

*The Thomas More College
of Liberal Arts*



THE STUDENT HANDBOOK:
RULES FOR COLLEGIATE LIFE

FALL 2025 – SPRING 2026

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 the free and responsible human person. 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. Common life at the College is ordered to promote the pursuit of truth in charity by all. Also intrinsic to our common life is the openness to the encounter with other persons and the pursuit of genuine friendships.

The following “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 or 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.

Academic Dean

The Academic Dean is the chief academic officer of the College appointed by the President. He has no direct involvement with Student Life, though he may be asked to assist in extraordinary circumstances.

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 conviviality and studiousness. The Dean of Students appoints and oversees the staff of the Office of Student Life and enforces these Rules for Collegiate Life.

Assistant Dean of Students

The Assistant Dean of Students is appointed by the President to assist the Dean of Students, with particular

attention to safety, security, and the enforcement of these Rules of Collegiate Life.

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 of the College.

Resident Directors

The Resident Directors (RDs) are appointed by the Dean of Students to assist him and support the Proctors and Resident Assistants in promoting the cultural life and maintaining safety, security, and good order on campus. The Resident Directors have 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 model and promote the common life and maintain safety, security, and good order on campus. Proctors and RAs have disciplinary authority.

One Proctor or RA for the men and one Proctor or RA for the women will be on call 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 RAs are authorized to enter student rooms to confiscate prohibited items, to investigate suspected violations of the *Rules for Collegiate Life*, or for reasons of health, safety, or administrative purposes. The Dean of Students reserves the right to enter a student's room for the same reasons. Students 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 Office of Student Life. It serves as the student liaison between the Office of Student Life and the student body for the purpose of coordinating and running Student Life events. The Social Council normally consists of two members from each class, invited by the Dean of Students and the Director of Cultural Life. 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 students 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 Dean.

In matters concerning the health and safety of the students or violations of the rules and regulations, students are encouraged to discern whether they can address the situation themselves with maturity and charity or if the issue should be brought to the attention of the Resident Directors, Proctors, or RAs. These matters should be addressed as soon as possible.

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 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 suspension or expulsion, the Dean of Students will bring the student before a disciplinary board composed of the Dean himself, two members of the faculty or staff. 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 or her 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 academic year.

Fines

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.

Work Duty

The student is required to perform additional clean-up or kitchen duties on campus as scheduled by a student life staff member. 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.

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.

Disciplinary Probation

If the infraction warrants, the student may be placed under disciplinary probation: a period of time during which he or she 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.

Expulsion

The status of the individual as a student is terminated and he or she is excluded from all college premises, privileges and activities.

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

D. Appeals

The normal procedure for students to register appeals and complaints about applied sanctions 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 suspension or expulsion, the student has the right to submit a "letter of appeal" to the Dean of Students within three business days of receipt of the outcome of the interview. The appeal must specify the potential grounds for reconsideration.

If a disciplinary board finds that a student's offense warrants 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 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 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' 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 Cultural Life to coordinate spiritual activities and use of the chapel. Finally, during scheduled times of Holy Mass, confessions, and Eucharistic Adoration, the Woodshop will be closed and students in the Barn (cafeteria, lounge, etc.) or in close proximity to the chapel are asked to preserve silence.

B. Academic Life

Honesty

The College prohibits cheating and plagiarism of all kinds. 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 – will not be tolerated. All cases of suspected plagiarism are to be reported to the Academic 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. Upon the determination of the instructor and the Academic 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 Academic Dean.

Technology in the Classroom

The use of electronic devices in the classroom is prohibited. This includes Junior Project and Senior Theses presentations as well as other events not open to the public. Medical exemptions may be considered by the Academic Dean upon a request accompanied by sufficient documentation.

C. Common Life

Civility and Decorum

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 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 and welcoming guests, and serving one another.

Health and Safety

The College is committed to ensuring the health and safety of its members. Because they live and work together in close proximity, it is essential that all members of the College strive to maintain a high standard of hygiene at all times. In the case of illness, the Proctor or RA should be informed and will seek to help in whatever way possible. Members of the College are expected to exercise prudence in deciding whether or not to attend classes and attend other community activities. Students diagnosed with an infectious disease should inform the Dean of Students before attending classes or college events.

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, all students clean the dormitories and their rooms. A proctor/RA inspects the men's and women's dormitory and rooms, though the RDs and the Dean of

Students reserve the right to inspect the dormitories. These cleaning duties are mandatory. Failure to perform dorm cleanup will lead to disciplinary actions.

