

Student Handbook

St. John's College - Santa Fe
2022-2023

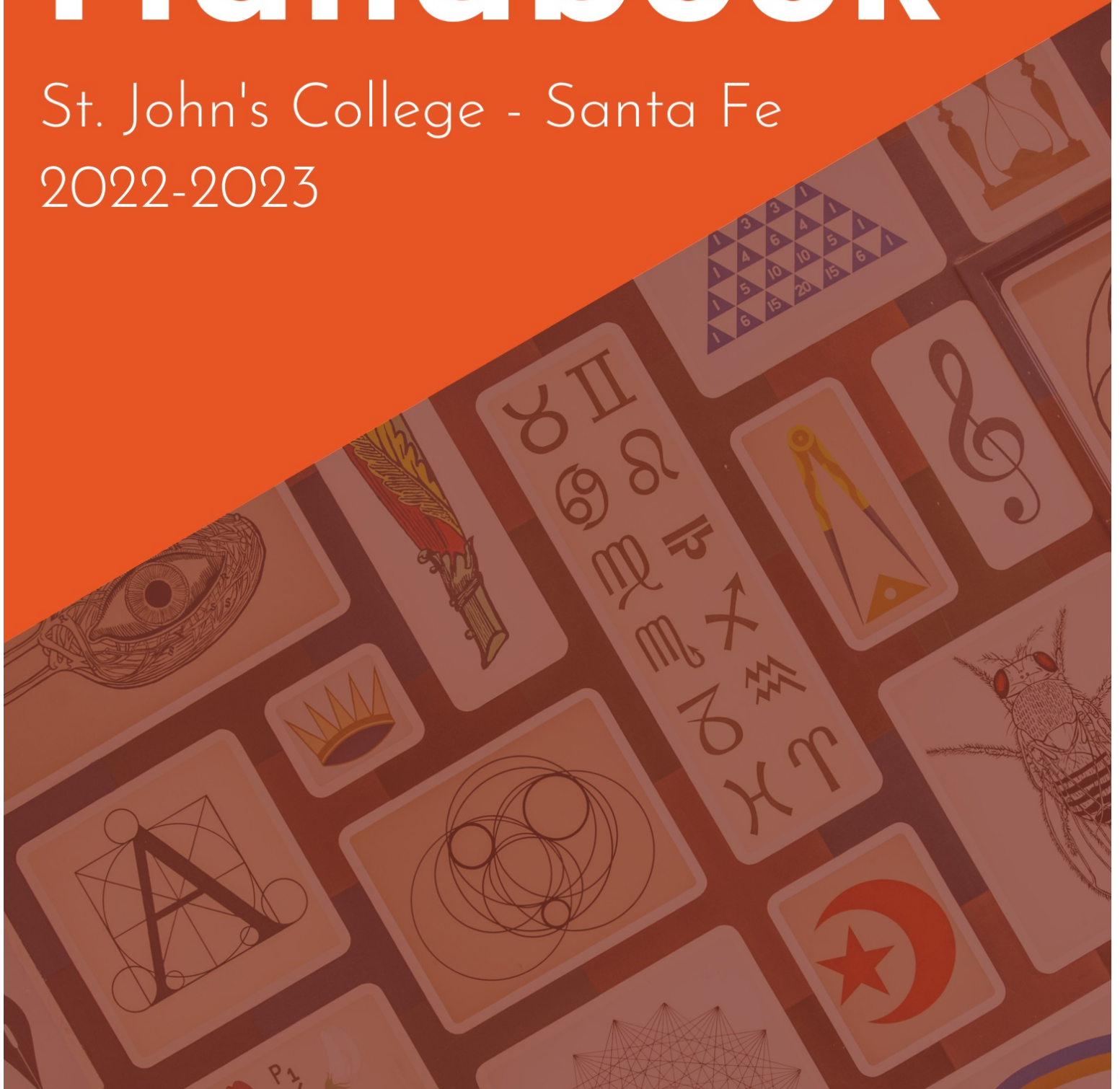


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Introduction to Community Principles

St. John's College is an academic community with the goal of liberal education. According to the Polity, the college's governing document, the college's purpose is to bring students into a community of inherited customs, intellectual traditions, and friendship, and the campus community itself is a part of that wider community. Our ability to govern ourselves rests on the observance of two principles, those of responsibility and honesty.

All members of the college community share the responsibility to uphold standards of decency and civility and maintain living conditions that are conducive to study and learning. Therefore, the college expects every student to abide by all of the rules of residence and refrain from misbehavior, even that which is not mentioned explicitly in the Community Standards. It expects every student to exhort fellow students to follow the same code, and also expects all students to report their own misdeeds, try to persuade others to do the same, and report the misdeeds of those who cannot be persuaded.

The college expects community members to be honest. In the main, there are two forms of dishonesty: lying and withholding information. The college expects students not to do either, either about themselves or their fellow students. Underlying both these principles is the understanding that the wellbeing of the campus community, which is composed largely of students, depends primarily on personal self-regulation through public-spirited acceptance of the common good, whether or not it is specified in written institutional regulations.

Most of the policies contained in this edition of the Student Handbook have been in effect for some time. When policies have been changed, the Dean, Assistant Dean, and Executive Director of Campus Health & Wellness have consulted with other college officials, with legal counsel when necessary, and with students when possible. Students are encouraged to report inaccuracies or omissions in the Handbook to the Executive Director of Campus Health & Wellness, and suggest ways in which our present policies may be improved, so that by working together, we can achieve and maintain a community that is most conducive to the learning and practice of the liberal arts.

Undergraduate Student Information

Academic Policies and Practices

Classes

Undergraduate Program in Liberal Arts

The Undergraduate Bachelor of Arts Program is an all-required, four-year program. All students in the same year read the same books at the same time. The Office of the Registrar arranges/designs the class schedules, which follow the specific dates and requirements as outlined in the current year's Academic Calendar and Statement of the Program. Students receive their schedule upon signing the Registration Form.

Formal Address

It is the college's policy that formal address be used in all classes.

Attendance Policy

All students are expected to attend all regularly-scheduled seminars, tutorials, preceptorials, and laboratories to which they are assigned. They are also expected to attend formal lectures and question periods, as well as musical performances, town hall meetings, and orientation meetings. Instruction by discussion requires regular attendance in a way that other modes of instruction may not. There are no books one can read that take the place of a missed discussion, as there might be in the case of a missed lecture class. Instruction by discussion implies that all students share in the processes of teaching as well as learning, and thus, regular uninterrupted participation is essential for the good of all class members. Attendance at Friday night lectures and concerts allows a piece of music or the content of a lecture to be the subject of conversation either in class or wherever members of the community gather.

Because of the importance of class attendance and participation at St. John's, tutors are asked to report student absences in their classes on a weekly basis. Records of absences are kept in the Office of the Assistant Dean, and students and tutors are free to consult these records at any time.

Any absence brings academic consequences; therefore, absences are to be avoided whenever possible. Illness or other circumstances (including inclement weather for students who live off campus) may cause a student to miss class occasionally. All absences are recorded, regardless of reason, though students are encouraged to contact the Assistant Dean to discuss any circumstances contributing to repeated absences. However, students are expected not to exceed a specified maximum number of absences in each class during the course of a semester. Students who exceed the maximum in a single class will be required to repeat the class to receive credit, and an "F" will

appear on their transcript. This “F” is considered an academic failure, not an administrative consequence. A written appeal to the Dean is possible if there are mitigating circumstances. A student who exceeds the maximum in a second class during the semester will be dismissed from the college without refund of fees.

The maximum number of absences per semester is four for classes that meet twice a week (seminars and freshman laboratories) and five for classes that meet three times a week. Preceptorials are considered a continuation of a seminar in counting absences. Students who attend a preceptorial during the fall term (juniors and seniors) are permitted a maximum of two absences during the eight weeks of the seminar and two absences during the eight weeks of the preceptorial. The maximum number of absences is reduced by one for second semester seniors and by two for January freshmen during the summer session. The number is set at one for freshman music.

Warnings will be sent to students’ college email addresses when the maximum number has been reached. Parents of dependent students may also be notified when the maximum number of absences has been reached.

Attendance is the student’s responsibility, and students are advised to keep a record of their own attendance. They should avoid approaching the maximum in case an emergency should arise when missing a class is unavoidable.

Absence Probation

The maximum number of absences may be reduced at the request of a tutor or student or at the discretion of the Dean or Assistant Dean for those students who are in academic difficulty or whose absences approach the maximum number habitually. Absence probation lasts either for a semester or for one year from the date it is imposed.

In cases of extended illness or other extraordinary circumstances, a student may ask the Assistant Dean to extend the maximum number of absences in a class. The request should be made in writing, include any supporting documentation, and be submitted only after the maximum number of absences has been approached or reached. The Assistant Dean will consult with tutors or other relevant parties before reaching a decision. In cases of a negative decision, the student may appeal to the Dean to review the request for extension. Confidentiality will be maintained with respect to medical conditions or other circumstances related to a request.

Audio and Video Recording

No recording of any form is allowed in any classes or oral examinations, even if the person who is recording asks permission of the tutor and students. Recording adversely affects the candor, tentative character, and spontaneity of the process being recorded. It raises privacy issues and places people in the awkward position of having to say no if they might not want to be recorded but are under pressure, however tacit, from others who wish strongly to do so or see no reason not to.

Digital Devices

At St. John's College, our time in class is organized typically around the study of an assigned text. For a variety of reasons and causes, many of us do ever more of our reading on digital devices of one sort or another. However, there are serious concerns about these devices' influence on our common work in the classroom. Given those concerns and our longstanding practice, the general expectation remains that students will use an acceptable printed edition of the assigned text in class. If students have questions about what is acceptable, they should speak with their tutors. Direct responsibility for carrying out the Program of Instruction in a given class rests with that class's tutor, who, consistent with the Program, has discretion to clarify what is required in the class. Our library and bookstore staff can offer students good counsel on the way to meet these requirements practically and affordably.

