Ethical Order”), pp. 263-294	Dec. 11	Marx & Engels: <i>Communist Manifesto</i> Engels: <i>Quantity and Quality, Negation of the Negation</i>
Oct. 16	<i>Phenomenology</i> , Ch. 7, Intro and Part C (“Revealed Religion”), pp. 410-416, 453-478		

SENIOR SEMINAR READING SCHEDULE
2025-2026 (SECOND SEMESTER)

DATE	READING	DATE	READING
Jan. 15	Dostoyevsky: <i>Brothers Karamazov</i> Parts I-III	Mar. 16	Lectures 19-20, 24-28
Jan. 19	Part IV	Mar. 19	Selected Poems of Keats, Hopkins, and Stevens
Jan. 26	Nietzsche: <i>On the Advantage and Disadvantage of History</i>	Mar. 23	Jung: <i>Analytical Psychology</i> 1st Essay
Jan. 29	Nietzsche: <i>On the Genealogy of Morality</i> Preface, First Treatise	Mar. 26	Eliot: <i>The Waste-Land (include Eliot's endnotes), Journey of the Magi</i>
Feb. 2	Second Treatise	Mar. 30	Joyce: <i>Dubliners</i> (four selections): Eveline, A Little Cloud, A Painful Case, The Dead
Feb. 5	Third Treatise	Apr. 9	St. Thomas Aquinas: <i>The Division and Methods of the Sciences</i> Question 5, art. 1-3
Feb. 9	Kierkegaard: <i>Fear and Trembling</i>	Apr. 13	Question 5, art. 4 and Question 6, art. 1
Feb. 12	Kierkegaard: <i>Philosophical Fragments</i> I-III (including the Appendix to III)	Apr. 16	Heidegger: <i>Introduction to Metaphysics</i> Lecture 1
Feb. 19	IV (including the Interlude) and V	Apr. 20	Faulkner: <i>The Bear</i> (in Big Woods: The Hunting Stories)
Feb. 23	Cather: <i>My Antonia</i>	Apr. 23	Pius X: <i>Pascendi Dominici Gregis</i>
Feb. 26	Newman: <i>An Essay on the Development of Christian Doctrine</i> Introduction, Chs. 1-2	Apr. 27	Leo XIII: <i>Aeterni Patris</i> Pius XII: <i>Humani Generis</i>
Mar. 2	Chs. 3-5	Apr. 30	Leo XIII: <i>Rerum Novarum</i> Pius XI: <i>Quadragesimo Anno</i>
Mar. 5	Ch. 6: Introduction; Section 1: 1-15, 30; Section 3: Introduction, §3 Ch. 7: Introduction; §1-4 Chs. 8-10 Conclusion (pp. 445)	May 4	O'Connor: <i>A Good Man is Hard to Find, The Enduring Chill</i> (in <i>Complete Stories</i>)
Mar. 9	Conrad: <i>Heart of Darkness</i>	May 7	John Paul II: <i>Veritatis Splendor</i>
Mar. 12	Freud: <i>Intro. Lectures on Psychoanalysis</i> Lectures 1-2, 4-7, 16	May 11	Plato: <i>Phaedrus</i>

TEACHING ASSIGNMENTS

Freshman

<i>Mathematics</i>	<i>Philosophy</i>	<i>Language</i>	<i>Theology</i>	<i>Natural Science</i>	<i>Seminar</i>
1) Cunningham 2) Smith 3) Ribeiro	1) Adhikari 2) Adhikari 3) Gutschke	1) Brady 2) Brady 3) Knuffke	1) Gardner, P. 2) Berquist 3) Hughes	1) Gutschke 2) Cunningham 3) Cunningham	A) Gardner, K. B) McCarthy C) Lo