At some point during each semester, all students are assigned to a meal crew, setting up for and cleaning up after lunch or dinner for a week. Meal crew team assignments are posted in the cafeteria at the beginning of the semester.

Dress Code

“Do not go about unkempt and shabby, Sancho, for a disheveled garment betrays an unbalanced spirit.” – Don Quixote

At all times, dress should be modest, neat, clean, and appropriate to the dignity of one’s activity. “Class dress” is to be worn on class days through dinner, at College events, and on Sundays for brunch and Mass.

Women should wear skirts or dresses of modest length or pants and blouses with modest sleeve lines and necklines. Men should wear dress pants, slacks, or trousers and tucked in, collared shirts. Blue jeans, sweatshirts, baseball hats, and athletic shoes should not be worn.

Casual dress may be worn after dinner on class days, and on weekends except at Sunday brunch and Mass. Tight-fitting, transparent, or revealing clothes such as spaghetti strap tops, crop tops, miniskirts, running shorts, muscle shirts, etc. are not permitted. Students not properly attired should change.

Dressing modestly requires prudence and is an expression of our human dignity. It also is an act of charity towards fellow students. The Student Life staff are there to help make judgments in this area. At the same time, the College has confidence in students’ ability to discern – rationally and in charity – what is appropriate and modest dress for a Christian man and a Christian woman.

Public Displays of Affection (PDA)

Student couples must exercise Christian modesty and cultivate chastity concerning public displays of affection. Infractions will result in a reprimand.

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 Directors, 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 the dormitories is strictly prohibited. Infractions will result in a disciplinary hearing and possible suspension or expulsion.

Alcohol

“The proper form of thanks... is some form of humility and restraint: we should thank God for beer and Burgundy by not drinking too much of them.” – G.K. Chesterton

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 drunkenness is permitted on campus. All alcohol will be confiscated and disposed of immediately.

Violations of these rules will result in the assignment of work duty. Repeated 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 reporting to local law enforcement are possible. 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 Harassment

Discrimination

Discrimination against any person 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 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.

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.

E. Sexual Misconduct Policy and Procedure¹

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 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:

-- Mrs. Tryphena Reidy, Title IX Coordinator
(Office) 603-546-0372
treidy@thomasmorecollege.edu

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

-- Dr. Michael Taylor, Dean of Students
mtaylor@thomasmorecollege.edu
(Office) 603-546-0879

G. Residential Life

Check In/Out

When students check in, they will receive their key codes and, upon request, their room keys. They also must complete and sign an inspection form that indicates the condition of the room and its furnishings, to be turned in to their respective Proctors. Before vacating their rooms, students must return the room to its initial condition. For rooms left dirty or damaged each student will be fined according to the cost of the repair. Students also must return their keys to a member of Student Life staff. Students will be charged a fine for lost keys.

Breaks

The dormitories are closed between semesters and during the Thanksgiving and Easter breaks. All students are required to vacate the campus during these times unless otherwise authorized.

Permission to arrive earlier or stay later than the designated opening and closing days rests with the Dean of Students. All students wishing to visit campus during the summer must seek permission from the Vice President of Operations.

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. Rooms must be neatly organized prior to leaving for Thanksgiving and Easter breaks.

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 either be donated or thrown away. In certain circumstances, the Dean may allow students to store their belongings in a room designated for that purpose in a dorm or at Mercy Hall over the summer. Rooms must be left clean. Students failing to clean their rooms will be subject to a fine.

Curfew

All buildings will be locked at 12:30 a.m. on Sunday through Thursday nights, and at 1:30 a.m. on Friday and Saturday nights. Except in case of emergency, all resident students must be in the dormitories until nautical twilight. The doors of the Library, Barn, and Chapel will be opened at 6:00 a.m. Infractions will result in a reprimand. Repeated infractions will result in disciplinary action.

Quiet Hours

After 11:00 pm students must refrain from making loud noises in and around the dormitories. 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.

Weapons & Explosives

The possession of weapons of any kind, explosives of any kind, including fireworks, is absolutely prohibited. Infractions merit 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 permitted only in designated areas outside the buildings. Smoking and vaping are never allowed within any buildings. Infractions will result in a fine of no less than \$50.

Students must be conscientious about smoking and vaping in the presence of others and especially visitors during public events (e.g., Open House). Students who smoke should always ask permission to smoke when joining a group, when joined by guests, or when in the presence of faculty and staff.