Assigning Students to Classes

The Registrar, in consultation with the Dean and Assistant Dean, strives to arrange classes and student schedules such that:

- No class meets on three consecutive days
- No class is scheduled to meet twice in less than a twenty-four-hour period
- No student has four classes in a day
- All students have the opportunity to be in class with a wide range of tutors and fellow students
- Sections of the same class are of approximately the same size
- The gender ratio in a section respects, if possible, the ratio within the classification

The Registrar will attempt to accommodate schedule requests for such reasons as childcare, an existing off-campus job schedule, and long-distance commuting. Special requests must be submitted by **June 1**. Off-campus residence does not in itself constitute grounds for special scheduling. Special requests for extenuating circumstances will be considered on a case-by-case basis.

Class Changes

Class changes required to correct scheduling conflicts or incomplete registration are handled by the Office of the Registrar during the first week of the fall semester. All other types of class change requests must be directed to the Assistant Dean. Class changes at St. John's College can interfere with the spirit of cooperative learning and with the continuing conversation in both the original and subsequent class. Most classes experience considerable variation in class morale, and discussing problems with tutors and fellow students usually improves the situation. Such discussion normally takes place outside of class. If necessary, the Assistant Dean is consulted once the above has been explored.

When there appears to be a compelling reason for a class change after the fall semester has begun, the student should present the request to the Assistant Dean both in person and in writing **within two weeks** of the beginning of the fall term. For the reasons above and others, even in such cases, class changes will be rare and only occur under extraordinary circumstances. No student is excused from attending the original class before the Assistant Dean has formally granted the change request. The student should expect to discuss the reason for the request not only with the Assistant Dean, but also with the original class's tutor. It is unlikely that the Assistant Dean will approve a class change without close consultation with the tutors of the exiting and entering classes, although strict confidentiality is occasionally required. **As a rule, no class change will be finalized until the end of the third week of classes**, and exceptional cases are left to the Assistant Dean's discretion. Note that a class change may require a complete schedule change. Students who wish to make a class change at the beginning of the spring semester should make the request to the Assistant Dean in writing by the preceding December 1. If students have questions or circumstances that are not addressed clearly above, they should bring them to the Assistant Dean or the Executive Director of Campus Health & Wellness, depending on the nature of the inquiry.

Dismissal from a Class

A student who is unprepared frequently or whose conduct is detrimental to the class may be dismissed from that class. In such cases, the tutor informs the student and Assistant Dean in writing of the conditions that the student must meet to avoid suspension from a class. A student who fails to meet these conditions may be withdrawn from the class without refund of fees or academic credit for the semester.

Withdrawal from a Class

Because no class at St. John's is elective, withdrawing from a class is seldom possible, although the Dean may permit a student to withdraw from a class for compelling reasons. See the "[Withdrawal from, and Readmission to, the College](#)" and "[Refund Policy](#)" sections of the Handbook.

Repeating Classes

Ordinarily, students are not permitted to register for a part of the program in which they have registered previously unless they have either withdrawn before completing the semester or have completed the semester with a failing grade. The quality of the student's work until their point of withdrawal will be reported, and after the seventh week, a letter grade for this work will be assigned whenever possible. This not-for-credit grade will not appear on the student's transcript, but like the narrative don rag report (see "[The Don Rag](#)" section for more information), it will become part of the student's academic file.

Freshmen who withdraw from classes for academic reasons, or whose work is unsatisfactory in one or more classes in the fall semester, are, as a general rule, not permitted to repeat work with the next semester's January freshman class.

Part-Time Study

Discussion in a class at St. John's College presumes familiarity both with previous studies at the college and with concurrent studies in other classes. Therefore, part-time students may find themselves at a disadvantage in the classwork and in the contributions they can make to the class discussion. Nevertheless, the Dean may permit students to enroll part-time under exceptional circumstances.

Academic Honesty and Plagiarism

Academic honesty is expected of all students. Plagiarism, falsification of documents, and other cases of academic fraud carry a range of penalties, up to and including expulsion, and may be disclosed in the student's academic record. Plagiarism is the failure to give appropriate acknowledgment when drawing on others' written works. Plagiarism does not refer merely to submitting the written work of another in its entirety. It could include adopting only parts of sentences directly without acknowledging the source, or taking ideas or the structure of an argument without doing so, even when no phrases or sentences are incorporated directly. Students should be particularly careful not to use material found on the internet without citing the source properly, regardless of how slight the appropriations. The college encourages students to use papers to raise their own questions, expand upon them, pursue plausible answers, and develop a persuasive argument; reference to, or use of, secondary sources is not required typically and is inappropriate generally. Finally, plagiarism prevents the student from achieving the goals of writing at the college.

Evaluating Academic Performance

The Don Rag

The most important form of evaluation within the college is the don rag. Once a semester during the freshman and sophomore years, students meet with their tutors for the don rag. The tutors report to one of the seminar leaders on the student's work during the semester and endeavor to present their overall progress. Students are then invited to respond to the tutors' reports. Advice may be requested and given, difficulties may be aired, but grades are not reported. Students may review their don rag reports at any time convenient to the Registrar.

Juniors have don rags at the end of the first semester, but they have conferences rather than don rags at the end of the second semester. At the conference, students initiate the conversation by giving an account of how they have been faring in all of their classes. By senior year, it is assumed that students can evaluate their own work and there is no don rag unless a tutor or student believes that there is a special need for one.

When a student's work is unsatisfactory or when their presence is detrimental to the work of other students, the don rag committee may recommend to the Dean that the student be dismissed from the college, and the Dean decides whether to accept the committee's recommendation. Any tutor, the Dean, or the Assistant Dean, may request a special don rag at any time for a student whose work is thought to be in serious decline.

Academic Probation

A student whose work is unsatisfactory in all respects at the end of a semester, but who is permitted to continue at the college with the hope that the work will improve, may be placed on academic probation for the following semester. A special don rag will be scheduled in approximately the middle of the semester for every student who has been placed on academic probation. If the student's work is not found to be satisfactory in all respects at the time of the special don rag, they may be dismissed from the college without refund of fees or academic credit for the semester. If the work is satisfactory at the time of the special don rag, but not satisfactory in all respects by the time of the regular don rag at the end of the semester, the don rag committee may recommend to the Dean that the student be dismissed from the college.

Sometimes students are permitted to enter a new semester with the requirement that they meet special conditions during the course of that semester or the summer. In these cases, a student is not repeating work and is deemed to be making satisfactory progress until the Dean determines that the conditions have not been met. If the conditions are not met, the Dean, in consultation with the instruction committee, decides what further determination is to be made.

Sophomore Enabling

Sophomore enabling is a review of students' learning during the first two years at the college that occurs near the end of the sophomore year. The sophomore seminar essay is particularly important in the enabling process, as it is an indication of students' ability to write a satisfactory final essay in the senior year. No student who has not written a satisfactory sophomore seminar essay may enter the junior year. Sophomores are required to earn at least a "C" in all of their classes during their second semester.

At the end of the sophomore year, the don rag committee may recommend to the Dean that a student be enabled. In that case, the student is usually enabled without further review. However, in certain cases, the Dean may refer the recommendation to the instruction committee for further consideration and decision.

When any member of the student's don rag committee has doubts that the student is ready for the junior year, no recommendation is made and the matter is referred to the Dean and instruction committee. The instruction committee may re-evaluate the status of any sophomore who receives a grade below "C" during the second semester.

The Dean and instruction committee meet with the student's current tutors and as many former tutors as possible to receive advice on the student's prospects for future success at the college. The Dean then makes the enabling decision with the advice of the instruction committee, and students are informed of the decision as soon as possible.

Dismissal for Academic Reasons

It is assumed that each student admitted has the ability to pursue the college's course of study. However, the college reserves the right to dismiss a student if it determines that, in its judgment, learning has stopped, or that the student's skills are insufficient for the work forthcoming, or that a student lacks sufficient maturity or insight to continue to profit from the program of studies at St. John's. A student who has been dismissed from the college for academic reasons may be permitted to return at a later date. Appropriate conditions are determined through individual discussion and arrangements with the Dean.

Satisfactory Progress for Financial Aid

In accordance with federal regulations, St. John's College is required to have a policy and procedure to measure students' academic progress to maintain eligibility for federal financial aid. Student academic progress is reviewed at the end of each academic year. See the "[Satisfactory Academic Progress for Financial Aid](#)" section of the Handbook.

Grades

St. John's College recognizes that grades often do not give a complete picture of student achievement. Emphasis on grades may also encourage thoughtless competitiveness among students, suggest an unexamined sense of success or failure, or imply wrongly that the teacher is in control of the student's learning. Therefore, the primary assessment of student achievement is made in the don rag and in less formal communications between the tutor and student during the course of the semester.

Nevertheless, in conformity with the common practice of American colleges and universities, the college requires a tutor to award letter grades to students at the end of each semester. Each tutor decides what elements to consider, and in what proportion, in assigning grades. The following are point values that correspond to letter grades:

<u>A: Excellent</u>		<u>B: Good</u>		<u>C: Satisfactory</u>		<u>D: Passing, but Unsatisfactory</u>		<u>F: Failing</u>	
A+	4.0	B+	3.3	C+	2.3	D+	1.3	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	N/A-Not Available		

I/(grade)	Incomplete with default grade (see " Incomplete Grades and Changing Grades ")
W	Withdrawn before the 3/4-point of the class*
F	Withdrawn after the 3/4-point of the class*

*See the "[Withdrawal from, and Readmission to, the College](#)" section for withdrawal information.

Other colleges, graduate and professional schools, grantors of scholarships, and employers expect to see undergraduates and graduates' grade records. Students are not informed of their grades routinely and are not encouraged to be concerned about them. However, students have the right to see their grades at any time convenient to the Registrar. The Assistant Dean also welcomes the opportunity to talk with students about their grade records.

A student who believes a tutor has given an undeserved grade should speak with the tutor about it. In unusual cases, the matter may be discussed with the Dean, who may then consult the tutor. The tutor always has the right and obligation to make the final decision.

Incomplete Grades and Changing Grades

Incomplete grades may be given only in the case of emergencies and at the tutor's discretion. Note that tutors may choose not to accept late work at all. The tutor sets due date deadlines for late work;

if a due date is not stipulated, then the deadlines noted at the end of this section hold for the academic year.

Should an undergraduate earn a grade of incomplete, the missing work must be submitted sufficiently early in the following semester to allow the tutor to evaluate the late work and deliver a final grade to the Registrar. The reversion of incomplete grades to their accompanying default grades, the entry of remediated incomplete grades attributable to the submission of missing work, and changing grades for any reason occurs five administrative work days after the submission dates noted in the Academic Calendar.

