

THOMAS MORE COLLEGE  
OF LIBERAL ARTS



RULES FOR COLLEGIATE LIFE

FALL 2020/SPRING 2021

## PROLOGUE: SEEKING TRUTH IN CHARITY

Thomas More College is a Catholic liberal arts College. As a College, it is dedicated to the pursuit and communication of truth for the good of all. As a liberal arts College, it is dedicated to the cultivation in its members of those virtues of mind and heart that characterize free and responsible adults. As a Catholic College, it unites “existentially the search for truth and the certainty of already knowing the fount of truth” (*Ex Corde Ecclesiae*, §1).

The motto of the College—*Caritas congaudet veritati* (*Charity rejoices in the truth*)—testifies to its end and to the spirit that should animate its members in pursuit of that end. Common life at the College is ordered to promoting the pursuit by all of truth in charity. Intrinsic also to our common life is the pursuit and living out of genuine friendships and openness to the encounter of other persons.

The following disciplinary code or “Rules for Collegiate Life” (also called Student Handbook) is intended to express that spirit and to serve that purpose.

## COMMUNITY EXPECTATIONS AND STUDENT RESPONSIBILITY

Membership in the College community brings with it the obligation to conduct oneself in ways that promote these goods and contribute to community life and its pursuit, as well as the obligation to refrain from activity inconsistent with our common ends. Each student is expected to make choices that promote the good order of the community and preserve a safe and secure environment. Each student is accountable for his own actions as well as the conduct of his/her guests.

The purpose of promulgating the disciplinary code is to give students knowledge of prohibited behavior as well as their rights and duties during the student conduct process. Student conduct investigations and proceedings serve to determine whether a student is responsible for violating College rules.

## APPLICABILITY

The Rules of Collegiate Life apply to the on-campus conduct of all students and their guests. The Rules also apply to off-campus conduct of students that, in the College’s judgment, involves or affects the College or other members of its community. The Rules apply to conduct by students even outside of an academic term.

## I. GOVERNANCE

### A. Offices

#### **President of the College**

Ultimate authority over student conduct is vested in the President of the College. The President may take immediate action for any violation of the Rules of Collegiate Life. Action taken by the President is final.

#### **Dean of Students**

The President delegates authority over student conduct to the Dean of Students. The Dean of Students is appointed by the President to ensure the moral and physical health of the student body and to promote both sociability and studiousness. The Dean of Students appoints and oversees the staff of the Office of Student Life and enforces the College disciplinary code.

#### **Director of Cultural Life**

The Director of Cultural Life is appointed by the President to assist the Dean of Students, with particular attention to the cultural life at the College.

#### **Resident Director**

The Resident Director is appointed by the Dean of Students to assist the Dean of Students and support the Proctors and Resident Assistants in maintaining safety, security, and good order especially in the dormitories. The Resident Director has disciplinary authority.

#### **Proctors and Resident Assistants**

Proctors and Resident Assistants (RAs) are student members of the Office of Student Life, appointed by the Dean of Students to maintain safety, security, and good order on campus. Proctors and RA's have disciplinary authority.

One Proctor or RA for the men and one Proctor or RA for the women will be on duty at all times. If neither can be present, substitutes will be appointed upon approval by the Dean of Students. The substitute(s) will exercise all the powers of the Proctor / RA until relieved of duty.

Pursuant to their duties, Resident Directors, Proctors, and Resident Assistants are authorized to enter student rooms and to confiscate prohibited items, to investigate suspected violations of the College's *Rules for Collegiate Life*, or for reasons of health, safety, and / or administrative purposes. In extraordinary circumstances, the Dean of Students reserves the right to enter a student's room for the same reasons. Students are reminded that they are expected to comply with the directions of those members of the College who are performing their official duties as assigned by College authorities.

#### **Social Council**

The Social Council is convened by the Director of Cultural Life and serves as the student liaison between the Director of Cultural Life and the student body. It normally consists of two members from each class. The Director of Cultural Life invites all members. Freshmen are invited in the spring semester.

