

SCHOOL OF ENGINEERING

Graduate Student Handbook

2019 – 2020



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Introduction

The School of Engineering Graduate Student Handbook is designed to help you make the most of your educational experience at the University of St. Thomas. Students are responsible for reading and understanding the policies herein. The contents of this handbook are subject to change without notice and should not be read as part of a contractual relationship.

The University of St. Thomas is an academic community that continually strives for educational excellence. In addition to the academic programs at the School of Engineering, the university offers academic support through the library, writing center, and computer labs. The University of St. Thomas provides many other resources to students including career development, counseling, and health services; recreational and dining facilities; and events such as volunteer programs, lecture series, and religious programs. We encourage you to explore and take advantage of all the university has to offer to increase the quality of your educational experience.

Accreditation

The University of St. Thomas is accredited by the Higher Learning Commission of the North Central Association, an accreditation that is essential for all schools in this region.

Since spring semester 1986, the university has offered innovative applied engineering, manufacturing, technology and software engineering programs that emphasize application to regional industry. We value excellent teaching above all; real world industrial experience and success in the classroom are as important as strong academic credentials for both our full-time and adjunct faculty. For more information on the North Central Commission on Institutions of Higher Learning, visit: www.ncacihe.org or call (800) 621-7440.

MOHE Statement

The University of St. Thomas is registered as a private institution with the Minnesota Office of Higher Education (MOHE) pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Notice of Nondiscrimination

The University of St. Thomas is committed to the principles of equal employment opportunity and equal educational opportunity. St. Thomas does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, family status, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information, or any other characteristic protected by applicable law. The university's policy of

nondiscrimination extends to all aspects of its operations, including but not limited to, employment, educational policies, admissions policies, scholarship and loan programs and all other educational programs and activities.

University of St. Thomas Mission and Vision

Mission

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

Convictions

As a community, we are committed to:

1. **pursuit of truth**
We value intellectual inquiry as a life-long habit, the unfettered and impartial pursuit of truth in all its forms, the integration of knowledge across disciplines, and the imaginative and creative exploration of new ideas.
2. **academic excellence**
We create a culture among faculty, students and staff that recognizes the power of ideas and rewards rigorous thinking.
3. **faith and reason**
We actively engage Catholic intellectual tradition, which values the fundamental compatibility of faith and reason and fosters meaningful dialogue directed toward the flourishing of human culture.
4. **dignity**
We respect the dignity of each person and value the unique contributions that each brings to the greater mosaic of the university community.
5. **diversity**
We strive to create a vibrant diverse community in which, together, we work for a more just and inclusive society.
6. **personal attention**
We foster a caring culture that supports the well-being of each member.
7. **gratitude**
We celebrate the achievements of all members of our community in goals attained and obstacles overcome, and in all things give praise to God.

Vision

The University of St. Thomas, a Catholic comprehensive urban university, is known nationally for academic excellence that prepares students for the complexities of the contemporary world. Through disciplinary and interdisciplinary inquiry and deep intercultural understanding, we inspire students to lead, work and serve with the skill and empathy vital to creating a better world.

School of Engineering Mission, Vision and Values

Mission

We provide an applied, values-based learning experience that produces well-rounded, innovative engineers and technology leaders who have the technical skills, passion, and courage to make a difference.

Vision

To be the school of choice for applied engineering and technology leadership education enabling graduates to make a difference to the critical issues of the 21st Century.

Values

- There is an ethical responsibility to improve the quality of life through the comprehensive application of science and engineering.
- A values-based, multi-disciplinary approach to applied science and engineering takes on greater significance as new scientific discoveries and breakthroughs occur.
- An understanding of science and technology is required for competent decision making in business, government, and diplomacy.
- In keeping with the Catholic tradition, we are attentive to the development of the whole person as leader and engineer.

Graduate Programs in Software Mission, Vision and Values

Mission

Graduate Programs in Software is committed to provide a high-quality graduate education that integrates software technologies into workplace solutions.

Vision

This program strives to enrich the lives of the students and their communities, enhances the economic health of the global economic environment, and supports the overall mission of the University of St. Thomas.

Values

- Provide a learning environment where students become aware of the ethical, legal, moral and human issues of the Digital Age.
- Offer quality and professional graduate education for career advancement.
- Respect and practice the advice and counsel of the Strategic Advisory Board regarding industry trends and directions that influence the curriculum or programs.

Admission

Requirements and Procedures

Prospective students should review each program's admission requirements online and apply through the University of St. Thomas's graduate admissions website.