The specific deadlines for a specific academic year will be found online in the Academic Calendar. More generally, the deadlines are as follows:

- Missing work from the fall semester is due in mid-March.
- Missing work from spring semester is due in mid-July*.
- Missing work from the summer JF semester is due at the end of December.

*No senior may have an incomplete grade in the spring semester. **Any earlier date the tutor specifies supersedes the delivery schedule noted above.** Please note again that individual tutors may decide not to accept late work at all. Any grade of incomplete recorded for a student must be accompanied by the following information:

- The reason why it was deemed appropriate to award an incomplete
- A very brief description of the work that is to be made up
- The default or reversion grade that is to be entered permanently if the work is not made up. (Example: The tutor will record the grade as “I/C” or “I/F”, etc.)

The grade-changing deadlines listed above apply to all grades, whether or not submitted originally as incomplete grades. No grades may be changed after a degree has been awarded.

Because the curriculum is prescribed fully, students with Incompletes will not be allowed to advance to the next term until those courses are completed. Course withdrawals will need to be repeated in a subsequent term before a student is allowed to continue the academic program.

Academic Assistance

Students who find they are having academic difficulties should speak with their tutors as early as possible so problems can be addressed before they become acute. Extra help and advice are usually also available from classmates and students in other classes. Students are also encouraged to contact the Assistant Dean to discuss academic strategies and consider how best to use our support resources.

The Office of the Assistant Dean employs student tutors to help their peers in mathematics, laboratories, Greek, and French. These assistants post office hours and locations in the weekly “[Ephemera](#)”, and may be contacted for individual appointments.

Ken Baumann, the Presidential Fellow for Academic Support, helps students manage their time, schedule their coursework, improve their writing, build healthy relationships with peers and tutors, access the college's resources, and care for themselves in our uniquely demanding environment.

Assistance with writing is also available. Each year, one tutor is given release from normal teaching duties to serve as a writing archon. Several students are also employed as writing assistants. Students who are having difficulty with written assignments should seek the help of the archon or the writing assistants. Their contact information and office hours are listed in the Ephemera. It is not unusual for tutors to refer students to the archon for help. Ms. Marsaura Shukla is currently appointed writing archon. She may be contacted via Campus Mail or at her office, SFH 101, or at Marsaura.Shukla@sjc.edu.

Ms. Rachel Moran, M.A., ESL Specialist provides English as a Foreign Language (EFL) assistance in writing, reading, speaking, and presentation skills. Her hours and location may be found in the Ephemera.

ADA Accommodations

Students who would like to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act may contact the Executive Director of Campus Health & Wellness or visit <https://www.sjc.edu/students-with-disabilities> for additional information and forms. If an ADA accommodation results in a change in Housing or Meal plans after the 7th day of the semester, no billing adjustments will be made until the beginning of the following semester.

Essays and Examinations

Seminar Essays

Each semester, all freshmen, sophomores, and juniors submit essays to their seminar leaders; seniors do so only in their fall semester. The essays are based usually on seminar readings of the current year. The seminar leaders must approve a student's choice of topic. The second-semester essay is the annual essay and should be approximately 3,000 words in length. It receives a separate final grade. Students are given time off from classes to write their annual essays. The first semester essay is usually shorter and developed less fully than is the annual essay and it does not receive a final grade separate from the seminar grade. Students are encouraged to seek advice on writing their essays from their tutors. Although language tutors often serve as essay advisors, students are

encouraged to seek advice from any tutor and attend meetings the writing archon holds well in advance of the due date.

Seminar Oral Examinations

Toward the end of each semester in the first three years, seminar leaders conduct oral examinations of their students. Seniors also have seminar oral examinations in their fall semester. Students are questioned freely and informally about the books they have been reading or the essay they have written, and on their critical and interpretive opinions. Students are invited to consider the different parts of their study in relation to each other and relevant topics that may not have been addressed directly in any of their classes.

Algebra Requirement

Knowledge of algebra is required for many of the studies undertaken at the college, particularly in the last two years. Students who have an insufficient grasp of basic algebraic operations are not in a position to understand and profit from much of the work, and impede the progress of classes unnecessarily. Therefore, the college requires all students to pass an algebra proficiency test or complete an alternative algebra learning program (e.g., a summer class at a community college or an approved course of online study) specified by the Assistant Dean as a condition for entry into the junior year.

The test is designed to cover basic requirements, rational operations with polynomials, factoring, exponents, and simultaneous and quadratic equations. Help preparing for the test is available in the form of sample tests and student Algebra assistants. The test is given several times each year, and, as with all academic work, is subject to the academic honesty policy. Please consult the academic calendar for the dates and times this test is offered. Freshmen are expected to attempt the test in their first year. Students seeking alternative testing arrangements should contact the Assistant Dean.

The Assistant Dean will inform all sophomore mathematics tutors of those sophomores in their classes who have not passed the exam, and these students' progress with this requirement may be considered in the enabling deliberation.

Senior Essay and Graduation Requirements

Senior Essay and Oral Examination

During the spring semester of the senior year, each senior presents an essay to the faculty that attempts to come to terms with some issue or suite of issues addressed in one or more of the books read at St. John's. The essay, which is written under the direction of a faculty advisor and normally contains 5,000 to 15,000 words (20-60 pages), will be judged on both form and content. The essay is to be written in straightforward critical prose. It must be a sufficiently interesting exercise in the

liberal arts to provide the basis of a one-hour public oral examination by a committee of three tutors.

There are strict deadlines in the senior essay process. The Dean will need to clear the failure to meet any of the deadlines, which may jeopardize the senior's ability to graduate. In the fall, a senior essay proposal is solicited from all seniors in two steps: first, they are asked to state the topic and the text upon which it will be based briefly, and then, are required to write a 200-300 word expansion of the topic. In each case, an advisor's signature is required on the proposal, which then needs the instruction committee's approval. This proposal is used when forming the senior essay committee that will both evaluate the essay and conduct the oral examination. On the second Wednesday of the essay writing period, each senior must submit one copy of a rough draft of the essay (2,500-3000 words) to the Dean's Office for the Instruction Committee to review. The purpose of the expanded proposal and rough draft is to encourage early and regular writing and consultation with the student's advisor.

The due date to submit the senior essay is firm (by nine o'clock on the Saturday night at the end of the second full week in February). Exceptions will be made only in the most extraordinary of circumstances.

Graduation Requirements

Seniors are required to earn a grade of at least "C-" in every class during both semesters of the senior year. No senior may have an incomplete grade for the second semester. Occasionally, the faculty recommends to the Board of Visitors and Governors that the B.A. degree be awarded to students who have not met this requirement. Such a recommendation may involve the completion of supplementary requirements the tutor of the class in which the work has been unsatisfactory suggests.

Student ID Card

All current students must have a St. John's College student ID card. The card issued to first-year students at their first registration is carried through graduation. Students who transfer from the Annapolis campus need to obtain a new ID card. At registration, readmitted and transfer students have a new picture taken and a new ID is issued. There is no charge for first-time, readmit, and transfer student IDs. At fall registration, after clearing with the Student Accounts Office, continuing students present their ID card for inspection, coding, verification, and academic year validation at the Information Technology Services Office in ESL.

Students who lose their ID card must replace it at the Information Technology Services Office.

The replacement cost is \$25 for lost cards and free for damaged cards. Students are responsible for

carrying their student ID cards while on campus or participating in any college activity. Students are also responsible for maintaining their ID cards in a condition such that the entire front face of the card is legible and the electronic strip on the back of the card is functional. Cards that are not legible or functional must be replaced. When requested, students are expected to present their ID card to verify identification.

Email Policy

Use of the students' college email accounts is considered an official means of communication with students at St. John's College. Email allows the college to send notices quickly and conserve paper. Email ensures as well that students receive important information about time-sensitive matters, such as student accounts, financial aid, registration, and graduation. Because some notices will be sent to students exclusively through email, it is necessary for students to check their college email accounts frequently and consistently to remain abreast of college communications. Students should check their college email at least twice a week and respond promptly to requests from administrative offices. Be sure to check the junk mail and clutter folders. Student Life can send emails out on behalf of chartered and registered student clubs and organizations only.

International Students

The U.S. Student Exchange and Visitor Program's Principal Designated School Official (PDSO) is the point of contact for all F-1 visa students with respect to visa requirements, maintenance of legal status, off-campus training (optional practical training, curricular practical training) as well as related matters. A detailed summary of the guidelines that describes international students' responsibilities is available from SJC's PDSO upon email request (see contact information at the end of this section). International students are expected to address any matter of concern or interest in a timely and responsible fashion by emailing the PDSO. It is of utmost importance for an F1 student not to rely on rumor or second-hand information, but contact the PDSO instead. The U.S. government holds the student responsible for being informed of the regulations related to their legal status. On the I-20 document, page three, the section entitled "Instruction to Students" provides a brief overview.

The PDSO's responsibility is to provide guidance to students with respect to their legal status and oversee the federally-mandated record-keeping of F-1 students in the SEVIS system, the data-collection branch of the Department of Homeland Security. The PDSO also conducts orientation group meetings for new students; this type of meeting addresses: Protection of documents, travel within and outside the U.S., maintaining good academic standing, employment on and off campus, change of enrollment status, and transfer to Annapolis or another college or university. Periodic information sessions throughout the fall and spring semesters offer interested students the

opportunity to focus on specific needs or topics. Special attention is given to the legal considerations that must be observed with respect to off-campus employment.

For support with social, cultural, and academic concerns, and help navigating everyday life in the U.S., contact the Student Support Coordinator in the Student Life Office. For help obtaining a social security card or on-campus employment, contact the Financial Aid Office. Students must see the PDSO prior to travelling outside of the U.S. for an updated signature on their I-20.

The PDSO for the Santa Fe campus is Ms. Christine Guevara, x6128 or Christine.guevara@sjc.edu. Emailing your question or concern is more effective than phoning. Private appointments are available upon request.

Take a Tutor to Lunch

Students should feel free to speak with their tutors at any time about their own work, the progress of the class as a whole, or problems they may be having. A conversation over lunch may provide a particularly good opportunity for discussion. If a student invites a tutor to lunch in the Dining Hall or the converse, the college will cover the cost for the tutor and for students who are not on the meal plan.