#### **Students and the Common Good**

All students bear responsibility for the common good of the College in student life matters. It is important for each student to cooperate with each other, with the Proctors / RAs, and with the Deans, staff, and faculty of the College to promote habits conducive to a healthy intellectual, spiritual, and social life while curbing habits which harm individual students, the common good of the community, and the purpose and mission of the College as described in the prologue to the *Rules for Collegiate Life*. All students should feel

free to bring concerns, questions, and comments to the Proctors and RAs, or when appropriate, to the Deans.

In matters concerning the health /safety of the students or violations of the rules and regulations, any student may report the matter to the Resident Director (RD), a Proctor or RA. If possible, the Proctor or RA will address the problem immediately.

Where an infraction of the rules has occurred, the RD, Proctor or RA will address the problem in a timely manner, stating the nature of the infraction and imposing the appropriate sanction. If the infraction warrants, the RD, Proctor or RA will report it to the Dean of Students for further action. Any student may report an infraction directly to the Dean of Students.

## **B. Procedures**

The following are guidelines. Deviations from prescribed procedure may be chosen for the good of the students involved and do not necessarily invalidate a decision, unless significant prejudice to an accused student, complainant or the college is given. Cases of sexual offenses will be resolved under the “Disciplinary Procedures of Sexual Offense Complaints” found in the “Sexual Offense Grievance Procedures” (part III of this document).

### **Interview**

If an infraction warrants a sanction other than eviction, suspension or expulsion, the Dean of Students will summon the student to a disciplinary interview conducted by the Dean of Students himself with one additional member of the resident life staff present.

### **Disciplinary Hearing**

If an infraction warrants *eviction, suspension or expulsion*, the Dean of Students will bring the student before a disciplinary board composed of the Dean himself, a faculty member, and either the RD or one Proctor or RA. The board will examine the case with the student and all concerned.

The respondent shall receive written notification of the date, time, and location of the scheduled proceeding.

## **C. Sanctions**

### **Reprimands**

The student will be notified that his behavior has been unacceptable and that further misconduct will result in additional disciplinary action. Reprimands from Proctors and RAs are oral and do not appear on the student’s record. A reprimand from the Dean of Students is either oral or written, depending on the gravity of the offense. A written reprimand is placed on the student’s record. If no further offense occurs, it is deleted at the end of the semester during which it occurred. If the violation occurred outside of the academic year, it is deleted at the end of the following semester.

### **Fines/Restitution**

The student must pay a specific amount to the Business Office within three days or to an affected party for damages resulting from a violation of the Rules of Collegiate Life. Failure to pay fines in a timely manner will result in the imposition of further sanctions, for example suspension from classes.

### **Work Duty**

The student is required to perform additional clean-up or kitchen duties on campus as scheduled by a student life officer. Failure to fulfill a work assignment will result in further disciplinary action *and* a reassignment of the work. Student workers who exercise oversight of clean-up / kitchen duties are expected to cooperate with the College authorities in overseeing those sanctioned students completing work duty.

#### **Restriction to campus (“Campusing”)**

The student must be on campus by 7:00 p.m. and remain in his or her room from 9:00 p.m. until the dorms open at 6:30 a.m. Campusing by a Proctor lasts from three days to a week and does not appear on the student’s record. Campusing by the Dean of Students lasts for up to two weeks and is placed on the student’s record. Three administrative campusings in one academic year merit a disciplinary hearing and possible suspension or expulsion. The campused student must check-in and check-out with the relevant proctor.

#### **Suspension**

The suspended student is prohibited from attending classes for up to two weeks. The student himself is responsible for making up missed work. Suspension is placed on the student’s record.

#### **Expulsion**

The student’s student status is terminated and he is excluded from all college premises, privileges and activities.