Sophomore

<i>Mathematics</i>	<i>Philosophy</i>	<i>Language</i>	<i>Theology</i>	<i>Natural Science</i>	<i>Seminar</i>
1) Cross/Adhikari 2) Cross 3) Lo 4) Lo	1) Augros/Ribeiro 2) Augros 3) Ribeiro 4) O'Neill	1) Berquist 2) Berquist 3) Gutschke 4) Gutschke	1) Shivone 2) Shivone 3) Cross 4) Brady	1) O'Neill 2) O'Neill 3) Hughes 4) Hughes	A) Knuffke B) Smith C) O'Neill D) Adhikari

Junior

<i>Mathematics</i>	<i>Philosophy</i>	<i>Music</i>	<i>Theology</i>	<i>Natural Science</i>	<i>Seminar</i>
1) Gardner, K. 2) Froula 3) Froula	1) Duke 2) Duke 3) Cunningham	1) Lo 2) Smith 3) Smith	1) McCarthy 2) McCarthy 3) Shields	1) Cross 2) Knuffke 3) Knuffke	A) Berquist B) Ribeiro C) Duke

Senior

<i>Mathematics</i>	<i>Philosophy</i>	<i>Theology</i>	<i>Natural Science</i>	<i>Seminar</i>
1) Shields 2) Shields 3) Augros	1) Gardner, K. 2) Gardner, K. 3) Gardner, P.	1) Cain 2) Augros 3) Cain	1) McCarthy/Gardner, P. 2) Gardner, P. 3) Shields	A) Brady B) Hughes C) Froula

Monday

8:30	Mathematics III-1	K. Gardner	2
8:30	Language I-2	R. Brady	101
8:30	Mathematics I-1	S. Cunningham	108
8:30	Mathematics II-3	J. Lo	110
8:30	Nat. Science III-3	P. Knuffke	111
8:30	Mathematics II-1	P. Cross	301
8:30	Nat. Science IV-1	J. McCarthy	305
-	-	-	-
9:30	Philosophy II-4	T. O'Neill	2
9:30	Theology III-2	J. McCarthy	101
9:30	Nat. Science II-3	M. Hughes	107
9:30	Theology III-3	P. Shields	108
9:30	Theology II-1	S. Shivone	110
9:30	Philosophy I-2	S. Adhikari	301
-	-	-	-
10:00	Language I-1	R. Brady	3
10:00	Language I-3	P. Knuffke	24
10:00	Mathematics II-2	P. Cross	111
10:00	Nat. Science IV-2	P. Gardner	305
-	-	-	-
1:00	Nat. Science III-2	P. Knuffke	2
1:00	Mathematics I-3	R. Ribeiro	24
1:00	Mathematics II-4	J. Lo	101
1:00	Theology IV-2	M. Augros	107
1:00	Language II-2	R. Berquist	108
1:00	Mathematics I-2	B. Smith	109
1:00	Nat. Science IV-3	P. Shields	305
-	-	-	-
2:00	Philosophy I-1	S. Adhikari	2
2:00	Philosophy I-3	D. Gutschke	3
2:00	Theology III-1	J. McCarthy	101
2:00	Theology II-2	S. Shivone	108
2:00	Theology II-3	P. Cross	111
2:00	Nat. Science II-4	M. Hughes	305
-	-	-	-
2:30	Philosophy IV-3	P. Gardner	107
2:30	Language II-1	R. Berquist	110
-	-	-	-
7:00	Seminar III-A	R. Berquist	2
7:00	Seminar IV-B	M. Hughes	3
7:00	Seminar III-C	M. Duke	21
7:00	Seminar IV-C	J. Froula	24
7:00	Seminar III-B	R. Ribeiro	101
7:00	Seminar IV-A	R. Brady	107