Withdrawal from, and Readmission to, the College

Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully. Family, friends, resident advisors, tutors, or members of the administrative staff should be consulted before making a final decision. If a student withdraws before three-quarters into any class session, the withdrawal will result in no academic credit for the class, and a “W” will appear on the transcript. If a student withdraws after the three-quarters point, a grade of “F” will be assigned and will appear on the student’s transcript. An appeal to the Assistant Dean, who normally reviews these requests for the Dean, to receive a “W” is possible if there are mitigating circumstances. Like the assignment of an “F” attributable to violation of the absence policy, this “F” is considered an academic failure, not an administrative consequence.

For 2022-2023, “F” grades appear for withdrawals later than:

- November 19 for Fall 2022
- April 23 for Spring 2023
- July 23 for Summer 2023 (JFs) end of week 8

The quality of work on the part of a student who withdraws after the seventh week of the academic year will be reported.

Withdrawals may have financial repercussions. Please see the “[Refund Policy](#)” section of the Handbook for information on refunds for tuition and room and board. Consequences regarding financial aid awards, both current and future, should be discussed with the Director of Financial Aid. Please refer to the “[Financial Policies and Practices](#)” and “[Tuition Insurance](#)” sections of the Handbook.

Voluntary Withdrawal

A student who is withdrawing from the college obtains an official withdrawal form from the Registrar. The student then confers with the Assistant Dean, who approves and signs this special form. The student also obtains the signatures of other college officials as stipulated on the form, and returns the completed form to the Registrar. This finalizes the student’s withdrawal; the Registrar notifies the pertinent administrative and academic offices, as well as the student’s tutors, of the official withdrawal date. Not completing the official withdrawal form can lead to substantial delays in refunds and the fulfillment of future transcript or enrollment requests.

A student who leaves the college without withdrawing formally may have difficulty obtaining a transcript or collecting refundable fees and the balance of the caution fee.

When a dependent student withdraws or is dismissed from the college or, under special circumstances, drops to part-time status, the parents or guardians may be notified.

Students who withdraw from the college when school is not in session are asked to contact the Office of the Registrar as soon as they decide not to return. These students will have the last date of their attendance recorded as their official withdrawal date. In such cases, parents are not notified usually of a dependent student’s decision to withdraw. An abbreviated official withdrawal form will be sent to the student, and it is important to return this form for refunds due the student and transcript or enrollment requests to be released in a timely manner.

For specific details regarding official and unofficial withdrawal dates, see the “[Refund Policy](#)” section of the Handbook.

Involuntary Medical Withdrawal

The college recognizes that times arise when students experience extreme distress. As a way to ensure all members of the college community’s safety at such times, St. John’s College has adopted the following policy. A student may be withdrawn from the college involuntarily if, as a result of a medical or psychological condition, the student:

- Disrupts or interferes with the academic environment significantly

- Is not able/qualified to participate in the college's academic program
- Poses a significant danger to health or safety, or refuses to cooperate with the Assistant Dean's efforts to address the student's behavior in accordance with this policy

If the college is considering withdrawing a student involuntarily, the Assistant Dean or their designee will notify the student and arrange for a conference with them to discuss the student's condition and status at the college. The Assistant Dean may then require the student to undergo an evaluation by an appropriate licensed medical or mental health provider approved by the college within a time period the Assistant Dean specifies. The student may be asked to sign an authorization form that authorizes the results of this evaluation to be forwarded to the Assistant Dean.

Before a student is withdrawn involuntarily for medical or psychological reasons, the Assistant Dean will convene a review committee, including themselves (or their designee), the Director of Student Life, and at least one licensed medical provider in the case of withdrawals for medical reasons, or at least one licensed therapist or mental health provider in the case of withdrawals for psychological reasons. The review committee will consider all information related to the matter, including any evaluation or treatment plan for the student, and make a decision regarding the student's continued enrollment or withdrawal. The review committee's decision will be based upon the nature, duration, severity, and probability of potential disruption, impairment, or threat. The review committee will consider whether modifications or adjustments in policies, practices and procedures, or to the student's academic or living environment could mitigate the risks sufficiently to avoid withdrawing the student. For instance, the review committee may determine that the student should be permitted to remain enrolled with certain conditions, such as moving off campus or participating in regular counseling. The Assistant Dean will notify the student in writing of the review committee's decision.

Where a student's behavior poses a significant danger of causing imminent harm, or of interfering with others' activities directly and substantially, the Assistant Dean may require an immediate interim withdrawal of the student before the review committee's consideration. The student will be notified of the reasons for this withdrawal and will be given an opportunity to address the Assistant Dean's basis for the withdrawal. During the period of the interim withdrawal, reasonable efforts will be made to expedite the review committee process described above. This withdrawal will remain in effect until the review committee renders a decision regarding the student's withdrawal or the Assistant Dean otherwise rescinds the interim withdrawal, whichever comes first.

The student may file an appeal with the Dean within five days of receiving the review committee's decision. The dean will ordinarily consider and determine the outcome of the appeal within five business days. If the student is dissatisfied with the Dean's decision, they may file an appeal with

the President, whose decision is final. At the Assistant Dean's discretion, the withdrawal may remain in effect while the Dean and President consider the student's appeal.

Financial Consequences of Withdrawal

Withdrawals may have financial repercussions. Please review the "[Refund Policy](#)" section for information on refunds for tuition and room and board. Consequences regarding financial aid awards, both current and future, should be discussed with the Director of Financial Aid.

Information about financial aid, federal student loans, and tuition refund policy in the case of a voluntary or involuntary withdrawal may be found in the "[Refund Policy](#)" section of the Handbook, and by contacting the Director of Financial Aid. If a student registers for a class in which they were enrolled previously for more than three weeks, the class may be considered repeated work, and the student may be ineligible for financial assistance. The Dean may make exceptions to this policy in cases of voluntary or involuntary withdrawal for medical or psychological reasons or other severe mitigating circumstances. In addition, a student on financial aid may owe a refund to the federal aid programs. If the amount owed to federal aid programs exceeds the amount that remains owing to the College, the student is responsible for that balance, even if the student has withdrawn. Students who have elected to enroll in the Tuition Refund Plan through the A.W.G. Dewar insurance company may receive up to a 60% tuition refund in the case of a medical or mental health withdrawal. See the "[Refund Policy](#)" section for further details. Information about the insurance plan is also available in the Student Accounts Office.

Readmission

A former student who seeks readmission to the college for any semester submits an Application for Readmission to the Registrar on the campus attended last. The form can be obtained by phoning (505-984-6075), emailing (santafe.Registrar@sjc.edu), or online at sjc.edu/santa-fe/Offices-services/Registrar/readmission-and-withdrawal. The student must comply with any conditions of re-enrollment set forth in the Student Handbook or as required by the college at the time of separation or at the time of proposed re-enrollment. Specifically, in the case of a student withdrawn involuntarily or voluntarily for medical or psychological reasons, the Assistant Dean may require a medical or mental health provider's evaluation and recommendation before re-enrollment. A deposit, the amount of which is noted on the application, must accompany the readmission form together with other documents listed on the application. Students who are seeking readmission and fail to meet the deadlines and FAFSA filing dates stated below are considered for readmission, but may be unable to enroll if space in the class or financial aid is unavailable.

The deadlines to submit the readmission application are:

- For fall readmission: By the third Monday in February before the fall for which the student is applying
- For spring readmission: By August 1 before the spring for which the student is applying
- For summer readmission: By October 1 before the summer for which the student is applying

The deadlines for filing the FAFSA, if financial assistance is needed, are:

- For fall readmission: By the third Monday in February before the fall for which the student is applying
- For spring readmission: By August 1 before the spring for which the student is applying
- For summer readmission: By October 1 before the summer for which the student is applying

After the Registrar has received a readmission application, deposit, and accompanying documents, the Dean and Assistant Dean review the student’s file. The Registrar informs the student of the decision for or against readmission and, if the application is approved, what conditions, if any, must be satisfied. If the application is denied, the deposit will be returned. Once a student has been readmitted, the deposit is nonrefundable and a deposit cannot be applied to a future year. The student must be in good financial standing with the college and with educational lending institutions before they are allowed to re-enroll.

Application for financial aid is made separately. Students should seek the Director of Financial Aid’s advice as soon as they consider readmission. Readmission to the college does not guarantee an offer of financial aid, although a student must have been readmitted before an award is finalized. Applying for readmission early and submitting aid forms within the filing deadlines ensure timely processing.

Auditing

An auditor of undergraduate classes can be a former student who is seeking readmission, a current Graduate Institute student, or an undergraduate or Graduate Institute alumnus. Auditing is a privilege, not a right, and some tutors allow it, while others do not. An auditor may audit classes with the Dean or the Associate Dean of Graduate Programs and the tutor’s permission. Tutors often base their decision to admit an auditor to their class on the number of students enrolled already and on the auditor’s commitment to read all assignments and attend all classes. The auditor does not receive the benefits of a regular student; therefore, auditors cannot live on campus or purchase a meal plan. The student may sign a “Borrower Agreement” at the library to borrow books. The fee to audit a class is \$750 for classes required for re-admission, and free for classes not required for re-admission. Students who choose not to complete the class will not receive a prorated refund. The audited class(es) will not be reflected on any documents or transcripts and the student will not receive credit for the class(es).

Alumni may audit preceptorials under the following policy: Requests must be made through the Office of the Dean. Only those classes with sufficiently small numbers, as determined by the Dean, will be eligible to be audited. After consulting with the tutors whose classes are eligible, the Dean will notify the prospective auditor of the classes that may be audited. There will be no charge for first-time alumni auditors; thereafter, an \$1100 auditing fee will be required that helps fund community scholarships. Auditing on the part of graduate students (current or alumni) is described in the "[Graduate Institute Auditing](#)" section of the Handbook.

Transfer to Annapolis

St. John's College is a single college that exists on two campuses, Santa Fe and Annapolis. A principal feature of this structure is the opportunity for students to study the program and experience life on both campuses. Any student in good standing may apply within the time frame stated below to transfer to the alternate campus for the upcoming academic year. Because an imbalance in the transfer numbers can disrupt enrollment, staffing, and housing on one campus or the other, the number of transfer students is limited and not guaranteed. Students who wish to transfer between the campuses must adhere to the following protocol:

1. Application forms are available on the web (after January 1) and from the Registrar on each campus. The deadline on both campuses to submit the Application for Inter-Campus Transfer is March 1; this deadline applies to readmitted students as well. No late applications will be accepted. The application is submitted to the Registrar of the campus attended currently, and the application is subject to approval by the Dean and the Assistant Dean on both campuses. A \$500 deposit is required before the application can be forwarded to the deans for review. After the application deadline, the advance deposit is neither refundable nor transferable unless the application is not approved. In that case, the advance deposit is transferred to continue in the upcoming academic year on the home campus.