International Students Transcript Evaluation

The University of St. Thomas requires that international transcripts be evaluated by an outside service such as [World Education Services](#) (WES) or [Education Credential Evaluators](#) (ECE).

The Office of International Students & Scholars (OISS) provides comprehensive immigration and support services to international students and scholars while supporting them in pursuit of their educational, personal and professional goals, and to promote their full functioning in the U.S. and integration into the University of St. Thomas. The Office of International Students & Scholars can be reached by phone at 651-965-6650.

Conditional Acceptance

Applicants who have one or more admission requirements in progress (e.g., completing English proficiency or a pending undergraduate degree) may be conditionally admitted. If the applicant does not meet the conditions of acceptance, the offer of admission will be rescinded.

Provisional Acceptance

Some applicants who do not meet the basic admission criteria may be accepted provisionally into a degree program. These students will remain on provisional status until they have met the conditions of the acceptance.

Transfer Course Credit

Only courses from regionally accredited U.S. institutions are eligible for transfer credit. In addition, the course must have been completed with a grade of "B-" or better, must be applicable to a graduate degree at the prior institution, and must be equivalent to a University of St. Thomas course required or permitted for meeting program requirements. The School of Engineering will certify equivalency. A maximum of two (2) courses or six (6) credits will be considered for transfer.

Credit by Examination or Experience

This program does not grant credit for competencies gained prior to matriculation at the university. If a student believes they are already proficient in the material taught in a required course, they can contact their advisor to discuss alternatives.

New Student Orientation

All students are required to attend the New Student Orientation prior to registering for and attending classes.

New Student Orientation is held prior to the first day of each semester. If a student is unable to attend the Orientation, it is the student's responsibility to contact the School of Engineering Graduate Student Services Office (651-962-5500) prior to the start of classes for the semester to obtain detailed information.

Academic Standards and Policies

Advising

Students can find their assigned advisor by visiting Murphy Online.

Academic planning tools are available on each program website. Students are highly encouraged to utilize the tools to assist with basic degree planning.

Advisors are available by appointment or during drop in office hours to discuss in depth academic planning, course selection and degree requirements.

Credit Hour Definition

In accordance with University policy, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

1. one hour (50 minutes) of classroom or faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, and other academic work leading toward the award of credit hours.

Computing Resources

It is expected that students will use the University of St. Thomas computing resources responsibly and professionally, for academic purposes only. The School of Engineering Graduate Programs utilizes email account as its main mode of communication with students. Therefore, graduate students are responsible for the information sent to their St. Thomas email account.

Unacceptable Use

Conduct which constitutes unacceptable use under this Policy includes, but is not limited to:

Using university systems or content (including subscribed library electronic databases) for personal gain, for

commercial purposes or for partisan political purposes: for example, selling access to a university user ID or to university systems or networks; performing work for profit with university resources in a manner not authorized by the university; or using electronic mail to circulate advertising for products.

Abusing Email

The following activities specific to email use are prohibited:

Initiating or facilitating in any way mass electronic mailing (e.g. "spamming", "flooding" or "bombing") except for purposes of conducting university business, and then only with the advice and consent of Information Technology Services (ITS) regarding when and how to send the email.

Attendance Policy

Regular class attendance is expected. Failure to attend class can impact your grade for the course.

Instructors determine the specific attendance policies for their course(s) and that information is typically found in the course syllabus. Questions about the attendance policy for a course should be directed to the instructor of the course.

If a student must miss class, it is the student's responsibility to notify the instructor before the class, to meet all assignment deadlines, and complete any makeup work. Students may only miss two classes per course during a semester. If a student's circumstances necessitate missing class repeatedly, the student will need to consult with the instructor to determine if it is feasible to remain enrolled in the course.

Disability Resources

Classroom accommodations will be provided for qualified students with documented disabilities. For details, visit [Disability Resources](#).

Religious Holidays

Consistent with our commitment of creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations.

Students should not be penalized for class absences because of religious holidays and, therefore, should notify the faculty member of conflicts due to religious holidays well in advance of any anticipated absence. If asked, the student should provide accurate information about the obligations entailed in the observance of that particular holiday.

Makeup Exams

Attendance at all examinations is required. If a student must miss class during a scheduled exam due to an emergency or unavoidable conflict, the student should request a makeup exam from the instructor as soon as possible. The makeup exam request must include the reason for the absence.