Tuesday

8:30	Mathematics IV-2	P. Shields	21
8:30	Mathematics IV-3	M. Augros	107
8:30	Theology IV-1	S. Cain	108
8:30	Language II-4	D. Gutschke	109
8:30	Nat. Science III-3	P. Knuffke	111
8:30	Music III-2	B. Smith	301
8:30	Mathematics II-1	P. Cross	305
-	-	-	-
9:30	Philosophy II-1	M. Augros	107
9:30	Nat. Science I-3	S. Cunningham	109
9:30	Theology I-2	R. Berquist	110
9:30	Nat. Science I-1	D. Gutschke	205
-	-	-	-
10:00	Philosophy IV-1	K. Gardner	108
10:00	Mathematics II-2	P. Cross	111
10:00	Music III-1	J. Lo	301
-	-	-	-
1:00	Nat. Science III-2	P. Knuffke	2
1:00	Mathematics III-3	J. Froula	3
1:00	Language II-3	D. Gutschke	21
1:00	Philosophy IV-2	K. Gardner	107
1:00	Nat. Science III-1	P. Cross	301
1:00	Nat. Science IV-3	P. Shields	305
-	-	-	-
2:00	Philosophy II-3	R. Ribeiro	2
2:00	Theology I-3	M. Hughes	21
2:00	Theology I-1	P. Gardner	24
2:00	Philosophy III-1	M. Duke	101
2:00	Philosophy II-2	M. Augros	107
2:00	Theology IV-3	S. Cain	110
2:00	Theology II-4	R. Brady	111
2:00	Nat. Science I-2	S. Cunningham	205
-	-	-	-
2:30	Mathematics III-2	J. Froula	3
2:30	Mathematics IV-1	P. Shields	109
2:30	Music III-3	B. Smith	301
-	-	-	-
7:00	Seminar II-A	P. Knuffke	2
7:00	Seminar I-B	J. McCarthy	3
7:00	Seminar II-C	T. O'Neill	21
7:00	Seminar I-C	J. Lo	24
7:00	Seminar I-A	K. Gardner	101
7:00	Seminar II-B	B. Smith	107
7:00	Seminar II-D	S. Adhikari	108

Wednesday

8:30	Mathematics III-1	K. Gardner	2
8:30	Mathematics IV-2	P. Shields	21
8:30	Language I-2	R. Brady	101
8:30	Mathematics IV-3	M. Augros	107
8:30	Mathematics I-1	S. Cunningham	108
8:30	Language II-4	D. Gutschke	109
8:30	Mathematics II-3	J. Lo	110
8:30	Nat. Science III-3	P. Knuffke	111
8:30	Nat. Science II-2	T. O'Neill	205
8:30	Mathematics II-1	P. Cross	301
8:30	Nat. Science IV-1	J. McCarthy	305
-	-	-	-
9:30	Philosophy III-2	M. Duke	101
9:30	Nat. Science II-3	M. Hughes	107
9:30	Philosophy III-3	S. Cunningham	301
-	-	-	-
10:00	Language I-1	R. Brady	3
10:00	Language I-3	P. Knuffke	24
10:00	Philosophy IV-1	K. Gardner	108
10:00	Mathematics II-2	P. Cross	111
10:00	Nat. Science IV-2	P. Gardner	305
-	-	-	-
1:00	Nat. Science III-2	P. Knuffke	2
1:00	Mathematics III-3	J. Froula	3
1:00	Mathematics I-3	R. Ribeiro	24
1:00	Mathematics II-4	J. Lo	101
1:00	Philosophy IV-2	K. Gardner	107
1:00	Mathematics I-2	B. Smith	109
1:00	Nat. Science II-1	T. O'Neill	205
1:00	Nat. Science III-1	P. Cross	301
1:00	Nat. Science IV-3	P. Shields	305
-	-	-	-
1:30	Language II-3	D. Gutschke	21
1:30	Language II-2	R. Berquist	108
-	-	-	-
2:00	Theology III-1	J. McCarthy	101
2:00	Nat. Science II-4	M. Hughes	305
-	-	-	-
2:30	Mathematics III-2	J. Froula	3
2:30	Philosophy IV-3	P. Gardner	107
2:30	Mathematics IV-1	P. Shields	109
2:30	Language II-1	R. Berquist	110