An advance deposit will not be applied to a future year. Once both campuses have approved a transfer application, if a student decides not to transfer, the student should advise the home campus of the decision to remain enrolled at that campus; a space on the home campus cannot be guaranteed, availability for financial aid may be limited, and the student may be required to pay an additional advance deposit to the home campus.

2. Transfer applicants who require financial aid must complete and file all paperwork for the FAFSA by February 15. The FAFSA must be sent to both campuses, and the Profile to the campus attended currently. Approved transfer applicants receive only one award from the campus to which they wish to transfer. If a transfer applicant fails to complete all financial

aid paperwork by the March 1 deadline and in accordance with the instructions above, the transfer application will be invalidated.

The school code for St. John's College-Santa Fe is **002093 (FAFSA)**. The school code for St. John's College-Annapolis is **002092 (FAFSA)**. fafsa.ed.gov

3. The college seeks parity in the total number of transfer students. After the transfer application deadline, a lottery is held on the campus with a surplus of applicants, and each applicant is assigned a lottery number within his/her class. This lottery number is applied to the following ranked categories:
 - First Priority: Students who have come for just one year in the order of rising seniors, then rising juniors
 - Second Priority: Rising seniors
 - Third Priority: Students who were unable to transfer the previous year because of low priority
 - Fourth Priority: All remaining applicants alternating between rising juniors and rising sophomores

Normally, applications are approved in the order of their rank up to the limits the Deans and Presidents of the college set.

4. Approval of a transfer application is always understood to be contingent upon the successful completion of the work in the second semester. Students should not assume that their work is satisfactory for purposes of transfer merely because the don rag committee at the end of the second semester indicates that they may continue to the next year. Unsatisfactory work in any part of the program will jeopardize inter-campus transfer, as will having an amount of work that is barely satisfactory or ending the semester with incomplete grades. In such cases, every effort will be made to give the student a final determination as early in the summer as possible. That determination must wait for the review of the home campus Deans and, if necessary, the Deans on the other campus. If there are complications, it may be mid- to late-summer before a student learns that a transfer is not possible after all. Rising seniors who transfer from Annapolis should be aware that the Santa Fe requirement that seniors receive no grade lower than "C" in either term of their senior year is rarely waived. Rising seniors are expected to participate in the commencement exercises on the campus to which they have transferred.

5. A student will not be allowed to transfer unless all financial obligations to the home campus have been met by May 1 before the fall transfer (Transfer during or between semesters is not permitted).

Readmission and Transfer

A student applies to the campus attended last (the home campus) for readmission and transfer. The readmission application is considered first and, if approved, the transfer application is reviewed. If the home campus approves both applications, they are forwarded to the Deans of the other campus together with those of applicants enrolled currently. The home campus advises the applicant of the readmission and transfer decision. Readmission and transfer applicants for the fall term will be advised of the transfer decision by mid-April before the fall in which they wish to enroll. Students should seek the advice of the Director of Financial Aid on the home campus as soon as they are considering readmission and transfer.

A student who seeks readmission as well as transfer must meet all of the deadlines and guidelines applicable for both. Readmission paperwork must arrive before the transfer application is delivered. The two deadlines pertinent to transfer are the third Monday in February for receipt of the transfer application and February 15 for the FAFSA, if applicable. The advance deposit for readmission also serves as the transfer deposit. Readmission applicants who apply after the deadlines noted above will be considered for readmission only.

Transcripts and Grades

Ordering Records

Transcripts for students currently enrolled are ordered from the Office of the Registrar. All requests must include a signature. Academic records requests are usually processed every Friday and in strict order of receipt; no email or phone order can be fulfilled without the signed request form. No portion of any academic record, including transcripts, can be faxed or discussed over the telephone or by email because of FERPA regulations. Parental requests for transcripts are addressed in the [“Parents’ Access to Student Education Records”](#) section of the Handbook.

A valid request for an academic record, statement, or Official or Unofficial transcript requires a form completed and signed properly; the form is available through the MySJC platform or from the website at the following address: sjc.edu/santa-fe/Offices-services/Registrar/record-requests (current students only).

Official Transcripts

Official transcripts for current students can be mailed or emailed directly to a third party or to students themselves. The Office of the Registrar cannot transmit an Official transcript by Fax or

PDF. The online National Student Clearinghouse manages the electronic transmission of an Official transcript, and there is a charge for this service. More information is available on the college website at sjc.edu/santa-fe/Offices-services/Registrar/record-requests.

Unofficial Transcripts

Unofficial transcripts (a plain vanilla-grade printout) can be mailed, faxed, picked up by the student, or sent via email as a PDF document attachment only after the request form has been completed fully and signed. The formal supplemental program documentation that the Official transcript carries does **not** accompany an Unofficial transcript. This documentation is available at sjc.edu/santa-fe/Offices-services/Registrar/record-requests. Additionally, you can request unofficial transcripts through your mySJC portal.

A “rush” service places a request at the top of the daily transcript request queue. A valid signed request and a \$10 service fee must be remitted with such a request. Charges in addition to the \$10 rush fee apply for special expedited services such as Fed Ex. Both can be paid by credit card.

The college reserves the right to place a hold on the production of transcripts of students who have outstanding obligations of any kind to the Financial Aid or Treasurer’s Offices. In addition, the college reserves the right to hold the transcripts of students who have outstanding loan obligations at other institutions that participate in federal financial aid programs. Transcript holds are released only when the Student Accounts Office and Financial Aid Director inform the Registrar that outstanding obligations have been fulfilled.

Transmission by PDF (email)

Because of the non-secure nature of electronic transmissions by fax, email, or PDF, the Office of the Registrar requires a signed release of liability from the student in those cases where the student wishes to assume the risk of electronic delivery. The release text appears on the Academic Records/Transcript Request form available at: sjc.edu/santa-fe/Offices-services/Registrar/record-requests. An Unofficial transcript, don rag/conference report, grade point average, or academic correspondence from the student’s academic file can be sent by PDF as long as the student has completed and signed the release of liability.

Access to, and Disclosure of, Information

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Students Attending St. John’s College, Santa Fe. The Family Educational Rights and Privacy Act of 1974 (as amended), “FERPA,” affords students certain rights with respect to their education records, and it

is extremely important for students to know the details of these rights. The College Compliance Policy regarding FERPA is found in the “[FERPA](#)” appendix of the Handbook. The college website at sjc.edu/santa-fe/Registrar/ferpa also leads to links on FERPA and the college’s compliance policy.

Disclosure Practices

St. John’s College does not normally release directory information about any student to anyone outside the college community.

If a student wishes to withhold directory information from release officially, as defined in the “[FERPA](#)” appendix, the student may visit the Office of the Registrar within two weeks of registration to complete and sign a non-disclosure form.

St. John’s College assembles for-internal-use-only directories that contain student information. The Offices of the Registrar, Student Life, and Information Technology prepare documents that contain key personal and emergency contact information, such as photo IDs, local/campus addresses and telephone numbers, electronic addresses, and contact information for parents or emergency contacts. In general, these directories are distributed to select academic and administrative offices, including Public Safety, and senior residents.

Student academic information is considered confidential, and, with certain exceptions, will not be released without the student’s written permission. A student’s don rag and conference reports, grades, grade point average, and transcript are considered confidential information, as are gender, race, social security number, etc. Therefore, if a student wishes to have grades or any part of an academic record sent to any person, institution, or to parents, the student needs to authorize the college to do so through the Office of the Registrar, where authorization forms are available.

Parents’ Access to Student Education Records

The Family Educational Rights and Privacy Act of 1974 (as amended)—FERPA—and long-standing college policy—determine parents’ access to their children’s education records. Per FERPA, at the post-secondary level, parents have no inherent rights to inspect a student’s education records, and that right is limited solely to the student. Records may be released to parents only if **one** of the following conditions has been met:

- The student has provided written consent
- The parents have submitted evidence that they declared the student as a dependent on their most recent Federal Income Tax form
- In association with a health or safety issue
- In compliance with a valid subpoena

Notification of Parents

Parents of dependent students may be notified when the student withdraws from the college, changes enrollment status—such as dropping from full- to part-time—receives an unsatisfactory grade or don rag report, is subject to an academic or conduct-related disciplinary decision, or has a health-related emergency, as well as other special cases at the Dean or other college official's sole discretion. Parents of independent students are not notified routinely about any of the above cases, except in the case of a health or safety emergency. Dependent students can sign a request to the Dean asking that academically-related information on the student's academic progress or status not be transmitted to the parent(s). This form is available in the Office of the Registrar.

Financial Policies and Practices

Students are permitted to register and attend classes only if payment obligations are fulfilled **and** their financial aid file is complete. It is the students' responsibility to verify that their accounts are correct, that payments are made by the deadlines established, and that financial aid documentation has been submitted with all appropriate support.

Financial Aid

St. John's remains committed to administering a financial aid program that rewards academic merit and recognizes demonstrated financial need. All applicants for admission are considered for merit scholarships automatically and all students who complete the Free Application for Federal Student Aid (FAFSA) and/or the CSS Profile are considered for need-based financial aid.

General Principles

The primary responsibility for financing a college education lies with the students and their parents. Hence, financial aid is offered only to supplement the funds the family can provide.

A family's ability to meet college expenses is determined by considering the family's financial strength carefully with respect to income, assets, debts, and additional children to be educated within the academic year.

In keeping with the principle that students should contribute to their educational expenses, self-help is the first component of a financial aid award. At St. John's College in Santa Fe, self-help consists of an educational loan and employment. Students who require financial aid are expected to borrow to meet a reasonable part of their need, presently \$5,500 for freshmen, \$6,500 for sophomores, and \$7,500 for juniors and seniors. For students who do not meet the priority filing deadline of February 15, these loan amounts may be increased and/or a second loan may be required. The FAFSA is available on October 1st annually on the www.studentaid.gov website.