If a student is expelled on disciplinary grounds, he forfeits all payments for the semester and loses all credit for that semester.

#### **Disciplinary Probation**

If the infraction warrants, the student may be placed under disciplinary probation, a period of time during which he is expected to demonstrate positive behavioral change and may be excluded from participation in institutional activities. Violations of the terms of the probation or any other infractions of the Rules of Collegiate Life during the period of disciplinary probation may result in suspension or expulsion.

#### **Discretionary Sanctions**

Other sanctions that bear a reasonable relation to the violation for which the student has been sanctioned may be imposed instead of or in addition to those specified above. For instance, referral to professional counseling or restriction of specific privileges may be imposed by the Dean of Students.

#### **D. Appeals and Complaints**

The normal procedure for students to register appeals and complaints about student affairs is to present them in writing to the Dean of Students.

If the Dean of Students finds that a student’s offense warrants a sanction other than eviction, suspension, or expulsion, the student has the right to submit a “letter of appeal” to the Dean of Students within three (3) business days of receipt of the outcome of the interview. The appeal must specify the potential grounds for re-consideration.

If a disciplinary board finds that a student’s offense warrants eviction, suspension, or expulsion, the student has the right to appeal to the President within 24 hours, who will normally reply within another 24 hours.

One appeal is permitted. The decision on the appeal is final. The student/s shall be informed in writing of

the decision.

The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the Dean of Students, the continued presence of the student/s on campus poses a threat to himself or others, or to the common life of the College community.

### **E. Disciplinary Records**

Records of disciplinary hearings are kept on file by the Dean of Students. These records are expunged one year after the student's graduation except for expulsion, which remains on the student's permanent record. A student is allowed to review his disciplinary file with permission from the Dean of Students. If a student requests to review his disciplinary file, the Dean of Students will review the file and delete all references to the names of other students for the protection of their privacy.

## **II. RULES**

Aside from special occasional exceptions granted by the Dean of Students or Proctors/RAs, the following rules for collegiate life apply at all times—during the academic year as well as breaks, vacations, and during the summer—to students of the College, including commuter students, as well as to guests of the College. Students hosting guests are responsible for their guests' courteous observance of the rules. If guests are unable to observe the following rules, the College reserves the right to ask them to leave.

### **A. Spiritual Life**

The College joyfully promotes the full sacramental life of the Roman Catholic Church. Thus, the College discourages the scheduling of classes, meetings, or other College activities in conflict with the daily scheduled Mass. Students should work with the Dean of Students and Director of Collegiate Life to coordinate spiritual activities and use of the chapel. Finally, during scheduled times of Holy Mass, confessions, and Eucharistic Adoration, students in the Barn (cafeteria, lounge, etc) or in close proximity to the chapel, are asked to preserve a minimum of quiet and refrain from any noisy activity.

### **B. Academic Life**

#### **Honesty**

Thomas More College prohibits cheating and plagiarism of all kinds. Upon the determination of the instructor and the Dean, a flagrant breach of academic ethics will be referred to a disciplinary hearing and is punishable with suspension or expulsion.

#### **Attendance**

Regular and punctual attendance is expected for all College classes. Individual instructors take note of class attendance in the assigning of the course grade. A student missing the equivalent of four weeks of classes will automatically fail the course. For purposes of this rule, there is no distinction between excused and unexcused absences. Students with significant health problems may face the need to withdraw from their classes and are expected to seek counsel from the Dean.

#### **Civility**

At all times Thomas More College students are to comport themselves in accordance with Christian standards of decorum, but especially in the classroom. Serious disturbances to the peaceful order of the classroom will be reported to the Dean of Students and will merit disciplinary penalties.

#### **Technology in the Classroom**

The use of electronic devices in the classroom is prohibited. Medical exemptions may be granted by the Dean upon a request accompanied by sufficient documentation.