Whether or not the request is granted is entirely at the discretion of the instructor. If the instructor allows the makeup exam, arrangements must be made with the School of Engineering Graduate Student Services office to take the exam during regular business hours.

Transcript Requests

The Office of Student Data & Registrar maintains the integrity of student records and helps ensure students understand the policies and procedures governing participation in academic coursework at the University of St. Thomas.

New Graduates: Transcripts will reflect your degree award date approximately three weeks after the end of the term.

All St. Thomas students (alumni and current students) may order an official transcript through the [Parchment St. Thomas Online Storefront](#).

- Alumni without access to Murphy Online must order transcripts through Parchment or in-person by submitting the required [Transcript Request Form](#) to the Office of Student Data and Registrar.
- Current students have those same options, but may also request a transcript using Murphy Online.

Students may order either an electronic or paper transcript online. Paper transcripts are available for in-office pickup or can be mailed to the student or an institution designated by the student.

For more information please visit the [Office of Student Data & Registrar](#).

Registration Procedures and Policies

Registration

Registration is based on the number of credits remaining in a student's program. To find out when you are eligible to register, log in to Murphy Online and click on the "Student Services" tab followed by "Registration".

Returning students who have not taken a class for more than one semester must reactivate their student record

before registering. Please contact the appropriate program to complete this action.

ENGR: gradengineering@stthomas.edu

GPS: gradsoftware@stthomas.edu

Waitlist Policy

During the term registration period, students have the option of adding their name to a course waitlist in Murphy Online. When a seat becomes available, the student will be notified via their St. Thomas email account. Students have 72 hours to log into Murphy Online and register for the course. If a student does not take action within the 72 hours, their name will be removed from the waitlist. Approximately two weeks before the start of the term, students have 24 hours to log into Murphy Online and register for the course. If a student does not take action within the 24 hours, their name will be removed from the waitlist. Once the term begins, waitlists no longer exist.

Holds

Students may check for registration holds via Murphy Online. If a student has a hold they wish to discuss, please contact the office that placed the hold.

Delinquent financial accounts must be cleared with the Business Office (651-962-6600) prior to student registration.

Add/Drop Courses

Students may add courses via Murphy Online throughout the "ADD/ DROP" period, which is until the first day of the term. Students may drop courses via Murphy Online through the "DROP" period, which is generally the first two weeks of class without a financial or grade penalty. Exact add and drop deadlines for tuition refunds are posted on the School of Engineering website.

Course Load

It is recommended that a student working full-time enroll in no more than two courses during spring and fall semester, and one course during summer session.

Students may not register for more than six (6) credits or two (2) courses during any semester without first obtaining permission from their advisor or the Associate Dean.

Graduate Engineering Project

These courses are built around a student-originated project that is limited in content and time frame. They provide an opportunity for students to receive individual instruction and guidance while pursuing a subject of special interest. A project course requires a learning contract signed by the student and instructor. This contract must be submitted to the School of Engineering Graduate Student Services office prior to registration for the course.

Graduate Software Project Course

Students interested in taking a project course in Graduate Software must submit a Course Proposal to their course instructor. The course instructor and the Associate Dean must approve the project prior to registration for the course.

Independent Study Courses

Students can only request an independent study course when regular course offerings do not cover the material proposed in the study. In other words, what is proposed for an independent study would be in addition to the material covered by the regular course. Additional material must be related to the course material. An independent study course requires a learning contract signed by the student and instructor with approval from the Associate Dean of Graduate Programs in Software & Engineering.

Directed Study Courses

Directed Study courses are comprised of a regular School of Engineering course delivered by means of directed study. The provision of directed study courses will be arranged by the Associate Dean of Graduate Programs in Engineering & Software under exceptional circumstances. A directed study course requires a learning contract signed by the student and instructor; this contract must be submitted to the School of Engineering Graduate Student Services office prior to registration for the course.

Auditing Policy

A student may choose to audit a course rather than take it for credit. If attendance is satisfactory, the course number, title and the audit designation will appear on the transcript. If attendance is not satisfactory, the course will not appear on the transcript. In no case may a student receive credit for a course that was audited unless the course is retaken for credit. Students may audit courses provided space is available after degree-seeking students have had first priority to register. Permission to audit a course must be obtained from the Associate Dean. A student may not designate audit status after the last day to withdraw with a "W."

Auditor status cannot be changed to "for credit" status after the ADD period has expired. The fee to audit is 66% of full course tuition. Enrolled students who opt to audit a course after the DROP period will not receive a refund for the difference between tuition and the audit fee.