Financial need is defined as the difference between the estimated cost of education and the resources available to the student from parents, the student's assets, and the student's contribution from earnings. The total amount of financial aid the college offers a student may not exceed the student's Cost of Attendance.

A student who is a candidate for financial aid, but is repeating an academic year or any portion thereof, is ineligible for institutional financial aid for the portion of the work repeated. However, a student may appeal this policy to the Financial Aid Appeals committee by submitting an appeal letter to the Financial Aid Office. The Financial Aid Office will notify the student of the committee's decision to approve or deny the appeal.

Financial aid awards are made in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title IX of the Higher Education Amendment of 1972, which prohibit discrimination on the grounds of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, or other legally-protected classification. Financial aid is not renewed automatically. Students must reapply each academic year that they need financial assistance.

In accordance with Title 38 US Code 3679(e), this educational institution adopts the following additional provisions for any students who use the U.S. Department of Veterans Affairs (VA) Post-9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This educational institution **will not**:

- Prevent the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class
- Provide a written request to be certified
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Application Procedures

Applicants must identify themselves as candidates for financial aid by completing an application for assistance. Those who are U.S. Citizens must file the Free Application for Federal Student Aid (FAFSA), which may be accessed online at www.studentaid.gov beginning October 1. Applicants who are international students must file the CSS Profile, which may be accessed online at cssprofile.collegeboard.org beginning October 1.

The St. John's College website, sjc.edu/admissions-and-aid/financial-aid/resources, has forms, tips, links, and instructions to help students complete their financial aid forms.

Deadlines and Notification Dates

Enrolled students who are reapplying for financial aid should do so by February 15 annually. If possible, students should use exact income figures from their IRS tax form or use the Data Retrieval

Tool on the FAFSA to import IRS data directly from the IRS onto their FASFA. Students whose financial aid documents are received in the Financial Aid Office by the deadline requested will be notified of the decision on their application after April 1. Those whose applications for financial aid are received after the deadline will not be denied consideration for assistance, but the availability of funds cannot be guaranteed.

Financial Responsibility and General Requirements

It is students' responsibility to meet their financial obligations to the college, and maintaining open and prompt communication with college staff are essential. This can range from requests for information to complete a financial aid award, to collecting on a balance due.

The college adheres to provisions of the Family Education Rights and Privacy Act (FERPA) and requires all students to complete an "Authorization to Release Student Information" form that lists those individuals with whom the college can share student account and financial aid information. Before registration, the college will share financial information with parents or the financial sponsor of newly-admitted or enrolled students. Students must complete the FERPA upon registration, so the college can continue to communicate financial information with the parent or financial sponsor. Once the FERPA is complete, the college may communicate financial information to individuals named on the FERPA.

The college has set up the MySJC student portal (mysjc.sjc.edu) to allow students to access their accounts. Students are encouraged to share their log-in with parents and other financial supports who may wish to access their account. It is a student's responsibility to review the online account and notify student account staff should a question arise.

Students' financial responsibility has implications beyond payment of tuition and fees. Failure to meet financial responsibility can affect participation in, or consideration for, various internship, summer scholarship, or fellowship programs made available to enhance the student experience. All students are required to read and sign the Financial Responsibility Agreement before registration.

Advance Tuition Deposits

Advance Tuition Deposit

The \$500 advance deposit is required only for the fall semester for ALL continuing students regardless of payment plan or housing status, and is due mid-April in the Treasurer's Office. Students will be notified of the exact deadline each year. It is applied to the student account as a payment for the fall semester. Provided that other financial obligations to the college are met, the advance deposit:

- Primarily secures a student's place in the class whether or not they live on or off campus
- Secures the privilege of being able to participate in the room selection lottery. The student's bursar account must be current to be considered in the lottery

If the advance deposit is not submitted by the due date, or if there are unpaid fees for the spring semester, the student will be placed on a waiting list. St. John's College cannot guarantee a place in a class unless the advance deposit, as well as any previous fees or charges, are paid. The deposit, less any unpaid fees for the spring semester, is refundable only in the following cases:

- Emergency withdrawal seven days before the Thursday of the first seminar of the fall semester
- Withdrawal at the college's request
- Lack of available space in a class (this can apply to students placed on the wait list)

Deposits may not be applied to future academic terms and are otherwise not refundable.

A \$500 advance deposit is required for all entering freshmen. Incoming freshmen should contact their admissions counselors for details and the payment deadline. January freshmen are also required to pay the \$500 advance deposit for their sophomore year by the April deadline, which is refundable until July 1.

Room Reservations, Housing Agreements, & Meal Plans

All undergraduates are required to live on campus. A place is reserved once an advance deposit and a Housing Agreement have been received. A fall housing lottery is held in April for students who have paid their advance deposits by the April 5 deadline. To participate in the lottery, continuing students must also submit a Housing Plan Form to the Office of Student Life by the deadline published in the academic calendar. Once room assignments are made, each student must complete a Housing Agreement and return the agreement to the Office of Student Life by the deadline published in the academic calendar. Failure to complete and return the Housing Agreement by the deadline will forfeit any room assignment. Students with an assigned room and completed Housing Agreement must notify the Housing Coordinator in writing (by July 15 for the fall semester and December 15 for the spring semester) if they have decided that they will not be returning for the upcoming semester. Failure to notify the Student Life Office that they will not need a room by the notification deadline will result in a \$250 fee charged to their student account. Students may petition the Director of Student Life to live off campus but, unless a petition is approved, the student will be required to live on campus or, if still electing to live off campus, will be responsible for the full cost of a room and board plan. For more information on housing, see the "[Residential Life and Housing Policies](#)" section of the Handbook.

All first-year students are required to participate in the 19-Meal Plan for their first academic year. Continuing students' petitions for changes in meal plans must be made with the Housing Coordinator before the seventh calendar day of each semester. After the seventh day, no changes will be made until the next semester. Students who continue from spring to fall will be enrolled in their then existing meal plan, providing for any change in rate. Once a meal plan is changed, the student will be billed for the adjusted number of meals.

Tuition and Fee Payments

It is the college's policy not to allow students to register unless their financial obligations to the college from any prior semester have been paid in full. Registration for the current semester may continue if the Financial Aid Office has determined that an application for financial aid is in process that is sufficient to allow the student's account balances to be estimated. In those instances, the balance computed (tuition and fees less financial aid) is due before registration. Further, registration for the current semester may continue if the Treasurer's Office has determined that a payment plan is in place that is sufficient to pay all tuition and fees for the current semester.

Semester Fee Statements, Due Dates, and Payments

Students are billed per semester. Fee Statements may be viewed and forwarded accordingly through the MySJC portal. Notice of semester fee statement release dates are sent to the students' college email account and, in compliance with FERPA, to designated parents/guardians/sponsors.

Semester fee statements are available online no later than:

- July 1 for fall
- November 1 for spring
- April 10 for summer

Pay in full deadlines:

- Payment in full for the fall semester is due by August 1
- Payment in full for the spring semester is due by December 1
- Payment in full for the summer semester is due by May 1

Payment Plan Options

The Santa Fe Campus offers all students a five-month payment option with payments due by the 1st or the 15th of each month. Students with incomplete Financial Aid awards may not set up payment plans. Students set up their payment plan using the fee statement provided, with all applicable financial aid applied already. The remaining balance will be eligible to be paid in installments.

There is a one-time \$50 set-up fee per semester the third party payment plan provider assesses and collects.*

- **Fall Semester Payment schedules**

- 5 Pay Option – Enroll during the month of July
 - 1st Payment – July 1st
 - 2nd Payment – August 1st
 - 3rd Payment – September 1st
 - 4th Payment – October 1st
 - 5th Payment – November 1st

OR

- 5 Pay Option – Enroll during the month of July
 - 1st Payment – July 15th
 - 2nd Payment – August 15th
 - 3rd Payment – September 15th
 - 4th Payment – October 15th
 - 5th Payment – November 15th

- **Spring Semester Payment schedules**

- 5 Pay Option – Enroll during the month of December
 - 1st Payment – December 1st
 - 2nd Payment – January 1st
 - 3rd Payment – February 1st
 - 4th Payment – March 1st
 - 5th Payment – April 1st

OR

- 5 Pay Option – Enroll during the month of December
 - 1st Payment – December 15th
 - 2nd Payment – January 15th
 - 3rd Payment – February 15th
 - 4th Payment – March 15th
 - 5th Payment – April 15th

- **Summer Semester Payment schedules**

- 2 Pay Option – Enroll during the month of April
 - 1st Payment – May 1st
 - 2nd Payment – June 1st

Note that payment plans do not roll over from one semester to the next. Students desiring to pay via a monthly payment plan must re-enroll each semester.

Late Payment Fee

A late payment fee is assessed during each semester when a fall, spring, or summer student account is not current. Current accounts either have a zero balance, or up-to-date payment plans:

- September 1 for the fall semester (Students will not receive their schedule or room key without payment in full or current payment plan at the time of fall registration.)
- February 1 for the spring (Meal plans will not be activated without payment in full or current payment plan in place on the 1st day of the spring semester. Refunds/credits for missed meals will not be issued.)
- June 10 for the summer semester

Unless a current payment plan is in place, any student account balance remaining as of the 1st of each month will be assessed a non-refundable late fee equal to \$300 or 10% of the outstanding payment amount, whichever is less. As described previously, payment plans may not be established until students have completed and accepted their Financial Aid award. Contact the Financial Aid Office for assistance.

After students' financial aid has been awarded, a balance may still remain. That balance must be paid by the deadline(s) above to avoid the late payment fee. A late payment fee will not be assessed any student who has a current payment plan in place. However, the same policy applies to late payments on payment plans. If students fail to meet the monthly payment deadline of the 1st or the 15th, a non-refundable late fee equal to \$300 or 10% of the outstanding payment amount will be added to the student account. The remaining balance on the payment plan will be adjusted by the new amount unless the fee is paid in full. This late fee is in addition to any late fees the third-party payment provider assesses directly.

Please note that payment plans that are deemed two months delinquent result in a student's immediate disenrollment from the payment plan option, and the outstanding balance owed will be due immediately. If the outstanding balance cannot be paid in full, the student may be dismissed from the college for financial reasons.