Thursday

8:30	Mathematics I-1	S. Cunningham	108
8:30	Mathematics II-3	J. Lo	110
8:30	Music III-2	B. Smith	301
8:30	Nat. Science IV-1	J. McCarthy	305
-	-	-	-
9:30	Philosophy II-4	T. O'Neill	2
9:30	Theology III-2	J. McCarthy	101
9:30	Theology IV-1	S. Cain	107
9:30	Theology III-3	P. Shields	108
9:30	Nat. Science I-3	S. Cunningham	109
9:30	Theology II-1	S. Shivone	110
9:30	Philosophy I-2	S. Adhikari	111
9:30	Nat. Science I-1	D. Gutschke	205
-	-	-	-
10:00	Music III-1	J. Lo	301
10:00	Nat. Science IV-2	P. Gardner	305
-	-	-	-
1:00	Mathematics I-3	R. Ribeiro	24
1:00	Mathematics II-4	J. Lo	101
1:00	Theology IV-2	M. Augros	107
1:00	Language II-2	R. Berquist	108
1:00	Mathematics I-2	B. Smith	109
1:00	Theology IV-3	S. Cain	110
1:00	Nat. Science III-1	P. Cross	301
-	-	-	-
2:00	Philosophy I-1	S. Adhikari	2
2:00	Philosophy I-3	D. Gutschke	3
2:00	Theology II-2	S. Shivone	108
2:00	Theology II-3	P. Cross	111
2:00	Nat. Science I-2	S. Cunningham	205
-	-	-	-
2:30	Philosophy IV-3	P. Gardner	107
2:30	Language II-1	R. Berquist	110
2:30	Music III-3	B. Smith	301
-	-	-	-
7:00	Seminar III-A	R. Berquist	2
7:00	Seminar IV-B	M. Hughes	3
7:00	Seminar III-C	M. Duke	21
7:00	Seminar IV-C	J. Froula	24
7:00	Seminar III-B	R. Ribeiro	101
7:00	Seminar IV-A	R. Brady	107

Friday

8:30	Mathematics III-1	K. Gardner	2
8:30	Mathematics IV-2	P. Shields	21
8:30	Language I-2	R. Brady	101
8:30	Mathematics IV-3	M. Augros	107
8:30	Mathematics I-1	S. Cunningham	108
8:30	Language II-4	D. Gutschke	109
8:30	Mathematics II-3	J. Lo	110
8:30	Nat. Science III-3	P. Knuffke	111
8:30	Nat. Science II-2	T. O'Neill	205
8:30	Mathematics II-1	P. Cross	301
8:30	Nat. Science IV-1	J. McCarthy	305
-	-	-	-
9:30	Philosophy III-2	M. Duke	101
9:30	Philosophy II-1	M. Augros	107
9:30	Theology I-2	R. Berquist	110
9:30	Philosophy III-3	S. Cunningham	301
-	-	-	-
10:00	Language I-1	R. Brady	3
10:00	Language I-3	P. Knuffke	24
10:00	Philosophy IV-1	K. Gardner	108
10:00	Mathematics II-2	P. Cross	111
10:00	Nat. Science IV-2	P. Gardner	305
-	-	-	-
1:00	Nat. Science III-2	P. Knuffke	2
1:00	Mathematics III-3	J. Froula	3
1:00	Language II-3	D. Gutschke	21
1:00	Mathematics I-3	R. Ribeiro	24
1:00	Mathematics II-4	J. Lo	101
1:00	Philosophy IV-2	K. Gardner	107
1:00	Mathematics I-2	B. Smith	109
1:00	Nat. Science II-1	T. O'Neill	205
1:00	Nat. Science III-1	P. Cross	301
1:00	Nat. Science IV-3	P. Shields	305
-	-	-	-
2:00	Philosophy II-3	R. Ribeiro	2
2:00	Theology I-3	M. Hughes	21
2:00	Theology I-1	P. Gardner	24
2:00	Philosophy III-1	M. Duke	101
2:00	Philosophy II-2	M. Augros	107
2:00	Theology II-4	R. Brady	111
-	-	-	-
2:30	Mathematics III-2	J. Froula	3
2:30	Mathematics IV-1	P. Shields	109

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