Smokers and vapers must be 18 or older. Smokers are not to litter the grounds and must dispose of cigarette butts in the containers provided for that purpose. A first infraction will result in a reprimand. Further violation of the litter policy will result in a fine of no less than \$50.

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. Any item that could set off the fire alarm are not permitted. Curling irons, coffee pots, and irons may be used, but must be attended during use. Infractions should result in a fine of up to \$500.00.

Candles & Incense

Students may not burn candles or incense in the dorms. Infractions may result in a fine of up to \$500.00.

Exits & 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 may 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.

Any student wishing to bring larger furniture (i.e. couches, recliners) into the dorms must seek permission from the Dean of Student and must remove said items at the end of the school year unless they receive express permission to store it at the College.

Pets

No pets of any kind are to be kept on campus.

Parking & 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. Students must not park in front of or block access to the dumpsters nor the fire hydrant. The speed limit on campus is 10 miles per hour. Infractions should result in disciplinary action.

Hospitality

The College encourages hospitality towards all guests and visitors. All students seeking to invite guests to campus should seek approval from the Dean of Students in a timely manner before making definitive plans, especially when planning to host a guest overnight. Hosts of overnight guests must fill out a “guest form” after receiving verbal approval. Guests ought not stay on campus for more than three nights.

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

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

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

Off-Campus Employment

Students should be conscientious about off-campus or online employment such that it does not detract from their academic life. Any student seeking off-campus employment for more than fifteen hours per week must receive explicit permission from the Dean to do so.

Cafeteria & Kitchen

Outside of scheduled mealtimes, 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. Technology should not be used during meal times.

No recorded music may be played in the cafeteria, except by breakfast cooks, after dinner, and on the weekends as well as at Student Life events. 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., is not to be played, unless by college officials 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 Directors. 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 without permission, or take dishes or silverware into the dorms. Mugs may be taken from the cafeteria under the condition that they are brought back by the next meal. Infractions should result in disciplinary action, which may include a fine of up to \$75.00.

Classrooms & Library

Outside of scheduled class times, classrooms may be used for study without permission. Classrooms may also be used for other student activities with permission from the RD. Students should maintain a respectful level of noise in the Library and the Barn during business hours.

The Scholars' Lounge

The Scholars' Lounge is to be maintained as a silent study area at all times, except when classes are being held therein.

Student Lounge

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 common areas except after dinner and on the weekends and at Student Life events. All personal belongings are to be kept tidy and be removed by curfew. Films are not to be viewed in the Lounge.

Technology Outside of the Classroom

Computers and smartphones should not be used to play games or watch movies/shows before dinner, in the common areas of the Barn and Library. Students using smartphones and laptops must make efforts not to distract others. While walking around campus, students should be receptive to reality and refrain from using earbuds/headphones.

A group of students wishing to watch a film may use the projector and projector screen with permission from an RD. R-rated movies must not be viewed in common areas without approval of a Proctor or RA.

Social Events & Social Council

Social events are organized and administered by the Dean of Students, Director of Cultural Life, and the Social Council. The Council should coordinate volunteers 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 at social events. Students who wish to hold other events, using any space on the campus, College equipment, or funds from the Student Life Budget, must apply for permission in a timely manner through the Resident Directors.

Visitors are permitted to attend collegiate events with permission of the Dean of Students.

College-Sponsored Student Organizations

Student organizations enjoying the official recognition of Thomas More College must have a faculty advisor and a student coordinator and must be 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. Photo Release

From time to time, the College may photograph or record students participating in class, events, and activities both on and off campus. By signing the Student Handbook, students consent to the College's use of such photographs and recordings, without notice or compensation due to the student.

This consent extends to use of such photographs, now or in the future, in print and web-based/digital media (including social media), for any lawful purpose, including but not limited to educational, fundraising, advertising, and publicity purposes. At times, the student's likeness in an image will be paired with a caption or description including his or her name and year of graduation.

If a student does *not* consent to the College's use of such photographs and recordings including his image, the student may sign this handbook but must notify the Office of Business and Registrar Affairs and the Publications Office in writing.



The Thomas More College of Liberal Arts

Rules of Collegiate Life "Signature Page"

FALL 2025

By signing this form, I state that I have read and understood all the policies set forth in the "Thomas More College: Rules for Collegiate Life" (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 submitted to the Dean of Students and the submission is confirmed.

Student Signature

Date

Student Name (Printed)