### **Academic Ethics**

Unless explicit permission for group work is given by the professor, all assignments are to be the creative work of each individual student. Plagiarism in the form of unattributed borrowing from sources—whether in print form or electronically—is not compatible with the educational aims of the College. All cases of suspected plagiarism are to be reported to the Dean. The normal penalty for plagiarism is failure of the course for which the work was submitted. Repeat offenders will be subject to a disciplinary hearing convened by the Dean of Students. The normal penalty for a repeat offence is expulsion from the College.

## **C. Common Life**

### **Civility and Decorum**

At all times Thomas More College students are to comport themselves in accordance with Christian standards of decorum. Serious disturbances to the peaceful order of common life, for example through foul language or profane humor, will be reported to the Dean of Students and will merit disciplinary penalties.

### **Hospitality**

The College encourages all its members to the solicitous practice of Christian hospitality in their customs of greeting, welcoming guests, and serving one another.

### **Stewardship**

Students share in the responsibility to care for the campus. They help host social events, assist in cleaning and maintenance of the dormitories at regular times of the week, and take turns helping in the kitchen. Students are expected to keep common areas in the Library and Barn clean and free of personal possessions. Periodically, especially before breaks, College work study students and staff will remove unclaimed items and donate them to charity.

Ordinarily twice a week during the semester (normally on Mondays and Fridays schedule permitting), all students contemporaneously clean the dormitories and their rooms. The Dean of Students, Resident Director or, on occasion, a proctor/RA inspects the men's/women's dormitory and rooms. These cleaning duties are mandatory. Failure to perform dorm cleanup leads to disciplinary actions.

### **Dress Code**

The College expects all of its members to dress in a manner that suits their dignity as human persons created in the image and likeness of God and engaged in the common pursuit of wisdom. At all times, dress should be modest, neat, and appropriate to the place and occasion.

Tight-fitting or revealing clothes, such as unbuttoned dress shirts, tank-tops, mini skirts, running shorts, or muscle shirts are never permitted.

Bluejeans, t-shirts, shorts, hoodies, gym apparel (including all sandals for men and other than dress sandals for women), athletic shoes, etc. are not to be worn on class days from breakfast to after dinner, to class, common meals, public events, or in the chapel except for meals on Saturday and dinner on Sunday.

Infractions will result in a reprimand. Repeated and flagrant infractions will result in the assignment of

work duty. Failure to diligently carry out work duty will lead to further disciplinary action.

The College understands the difficulties related to moderate and appropriate dress. Dressing modestly requires prudence and is an expression of our human dignity. It also is an act of charity towards the other sex.

The Dean of Students, the Director of Cultural Life, the Resident Director, Proctors and RAs are there to assist and to help make judgments in this area. At the same time, the College has great confidence in students' ability to discern, rationally and in charity, what is appropriate and modest dress for a Christian gentleman and a Christian lady.

If a given attire is inappropriate, staff will ask the student to change. Failure to respond to the request and to change will make the student subject to further disciplinary action.

### **Public Display of Affection**

Student couples must exercise Christian modesty and cultivate chastity concerning public displays of affection. Infractions will result in a reprimand. Failure to readily respond to the request makes the student/s subject to further disciplinary action. Repeated infractions will result in assignment of work duty. Failure to diligently carry out work duty will lead to further disciplinary action.

Inappropriate intimacy between students will immediately lead to a disciplinary hearing and possible suspension or expulsion.

Acting chastely requires prudence: the Dean of Students, the Director of Cultural Life, the Resident Director, Proctors and RAs are there to assist and to help make judgments in this area.

### **Inter-visitation**

Inter-visitation between male and female students in dormitory rooms or other areas not designated as coed is strictly prohibited. Infractions will result in a disciplinary hearing and possible suspension or expulsion.

### **Alcohol**

With the sole exception of wine and beer offered at special events by College staff, students' possession, sale, furnishing, and/or consumption of alcohol on campus is prohibited, even for those students of legal age. No level of intoxication is permitted on campus. All alcohol will be confiscated and disposed of immediately.