Collection of Accounts

If a student account becomes past due, either as the result of a withdrawal (voluntary or involuntary), graduation, subsequent fines, etc., the college will make every effort to advise the student in writing. Payment of all outstanding balances is due immediately upon written notice that

a balance exists. Should the student fail to make timely payment, the college reserves the right to turn the account over to a third party for collection. By virtue of their enrollment, students authorize the college or its agents and/or contractors to contact them regarding balances owed. Contact may be made by email, written correspondence, and by phone, including cellular or other wireless device, the use of automated telephone dialing equipment or artificial or pre-recorded voice or text messages. Students are responsible for reimbursing the college for the fees of any collection agency, which may be based on a percentage of the delinquent account balance (to a maximum of 25% of the delinquent account balance) and will also be liable for all reasonable attorney's fees and costs and expenses the college incurred in its collection efforts. The college will supply the collection agency with any and all pertinent information specific to the balance owed, plus any contact information we have on record at the time of, or subsequent to, the collection referral.

Tuition and Fees – Undergraduate Program (Domestic)

St. John's College			
2022-2023 Fee Schedule			
Undergraduate Fall – Spring			
Santa Fe	Fall	Spring	Total 22-23
Tuition	18,020	18,020	36,040
Activity Fee	265	265	530
Room	3,835	3,835	7,670
Board (19-meal plan required for all freshmen)	3,520	3,520	7,040
Book Fee	205	205	410
Tuition Insurance	183	183	366
Health Center Fee	260	260	520
Student Deposit (one-time charge)			200
Total	\$26,288	\$26,288	\$52,776

Tuition and Fees – Undergraduate Program (International)

St. John's College			
2022-2023 Fee Schedule			
Undergraduate Fall – Spring (International)			
Santa Fe	Fall	Spring	Total 22-23
Tuition	18,020	18,020	36,040
Activity Fee	265	265	530
Room	3,835	3,835	7,670
Board (19-meal plan required for all freshmen)	3,520	3,520	7,040

Book Fee	205	205	410
Tuition Insurance	183	183	366
Health Insurance (International Students)	558	558	1,116
Health Center Fee	260	260	520
Student Deposit (one-time charge)			200
Total	\$26,846	\$26,846	\$53,892

*Tuition per credit hour is \$1060

Student Security Deposit

The Student Security deposit for undergraduates is billed to every freshman and readmitted student. This deposit is held for the duration of the student's time on the Santa Fe campus. At the end of the spring semester, if a student has an unpaid balance, the deposit will be used to cover the balance. The following fall semester, the student will be billed for the amount used to replenish the Student Security deposit balance to \$200. The Student Security deposit is refunded when a student graduates or leaves the college.

Book Fee

All undergraduate students are assessed \$205 per semester for books and class materials. This book fee provides a credit at the Bookstore. The details of this credit are described in the "Getting Started" portion of the pre-registration packet that is sent to all incoming students.

Student Activity Fee

The \$265 student activity fee is charged each semester to every undergraduate student. A portion of the fee is allocated to the Student Polity, which determines for which activities the funds are to be used. However, the college's Chief Financial Officer retains ultimate authority over its disbursement.

Health Center Fee

All undergraduate and graduate students are assessed \$260 per semester for medical services available at the Student Health Center, as well as the psychological or psychotherapy services available in the Mental Health Office. This fee also covers insurance co-pays, office visit fees, and deductibles, which the Health Office does not assess with a student's visit. The fee is mandatory regardless of whether the student lives on campus or off. The fee can only be waived for St. John's college employees and spouses upon proof that they carry the college's insurance.

Health Insurance

Because of the State of New Mexico's regulatory restrictions, St. John's College in Santa Fe is unable to provide a health insurance program for U.S. students. However, The Affordable Care Act requires all U.S. citizens to be covered by health insurance. Accordingly, it is the college's policy that all students have acceptable health insurance. Before the beginning of each academic year or the first part of an academic year for which a student registers, every student is required to show proof of active insurance. The student should go to the MySJC web site at mysjc.sjc.edu and click on the link for proof of insurance. Otherwise, students may bring a current copy of their insurance card to the Student Health Office to make a copy at registration or before the semester begins. If students make changes to their health insurance coverage while attending SJC, it is their responsibility to provide updated proof of insurance to the Student Health Office.

International students do not fall under the Affordable Care Act's provisions, but are still required to have active health insurance per the college's requirement. All international students will be enrolled in the health insurance plan that the college has secured on their behalf. This plan cannot be replaced with any other insurance coverage. The Student Health Office can answer questions about coverage.

Tuition Insurance

The college's withdrawal policy provides for a partial refund of tuition through the first three weeks of the semester, regardless of the reason for withdrawal. On or after the 22nd day of the fall or spring semester, and on or after the 15th day of the summer semester, no refunds are made.

In addition to the refund schedule referenced in the "[Refund Policy](#)" section of the Handbook, the college offers an insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 60% of tuition and activity fees for medical or mental health withdrawals at any time during the semester.

For the academic year 2021-2022, the plan costs \$390 per year for undergraduate students and \$195 is billed automatically by semester. No additional application is required, but students may waive the coverage. Should they wish to do so, they should go to the MySJC website, log in to their student account, and go to the link to waive tuition insurance coverage. The deadline for waiving the coverage is the first day of class for the fall semester and the first day of class for the spring semester. Tuition insurance must be waived for each semester; a waiver for the Fall semester must be renewed (if desired) for Spring semester. **Failure to waive the coverage by the deadline will result in a charge to the student's account.** For more information, contact A.W.G. Dewar directly at tuitionprotection.com/sjcsantafe or call (617) 774-1555.

Miscellaneous Charges and Fines

GRADUATION FEE

Graduating seniors and final term graduate students are assessed a \$100 graduation fee for their cap, gown, hood, diploma, and commencement activities. Diplomas are ordered approximately 45 to 60 days before the commencement date. If a failure to meet final academic requirements in the senior's last semester leads to a delay in degree conferral, the student must absorb the cost of printing an updated diploma. The graduation fee applies whether or not a student plans to attend commencement.

PARKING FEE

Undergraduate and graduate students who wish to park their car or motorcycle on campus are required to register their vehicle with Public Safety and are assessed a \$75 fee per semester for fall and spring and a \$50 fee for summer. The fee is paid in the Treasurer's Office and the student is issued a parking decal that is displayed on the front windshield. For more information, please see the "[Vehicle Registration and Parking Permits](#)" section of the Handbook.

PARKING CITATIONS

Students' accounts are billed for parking citations and fines are due within 30 days of receipt. Please see the "[Vehicle Registration and Parking Policies & Procedures](#)" section of the Handbook for details.

LIBRARY FINES

Student accounts are billed for replacement and processing costs if materials are not returned or renewed as required. Overdue notices are sent to borrowers through campus mail or email. Review the library information listed in the "[Library](#)" section for details.

HOUSING FINES

Students' accounts are billed for housing and residential damage fines. The Student Life Office assesses these fines. The student is notified of the infraction, and is required to pay the fine within 30 days of assessment.

Payment Methods

The college accepts money orders, and checks made payable to St. John's College. The student's name and ID number must be included on all correspondence. Checks should be mailed to:

St. John's College
Attn: Student Accounts

PO Box 913226
Denver CO 80291-3226

Payment by Credit Card: Credit card payments are processed online through our partner, College Green, at MySJC. Please note: Credit card payments will be subject to a processing fee.

Monthly Payment Plan: Students who wish to make payments in installments may enroll in a monthly payment plan. For detailed information and fees, go to MySJC.

Electronic Check Payments (bank transfers within the U.S) are available with a minimal processing fee on MySJC.

FLYWIRE FOR INTERNATIONAL STUDENTS

St. John's College has teamed with Flywire to make it easier for international students to make payments, including tuition, fees, deposits, etc. Flywire serves hundreds of colleges and universities in the United States, and provides a safe, efficient and quick payment method. Visit flywire.com for detailed information.

DIRECT WIRE

St. John's College accepts domestic and international wires. *An additional \$50 fee will be added to the student account for this service.* Be aware that the originating bank will charge a similar fee to send the wire. Contact the business Office at (505) 984-6143 or +1 (866) 507-5273, or email sfstudentaccounts@sjc.edu for current wiring instructions.

Satisfactory Academic Progress for Financial Aid

In accordance with federal regulations, St. John's College is required to have a policy and procedure to measure students' academic progress to maintain eligibility for federal financial aid, and progress is reviewed at the end of each academic year. The three components of the Satisfactory Academic Progress Policy are explained below.

- **Qualitative Standard:** To make satisfactory academic progress, undergraduate students must maintain a minimum cumulative grade point average of 2.0, and graduate students must maintain a minimum cumulative grade point average of 3.0. These standards apply to both full- and part-time students
- **Quantitative Standard:** All students must complete at least two-thirds of credits attempted. All credit hours attempted are counted whether or not financial aid was received. This calculation includes all hours in which a student is registered at the time

of withdrawal. If a student registers for a class in which they were enrolled previously for more than three weeks, the class will be considered repeated work and the student will not be eligible for institutional financial assistance. The Dean may grant exceptions to this policy in the case of involuntary withdrawal because of illness or other mitigating circumstances

- **Maximum Time Frame:** Federal regulations require that an institution set a maximum time frame in which students must complete their educational objectives. St. John's has set six years as the maximum time in which students who receive federal funds must earn their degree. Years in which a student is not enrolled at St. John's College will not count in the six-year limit

Students may request an exception when they fail to meet the satisfactory progress standards by submitting a petition/appeal to the Financial Aid Office. These must contain the following:

- A personal statement that explains the extenuating circumstances that prevented Satisfactory Academic Progress
- **Documentation:** For example, if a student had an illness that prevented them from attending classes the student must provide a statement from their physician or photocopies of medical bills during the semester in question.

POSSIBLE OUTCOMES OF PETITIONS/APPEALS:

Petition/Appeal decisions have three possible outcomes: Probation; an academic plan, or denial of the request for exception.

- **Probation:** Allows a student to continue to receive aid while attempting to meet the cumulative academic progress standards
- **Academic Plan:** Students approved to receive funding for repeated work. These students will be monitored on a semester by semester basis. Failure to meet the terms of an academic plan will result in the loss of financial aid eligibility for all future terms until the student meets the standard of academic progress overall
- **Denial:** A petition may be denied, in which case the student is ineligible for financial aid funds. The student may appeal again after the next semester, although a different outcome is not guaranteed. The student may also regain eligibility by meeting the cumulative standards of academic progress

Satisfactory Academic Progress for Veterans

The grade average of "C" or better for Undergraduate students and "B" or better for Graduate students are considered satisfactory to remain eligible for benefits under the GI Bill®. If a student believes they may benefit from the educational monetary benefits the U.S. Department of Veteran

Affairs offers, the information and direction offered at benefits.va.gov/gibill and benefits.va.gov/gibill/apply.asp are significant; the sites describe which programs are available and provide instructions on the way to apply.