Financial Obligation

At the University of St. Thomas, payment of tuition and all other fees becomes the obligation of the student at the time of registration. Prior to online registration, students will be prompted to electronically complete a payment agreement document.

Withdrawal Due to Military Activation

Graduate students who are called to active duty in the armed services will be granted a 100% tuition adjustment for the semester in which they were deployed regardless of the date they were activated. To receive this tuition adjustment, the student must present the School of Engineering Graduate Student Services office with a copy of their deployment orders.

Financial Aid Consequences of Withdrawal

Financial aid recipients who withdraw from the University of St. Thomas should be aware that they might need to return part or all of the funds they were awarded. Before officially withdrawing from classes, students should contact the Graduate Financial Aid Office to inquire about their specific situation.

Retaking a Course

Students who fail a REQUIRED course, must retake the course and receive a minimum passing grade of C-. The passing grade will replace the failed grade and is applied to the student's GPA. Both grades will appear on the student's transcript. Students who fail an ELECTIVE course have the option of retaking the class. If a student does not retake the failed elective course, the failing grade is applied toward their institutional GPA which is posted on the transcript. Students may make a request to the department to retake a course in which a passing grade was received (C- or above).

Veteran's Education Benefits

All Veteran's Education Benefit programs are handled by the Veterans School Certifying Official in the Office of Student Data and Registrar.

The Veteran Resource Center provides military-veteran students with an organization to call their own that will allow them to meet and network with one another through club events, meetings and community services in a professional manner while simultaneously providing a link for the University of St. Thomas community to gain insight into the experiences, needs, and desires of today's military-veteran student. Please visit the [Veterans Resource Center](#) for additional information.

Grades

Grade Reports

Grade reports are available through Murphy Online.

Calculating a Grade Point Average (GPA)

Grade points are determined on the following basis:

| Grade | Quality Points | Grade | Quality Points |
|--------------|-----------------------|--------------|-----------------------|
| A | 4.0 | C+ | 2.3 |

| | | | |
|----|-----|----|-----|
| A- | 3.7 | C | 2.0 |
| B+ | 3.3 | C- | 1.7 |
| B | 3.0 | F | 0.0 |
| B- | 2.7 | | |

The grades listed below are not assigned quality points and are not calculated in the GPA.

- S - Satisfactory
- I - Incomplete
- W - Withdrawal
- R - Registered, no credit
- AU - Audit, no credit
- IP - In Progress
- NR - Not Reported

Grade points for a course are computed by multiplying the quality point value of the letter grade by the credit value of the course. Grade point average (GPA) is calculated by dividing the sum of grade points earned for all courses by the total number of credits attempted.

Grade Changes

Instructors may complete a grade change form if there has been an error in the computation, transcription, or reporting of the grade. Grade changes may not be made based on additional work completed after the grade deadline for the term. All grade change forms must be reported to the School of Engineering Graduate Student Services office. After one year, grade changes are not allowed.

Incomplete Grades

A student who has completed at least 80% of the required coursework, but due to unforeseen and unavoidable circumstances (e.g., illness or emergency) is unable to finish the course within the semester for which they were registered, may petition the instructor for an Incomplete. The request must be made prior to the grade deadline for the term. If granted, a grade of "I" will be entered for the course. The grade of "I" is not to be used to grant extra time for a student to resubmit work or complete extra credit assignments in order to improve the grade. Students who receive an "I" are advised that they must complete coursework by June 1 for the fall semester and the January term, and by January 1 for spring semester and summer terms. If the course requirements are not met by the deadline, the incomplete grade becomes a grade of "F". There are no exceptions to these deadlines.

Withdrawal from a Course

The mark of "W" is assigned to a course from which a student withdraws after the tenth day of the Fall & Spring semesters. For summer session and January term the time frame is shorter. A grade of "F" will appear on the transcript for students withdrawing after this deadline.

Failing Grades

Students who receive a failing grade, "F," for any **required** course must retake and successfully complete that course to receive credit toward program requirements. When the course has been repeated, only the passing grade will be computed into the cumulative grade point average. The "F" will remain on the transcript.

Academic Probation

While a grade of "C" is considered minimally satisfactory performance, multiple "C" grades are regarded as unsatisfactory academic progress within the program as a whole. Any student who have completed six or more credits and whose cumulative GPA is less than 2.7 will be placed on academic probation and a registration hold will be placed on the student's record.