Violations of these rules will result in restriction to campus or assignment of work duty. Repeated (three) or flagrant infractions will immediately make the student subject to a disciplinary hearing and possible suspension or expulsion.

Provision of alcohol to underage students is strictly prohibited and will lead to an immediate disciplinary hearing and possible suspension or expulsion.

### **Drugs**

Students' possession, sale, manufacture, distribution, and/or use of controlled drugs (except as prescribed by a doctor), including marijuana in any form, on or off campus is strictly prohibited. Abuse or sale of controlled or prescription drugs on or off campus is strictly prohibited. Violations will result in referral to the Dean of Students and a disciplinary hearing. Fines, suspension, dismissal and/or



arrest are possible sanctions. In addition, students may be referred by the Dean of Students to local professionals for counseling.

**Theft, vandalism, other illegal activity**

The College absolutely prohibits any activity in violation of the law. Repeated or flagrant infractions will make the student subject to a disciplinary hearing and possible suspension or expulsion.

**D. Discrimination and Harrassment**

**Discrimination**

Discrimination against any person on the basis of race, national or ethnic origin, handicap, age, sex, gender identity or religion is strictly prohibited. Violation of this rule will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension and dismissal are possible sanctions.

**Harassment**

Harassment of any person, or of the College as a whole, is strictly prohibited. Harassment includes any threat, in any way expressed or implied, to any person or property, or any obstruction of an individual's authorized movement on campus. Violation of this rule will result in referral to the Dean of Students and a possible disciplinary hearing. Suspension and dismissal are possible sanctions.

New Hampshire Statutes (644:4) provide the following:

**Harassment. –**

I. A person is guilty of a misdemeanor, and subject to prosecution in the jurisdiction where the communication originated or was received, if such person:

- (a) Makes a telephone call, whether or not a conversation ensues, with no legitimate communicative purpose or without disclosing his or her identity and with a purpose to annoy, abuse, threaten, or alarm another; or
- (b) Makes repeated communications at extremely inconvenient hours or in offensively coarse language with a purpose to annoy or alarm another; or
- (c) Insults, taunts, or challenges another in a manner likely to provoke a violent or disorderly response; or
- (d) Knowingly communicates any matter of a character tending to incite murder, assault, or arson; or
- (e) With the purpose to annoy or alarm another, communicates any matter containing any threat to kidnap any person or to commit a violation of RSA 633:4; or a threat to the life or safety of another.
- (f) [Repealed.]

II. As used in paragraph I, "communicates" means to impart a message by any method of transmission, including but not limited to telephoning or personally delivering or sending or having delivered any information or material by written or printed note or letter, package, mail, courier service or electronic transmission, including electronic transmissions generated or communicated via a computer. For purposes of this section, "computer" means a programmable, electronic device capable of accepting and processing data.

III. [Repealed.]

IV. A person shall be guilty of a class B felony if the person violates RSA 644:4, I(a) under circumstances involving making telephone calls to a telephone number that he or she knows is being used, at the time of the calls, to facilitate the transportation of voters to polling places or otherwise to support voting or registering to vote.

### **E. Sexual Misconduct Policy and Procedure**<sup>1</sup>

As a Catholic college, the Thomas More College of Liberal Arts expects all its members to observe standards of Christian modesty and chastity in dress, speech, and conduct, particularly in their relations with one another, according to their state of life.

Thomas More College holds that sexual activity of any nature is designed by God to be expressed solely within the sacramental relationship of marriage between a man and a woman and is intended by God as an expression of love and commitment between the spouses for the sake of procreation.

Thus, sexual acts outside of marriage, being also detrimental to the happiness of those engaged in such acts, are contrary to God's design and the teachings of the Catholic Church and therefore strictly prohibited. Sexual acts outside of marriage, even with consent, make the student/s subject to a disciplinary hearing and possible suspension or expulsion.