When a student is on academic probation, they must meet with the Associate Dean prior to registering for any future course(s).

If the student fails to receive a grade of "B" or better while on probation, the student will be academically suspended for one semester. Upon the student's return, they will again be placed on academic probation. Failure to obtain a "B" or better in the next course will result in dismissal from the program.

Once the cumulative GPA is above 2.7, academic probation status will be removed. However, if the cumulative GPA drops below 2.7 again, the student's status will return to academic probation.

Students may appeal a suspension or dismissal. Appeals must be directed to the School of Engineering Associate Dean. If students are readmitted on appeal, the program may impose conditions on the readmission.

Degree Requirements

Curriculum Catalog of Record

Catalogs for the School of Engineering Graduate Programs are posted on the website. The catalog in effect at the time of matriculation is the student's catalog of record and determines the student's graduation requirements. If a revision to the catalog is released, currently enrolled students may request to switch to the newer version to take advantage of revised program requirements. Students must fulfill all requirements in the curriculum catalog they have chosen; they may not combine requirements from multiple versions.

Students must contact the School of Engineering Graduate Student Services office if they wish to change their catalog of record.

Adding a Second Major or Certificate

Students have the option to add a second program (major). If a second program is added, both programs are required to be completed before the Master's degree is awarded.

Students may add one certificate to their degree program. The certificate is required to be completed before or at the time the degree requirements are met. If the certificate requirements are met prior to the degree requirements, the certificate will be awarded in the term of completion.

Adding a Second Graduate Degree

Individuals may apply to complete a second MA or MS graduate degree in a different discipline. The requirements for the additional degree must include at least 24 non-duplicated graduate credits and must meet all requirements of the program's accrediting body. Previously completed graduate credits older than 8 years may not be applied toward meeting requirements for the additional degree.

Graduation Requirements

The minimum requirements to receive a master's degree from a Graduate Program in the School of Engineering include:

1. Students must complete all degree requirements from their catalog of record
2. All substitutions of required courses must be approved in advance of taking the course.
3. Student must have a cumulative GPA of at least 2.7.
4. Credits earned more than 10 years prior to graduation cannot be used to meet the requirements of a degree.

Students graduate at the end of the semester in which they complete their degree requirements.

Commencement Procedure

Commencement ceremony is held every Spring in May. For current information please visit the [Commencement](#) webpage for additional information.

Policy on Changes in Rules and Practices for School of Engineering Programs

The University of St. Thomas reserves the right to change any rule or practice pertaining to any aspect of its operation, including graduation requirements, grading, and academic standing requirements. It is possible that rules or practices described in School of Engineering publications have been changed since they were published. Please contact Graduate Student Services for up-to-date information on the rules and practices.

Revised 3/30/2020

FERPA

The Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their education records. For questions regarding [FERPA](#), please contact the University Registrar directly.

Academic Integrity Policy

Honesty and trust among students and between students and faculty are essential for a strong, functioning academic community. Students are expected to do their own work on all academic assignments, tests, projects and papers. Academic dishonesty will not be tolerated at the University of St. Thomas. Students are encouraged to report incidents of academic dishonesty to course instructors or the Associate Dean.

Violations

Common forms of academic dishonesty include, but are not limited to, the following:

- Cheating: Using, accessing, or trying to use unauthorized materials, information, or study aids in any academic work submitted for credit; giving or receiving unauthorized materials or aid in an academic exercise.
- Fabricating or misrepresenting: Falsifying or inventing any information or citation in an academic exercise; fabricating or misrepresenting a reason for an absence or missed deadline; submitting academic work completed largely in one class to satisfy an assignment in a second class without instructor permission; fabricating or tampering with academic records.
- Facilitating Academic Dishonesty: Knowingly helping or attempting to help another student commit academic dishonesty.
- Plagiarizing: Claiming or submitting the ideas, words, or statements of another person as one's own without proper citation regardless of intent to deceive. Even inadvertent plagiarism is a serious matter; students must familiarize themselves with citation standards. The University of St. Thomas Library and the Center for Writing both have resources available to assist with proper citation. For more information, visit:
http://libguides.stthomas.edu/citing_sources
<https://www.stthomas.edu/writing/resourcesforstudents/>.