Sexual offenses of any kind make the student subject to a disciplinary hearing and expulsion.

The definitions of sexual offenses enumerated and explained in the College's Title IX Policy describe the minimum legal standards for conduct, and they set forth terms that help determine criminal liability and legal responsibility. The College and the Church, as expressed and upheld by this code of conduct, have higher expectations.

#### **Scope**

This policy applies to administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons who participate in the College's educational programs and activities, including third-party visitors on campus. The College's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, and student services.

The College has jurisdiction over conduct covered by this policy that occurred on campus, during or at an official College program (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

#### **Title IX Statement**

It is the policy of Thomas More College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the Dean of Students to temporarily serve as the Title IX Coordinator. The Title IX Coordinator coordinates Thomas More College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of sex discrimination.

#### **Notice of Non-discrimination**

The Thomas More College of Liberal Arts does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

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<sup>1</sup> The entirety of the Thomas More College Title IX Policy is published in the document *Thomas More College Title IX Policy and Statement*.

~ Title IX Coordinator, TBD  
~ Denis Kitzinger, Dean of Students  
[dkitzinger@thomasmorecollege.edu](mailto:dkitzinger@thomasmorecollege.edu)  
(603) 566 - 7692

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **F. Residential Life**

### **Check In/Out**

When students check in they will receive their fobs and, upon request, their room keys, and together with the proctor or resident assistant must complete and sign an inspection form that indicates the condition of the room and its furnishings. Before vacating their rooms, students must return the room to its initial condition (allowing for ordinary wear and tear). For rooms left dirty or damaged each student will be fined according to the cost of the repair. Students also return their keys to staff of Resident Life. Students will be charged \$100 for lost keys.

### **Breaks**

The dormitories are closed between semesters and during the Fall and Spring breaks. All students are required to vacate campus during these times. Rooms must be cleaned and emptied prior to departure.

Permission to arrive earlier or stay later than the designated opening and closing days rests with the Dean of Students and will be given only in exceptional cases. If permission is granted, the fee is \$10 per additional night and the stay cannot exceed three days. Any student who, without prior permission, arrives early or stays late will be charged a fee of \$100 per additional night.

Students may leave their belongings in their rooms over the Christmas break. All belongings must be off the floor and placed on the bed or desk for cleaning purposes.

Students must remove all their belongings from their rooms for the summer break; the dormitories must be completely emptied. All personal belongings found in the dormitories after closing day will be either donated or thrown away.

### **Curfew**

All resident students must be in the dormitories by 12:30 a.m. on Sunday through Thursday nights, and by 1:30 a.m. on Friday and Saturday nights. They must remain in the dormitories, except in case of emergency, until the doors are opened at 6:30 a.m. Infractions will result in a reprimand. Repeated infractions will result in restriction to campus or assignment of work duty.

### **Quiet Hours**

After curfew, students must be considerate of those who need to study or sleep, and refrain from making loud noises in the dormitories. Infractions will result in a reprimand. Repeated infractions will result in assignment of work duty.

After 11:00 pm students should also be mindful of those who desire to study or sleep, and refrain from making loud noises in and around the dormitories.

**Weapons and explosives**

The possession of weapons of any kind is absolutely prohibited. Infractions will result in expulsion.

The possession or use of explosives of any kind, including fire works, is absolutely prohibited. Infractions will result in expulsion.

**Fire Safety Equipment**

Under no circumstances should students tamper with fire safety equipment such as sprinklers, fire extinguishers, or fire alarms. Infractions will result in a fine of up to \$500.00.

**Smoking**

Smoking and vaping are not permitted in any building nor in front of any entrances and areas thus marked. Smoking and vaping is permitted only in designated areas outside the buildings. Infractions will result in a fine of no less than \$25 and of up to \$500.00.

Students must refrain from smoking in the presence of visitors (during public events, for instance).

Smokers must be 18 or older and are not to litter the grounds but to dispose of their refuse in the containers provided for that purpose. Infractions will result in a reprimand. Repeated infractions will result in the assignment of work duty.

**Appliances**

The use of appliances with a heating coil—e.g., toasters and toaster ovens, hotplates, electric frying pans and electric heaters—is strictly prohibited. Diffusers or other items that set off the fire alarm are also strictly prohibited. Curling irons, coffee pots, hot pots, irons and popcorn poppers may be used, but must be attended during use. Infractions will result in a fine of up to \$500.00.

**Candles, Incense, Diffusers**

Students may not burn candles, incense, or essential oil diffusers in the dormitories. Infractions will result in a fine of up to \$500.00.

**Exits and Hallways**

All pathways to doors and windows must be kept clear. Doors must be able to open at least 90 degrees. Tampering with or removing door fasteners is strictly prohibited.

Hallways and stairs must be kept clear at all times. No bicycles or other items may be left in hallways or stairwells. The hallways around the laundry area must be clear of all laundry baskets, ironing boards and other items. Infractions will result in a fine of up to \$75.00.

**Furniture & College Property**

No furniture, lamps, pictures, dishes, silverware, or other College property may be disassembled or removed from dormitory rooms, common areas, the student lounge, the library or any classroom without express permission from College staff or faculty.

Students who willfully or through irresponsible action break furniture are responsible for the cost of replacement or repair. Students responsible for damage will report the broken furniture to the Buildings and Grounds personnel.

**Pets**

No pets of any kind are to be kept on campus, whether in- or outdoors.

### **Parking and Driving**

All cars kept on campus must be in good operating condition and have a current registration. The College reserves the right to remove inoperative or unregistered vehicles at the owner's expense.

Parking is available for students in the lot nearest the dormitories. The other lots are reserved for faculty, staff and visitor parking.

The speed limit on campus is 10 miles per hour. Infractions will result in a fine of up to \$25.00.

### **Hospitality**

The College invites all its members to practice hospitality in a spirit of respect for and in harmony with the good of the College community.

Guests may stay overnight and up to five nights by special permission of the Resident Director or the Dean of Students. Requests for permission must be submitted in writing to the Resident Director or Dean of Student (email) prior to the visit. In certain cases permission may not be granted, for example during certain collegiate or academic events or in cases where the protection or safety of its students or the preservation of peace and order on its campus may warrant it.

Infractions will result in a fine of \$25.00 per night.

Guest registration forms must be completed and submitted to the respective Proctor prior to the guest's arrival. These forms can be obtained from the RD, Proctors and RAs.

Overnight guests will be charged \$5.00 per meal, payable to the Business Office prior to the guest's departure. In the application, hosts must indicate how many meals the guest/s intends to join. If the guest fails to pay the Business Office, the Business Office will charge the host's account. Please note that this rate is subsidized by the College. Hosts of day guests must seek permission from the Resident Director or the Dean of Students.

Commuters may arrange with the Business Office to join the College regularly for meals, but for additional meals, they will be charged \$7.50 per meal, payable to the Business Office.

Prospective students are guests of the College and their visits are arranged through the Office of Admissions.

While on campus, guests are subject to the same rules and regulations that apply to students. Student hosts are responsible for informing their guests of the relevant rules and regulations. If a guest breaks a rule or regulation, his host will receive the applicable punishment. The College reserves the right to ask guests to leave.

The College reserves the right in cases where the protection or safety of its students or the preservation of peace and order on its campus may warrant it to ban guests or visitors either permanently or indefinitely from College property and all collegiate events and activities. Should the visitor or guest nevertheless appear on campus, the College preserves the right to inform local law enforcement personnel of a trespasser and will have the person removed.

### **Cafeteria / Kitchen**

Outside of scheduled meal times, the cafeteria may be used for study. The level of noise should be respectful of fellow students at study, neighboring rooms, and especially the chapel.