When academic dishonesty occurs, the following procedures will be followed:

Instructor's Actions

When an incident of academic dishonesty is discovered, the instructor will notify the student and, if possible, meet to discuss the evidence and penalties. The instructor must also inform the Associate Dean or Dean

of the School of Engineering by providing a summary of the nature of the offense, any supporting evidence and any information regarding the student's response to the incident. The minimum penalty for academic dishonesty is a failing grade for the work involved. The instructor may request additional penalties. The student has a right to appeal the determination of the instructor to the Associate Dean or Dean.

Dean's Actions

Upon receipt of the communication from the instructor, the Dean or the Dean's designee, will review the offense, consult the student's file for previous offenses and make a determination about the case and the penalties. The Dean may consult with the Office of the Dean of Students. If no further action is deemed necessary, the instructor's sanction will stand and the Dean will send documentation of the offense to the Office of Student Data and Registrar for inclusion in the student's file. If further penalties are to be imposed, the Dean will notify the student and arrange to meet to discuss the matter. The Dean has the authority to impose sanctions beyond those recommended by the instructor.

Possible Sanctions

Among the sanctions considered by the Dean will be the following: failure for the course in which the incident occurred; suspension from the University for the following semester; expulsion from the University; revocation of a conferred degree; community service; or other appropriate measures as agreed upon in consultation with the student.

The materials relating to the incident, including the instructor's correspondences with the student and the Dean and the Dean's decision following review will become part of the student's academic history file. A summary of the incident may also be sent to the Office of the Dean of Students.

Dean's Hearing Committee

If the nature of the offense is severe or if the student has been involved in a previous incident of academic dishonesty, the Dean may convene a hearing. The hearing body should include representative faculty who review the case and provide a recommendation to the Dean. The hearing may include direct questioning of both the student and the faculty member.

Final Appeal

Following the review and final decision by the Dean, the student may appeal the Dean's decision in writing to the Executive Vice President for Academic Affairs.

Sexual Misconduct Policy

The University of St. Thomas mission and convictions embody the University's commitment to promote and protect the personal dignity and well-being of every

member of the St. Thomas community. Sexual harassment, sexual assault and other forms of sexual misconduct are antithetical to that commitment. Moreover, they constitute unlawful sex discrimination. All forms of sexual misconduct are prohibited by St. Thomas.

The St. Thomas mission and convictions also embody the University's strong commitment to academic freedom, rigorous thinking and the free and full pursuit of knowledge and truth by every member of the St. Thomas community. The prohibition on sexual misconduct is critical to and consistent with these commitments. St. Thomas cannot achieve its educational objectives in an environment in which sexual harassment or other forms of sexual misconduct are tolerated.

This policy defines the forms of sexual misconduct prohibited by the University, describes reporting options, and identifies the procedures the University will use to resolve reports of sexual misconduct. This policy reflects the University's commitment to: (1) fostering an environment where sexual misconduct is not tolerated and where all members of the community are well-informed and supported in reporting sexual misconduct, and (2) resolving reports of sexual misconduct in a prompt, impartial and equitable manner.

Please visit the university's [Title IX](#) webpage for additional information regarding Sexual Misconduct policy and procedures.

Hate Crimes and Bias Motivated Incidents Policy

The University of St. Thomas continually strives to meet the highest standards of respect and civility that are both implicit and explicit in its vision, mission and convictions. It is the university's goal that no member of the University community shall be subject to any physical or verbal harassment, abuse or violence based on the individual's race, color, gender, sexual orientation, age, national origin, religion or physical or mental disability.

The value placed upon human dignity and diversity should be interpreted as augmenting, not infringing upon "freedom of expression" or "academic freedom." As a result, the university has adopted a policy that is designed to investigate and resolve such claims in a direct and thorough manner while respecting the rights of all parties involved.

Please contact the Dean of Students office with questions regarding [Bias and/or Hate Motivated Incident reporting procedures](#).

Tobacco Free Campus Policy

Consistent with the University of St. Thomas conviction to support the well-being of each member of our community, the University is committed to maintaining a tobacco-free campus. This commitment includes providing a healthy campus for all campus members and visitors.

The Tobacco-Free Campus Policy establishes a tobacco-free environment on all University owned or leased properties in St. Paul and Minneapolis. Consequently, the use, distribution or sale of tobacco, including any smoking device or carrying of any lighted smoking instrument, in University buildings or on University premises, or in University-owned, rented or leased vehicles, is prohibited.

For the full Tobacco Free Campus policy, please visit:
<https://www.stthomas.edu/media/officeofgeneralcounsel/policies/111Tobacco-FreeandSmoke-FreeCampusPolicy.pdf>.