No recorded music may be played in the cafeteria, except after dinner and on the weekends as well as at student life events organized by student life staff. The volume of the music must not travel up to the lounge or to the chapel. Punk, punk rock, metal/heavy metal, hip hop, rap, r&b, techno, house, grunge, etc., must not be played but by college officials and at college events.

The cafeteria must at all times be kept clean. Under no circumstances may students use the kitchen or enter the pantry, refrigerator, or walk-in without the express permission of the Chef, the Assistant Chef, the Dean of Students, or the Resident Director. Proctors and RA's may grant permission to enter the pantry, refrigerator, or walk-in.

No student may remove food from the walk-in or pantry or take dishes or silverware from the cafeteria. Infractions will result in a fine of up to \$75.00. Repeated infractions will make the students subject to a disciplinary hearing and possible suspension.

### **Classrooms & Library**

Outside of scheduled class times, classrooms may be used for study. Students should maintain a respectful level of noise at all times in the Library and during business hours in the Barn.

### **Computer Lab**

Abuse of the computer lab – internet pornography, video games – is strictly prohibited. Infractions will result in assignment of work duty. Repeated or flagrant infractions will make the student subject to a disciplinary hearing and possible suspension or expulsion.

### **Student Lounges**

Student Lounges and the cafeteria are open at designated times. The level of noise should be respectful of fellow students at study, neighboring rooms and especially the chapel. No recorded music may be played in the student lounges, except at student life events and organized by student life staff. All personal belongings are to be kept tidy and be removed by curfew. Student Lounges are common spaces, designated exclusively for study and socializing.

### **Movies**

R-rated movies cannot be viewed in common areas without prior approval of a Proctor / RA.

### **Social Events & Student Council**

Social events are organized and administered by the Director of Collegiate Life and the Student Council, which receives a small budget for that purpose. The Council must provide people to set up and clean up after an event, restoring the area to its normal condition. Proctors and RAs are responsible for maintaining good order and dignity at social events. Students who wish to hold other campus-wide events, using any space on the campus, College equipment, or funds from the Student Life Budget, must apply for and receive permission in a timely manner from the Director of Collegiate Life and coordinate such activities with the Director of Collegiate Life and the Student Council.

### **College-Sponsored Student Organizations**

Student organizations enjoying the official recognition of Thomas More College must have a faculty advisor and a student coordinator approved by the Dean of Students.

**E. Defiance of Disciplinary Action**

Defiance of disciplinary action will result in a disciplinary hearing and possible suspension and expulsion. Lying to a College official, particularly during a disciplinary procedure merits suspension or, if the case is grave, expulsion.

**F. Public Representation**

Each student is part of the larger collegiate community. Any behavior, on campus or off, that causes scandal, seriously disturbs the peace of the community or damages its reputation will make the student subject to a disciplinary hearing and possible suspension or expulsion.

III. Contact Information

Office of Student Life:

Dean of Students, Dr. Denis Kitzinger	603 880 8308 ext. 25
	603 566 7692 (cell)
Director of Collegiate Life, Dr. Sara Kitzinger	603 566 5017 (cell)
Covid-19 Coordinator and Resident Director, Miss Hannah O'Connor	401 338 9315 (cell)
Ladies' Proctor, Miss Zoë Becher	805 312 9037 (cell)
Men's Proctor, Mr. Declan McArdle	845 705 3489 (cell)



*The Thomas More College  
of Liberal Arts*

*Rules of Collegiate Life  
"Signature Page"*

*FALL 2020*

By signing this form, I am stating that I have read and understood all the policies set forth in Thomas More College' Rules of Collegiate Life, also called the Student Handbook, and that I agree to uphold them for the duration of my studies here.

Reading and knowing this document is required of every student at Thomas More College. Failure to sign and submit this form will result in suspension from classes until the completed form is received.

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Student Name (Printed)

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Date

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Student Name (Signature)