“GI Bill®” is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits the VA offers is available at the official U.S. government website, at benefits.va.gov/gibill.

Refund Policy

Official Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully. Friends, tutors, or members of the administrative staff should be consulted before making a final decision. At the time of withdrawal, adjustments are made to tuition, fees and financial aid, which may result in additional amounts due. Once financial aid adjustments, if necessary, are made, the Student Accounts Office will determine adjustments to tuition and fees and an estimate of any refund or amount due can be provided.

Undergraduate students who are considering withdrawal before the end of the semester must initiate the withdrawal process by notifying the Registrar or the Assistant Dean of their intention to withdraw, and they will be given a form entitled “Official Notice of Withdrawal” at that time. The date of withdrawal entered on the form is used to calculate the return of Title IV Funds (federal financial aid), grants, scholarships, etc. Following that calculation, a final account statement is prepared that shows any balances due the college or refunds due the student. Refund payments are processed within two weeks. If a balance is due the college, full payment is due at the time of withdrawal.

After a student notifies the Registrar of the intention to withdraw, the student must obtain signatures from the representatives of certain selected offices on the Official Notice of Withdrawal form. A student may rescind the intention to withdraw by not returning the Official Notice of Withdrawal form to the Registrar and informing the Registrar of their intent not to withdraw. If a student wishes to reverse a decision to withdraw after submitting the Official Notice of Withdrawal form, they must provide written notification. If a student who rescinds an intention to withdraw does not complete the semester, the official date of withdrawal will be the later of the date the withdrawal form was obtained or the last date of class attendance.

Unofficial Withdrawal

If a student does not notify the Registrar of the intention to withdraw, the date of withdrawal used to calculate the return of Title IV Funds, grants, scholarships, and an institutional refund or balance

due will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last date of class attendance. If a student withdraws because of circumstances beyond their control, the college will determine the date of withdrawal.

Institutional Refunds

The college's withdrawal policy provides for a partial refund of tuition through the first three (3) weeks of the fall and spring terms, and the first two (2) weeks of the summer term, for withdrawal unrelated to academic or disciplinary reasons.

Institutional Refund Schedule

Days Enrolled

Fall/Spring	Summer	Refund Amount	Amount Charged
1-21	1-14	80%	20%
22 and after	15 and after	No Refund	100%

The student's withdrawal date is established as outlined in the initial section of the "[Refund Policy](#)". The next step in determining the institutional refund is to count the number of calendar days from the first day of classes to the date of withdrawal (weekends are included, but scheduled breaks of at least five days are excluded). The schedule above is used to determine the percentage of fees (tuition, activity fee, room and board) that will be refunded. Certain fees are nonrefundable. These include Tuition Insurance, and Book, Parking, and Admission Fees.

The same schedule will be used to calculate the cancellation of non-federal financial aid: the "refund amount" percentage provides the percentage of aid to be cancelled and the "amount charged" percentage corresponds to the revised aid the student will receive. For example, a student who withdraws within the first seven days of the fall or spring semester would receive 10% of the non-federal aid that had been awarded. Conversely, 90% of the non-federal aid would be cancelled.

A student who is expelled or asked to withdraw for academic or disciplinary reasons will receive no refund of tuition or room and board. A student who is required to leave housing for academic or disciplinary reasons will receive no refund of tuition and board.

Return of Title IV Funds

If a student who has received Title IV Funds (federal financial aid) leaves the institution before completing 60% of the semester, a calculation must be performed to determine the amount of unearned aid that must go back to the Title IV programs. No return of Title IV funds is required

after 60% (approximately 9 weeks of a 16-week semester). The withdrawal date will be established as described in the Refund Policy.

The percentage of Title IV aid that the student earned (i.e., the amount of federal aid the student is permitted to keep) is the same as the percentage of the semester completed. This percentage is computed by dividing the total number of calendar days in the semester (including weekends, but excluding scheduled breaks of more than five days) by the number of calendar days the student completed. For example, a student enrolled for 14 of 112 days would have earned 12.5% of the Title IV aid for the semester. In this example, 87.5% of the Title IV aid would be unearned. The institution is responsible for returning to the federal aid programs the lesser of the amount of unearned Title IV aid or institutional charges that the student incurred multiplied by the unearned aid percentage.

Federal regulations specify the order in which unearned funds are to be returned to aid programs, as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Federal Plus Loans
- Federal Pell Grants
- Federal SEOG

Federal Work-Study funds are not involved in this determination, and the student may keep this money.

Return of Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Saint John's College will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

16-week Course Withdrawal

Before or during first week of classes	100% return
During weeks 2-3	80% return
During weeks 4-5	60% return
During weeks 6-8	50% return
During week 9	40% return (60% of course is completed)
During weeks 10-16	0% return

Campus Policies, Practices, and Services

General Principles Concerning Student Conduct and Discipline

Introduction and Community Standards

The college's goals in responding to alleged misconduct are to: ensure student and public safety; promote health and wellness; hold students accountable for their actions or inactions; educate one another to include understanding one's effect on the community; provide an opportunity for growth and development, and promote an environment that supports the college's educational mission.

The Policies and Procedures described below explain the Community Standards and the way the college generally addresses students' alleged violations.

According to the colleges' determination alone, it may interpret, apply, or change St. John's Community Standards, and all related policies and procedures at any time. The Community Standards, and the policies and procedures referenced herein, do not create any contractual rights with any third party, including students or employees. The college retains sole discretion to take appropriate action depending upon the facts and circumstances of any particular situation.

The Way Students Live Our Principles of Responsibility & Honesty

The Community Standards are not designed to be simply a list of which behaviors are discouraged or prohibited, but are also designed to provide affirmative guidelines for positive behavior and contributions to our community:

A "Johnnie" should:

- Treat all students, faculty, staff, and community members with respect
- Take responsibility when exercising freedom of expression in a manner that also considers the standards of civility, consideration, and tolerance that should shape the actions of members of the community with one another
- Help others by engaging in active bystander intervention, including caring for the safety and wellbeing of fellow community members
- Act in ways that minimize risk of harm to themselves and others, including mental, physical, emotional, or psychological harm, and promote the safety of individuals and the overall community
- Work to further their academic and social development and not interfere with others who are striving to achieve the same

When These Principles and Standards Apply

By accepting admission to, and enrolling in, St. John's College, students are obligated to conduct themselves consistent with the principles of St. John's College, the Community Standards, other college policies and procedures, and all applicable laws. A student may face expulsion from the college if their conduct is deemed to violate these principles and standards egregiously. The Community Standards and the processes outlined apply to both individual students and groups of students' conduct (both informal and college-recognized groups).

The Community Standards set a range of expectations for St. John's College students regardless of where or when the conduct may take place, whether on college property, at college-sponsored events or programs, or off campus. The Community Standards also apply to conduct that takes place at any time from the date that students are admitted to the college until they have graduated, including during the summers and between semesters. The college retains the right to respond to behavior that occurs in the interim period after classes end for the semester and before graduation. The Community Standards also apply to students when they host guests who violate college policies, in which case, students may be held accountable for their guests' misconduct.

Timeline for Reporting

Those who are aware of misconduct are encouraged to report it as quickly as possible to any Student Life staff member, the Student Life Office, and/or Public Safety. In addition, if misconduct may violate criminal laws, students are encouraged to report such misconduct as quickly as possible to law enforcement. Students are encouraged to self-report misconduct, as self-reporting will be considered a mitigating factor in determining whether and what sanctions may be imposed.

There is no time limit on reporting alleged Community Standards violations. However, the longer one waits to report an incident, the more difficult it becomes for the college to investigate and make a determination regarding alleged violations. Visitors to, and guests of, St. John's College are also protected by, and held to, the Community Standards. Visitors and guests may report alleged violations members of the St. John's College community commit to the Student Life Office or Public Safety.

Community Standards Policies

The following are examples of behavior that is discouraged and prohibited under the Community Standards. These examples include, but are not limited to:

Abuse of College Policy or Procedure

Students are expected to abide by all policies and procedures applicable to student conduct, including, but not limited to, the Community Standards, and they may be subject to various

sanctions for violations of these policies and procedures, as described further below and in the respective policies. Abusing the college's policies and procedures is also prohibited and may result in sanctions. Examples of potential abuse of the college's policies and procedures include, but are not limited to:

1. Attempting to discourage an individual's proper use of, or participation in, a college policy or procedure
2. Retaliation (including coercive, threatening, intimidating, or interfering behavior) against anyone involved in a college policy or procedure, including, but not limited to, complainants, witnesses, administrators, student employees, or decision-makers
3. Failure to comply with the sanction(s) imposed on a student

Abusive Behavior

The college prohibits abusive behavior, which is any act that endangers the health or safety of any person or persons, or which destroys or removes public or private property. Demeaning, disrespectful, or vulgar behavior also violates these standards.

Alcohol

The irresponsible or under-age use of alcohol is prohibited. Irresponsible drinking is defined as consuming alcohol in a way that is likely to result in a harmful level of intoxication or intoxication-related behaviors that are disruptive, damaging, or dangerous. Any behaviors that promote irresponsible drinking are prohibited.

Further, unlawful use, possession, distribution, or dispensing of alcohol either on or off campus is prohibited. Driving a motorized vehicle or operating machinery while impaired or under the influence of alcohol is prohibited. Students are expected to conduct any activities involving alcohol in a lawful and socially responsible manner.

Alcoholic beverages may not be sold or served on campus property, even under the guise of a coupon or donation scheme, by anyone other than an approved licensed vendor. Students and their guests are not permitted to bring alcohol to college-sponsored events. Alcohol cannot be sold at events as a means to raise money and cannot be given away as a prize or gift. Students cannot donate their remaining alcohol allotment to another student or guest. If college officials, including Public Safety Officers, have reason to suspect that any of these provisions are being violated in a campus residence or any other unauthorized place on college property, they shall have the authority to enter residences and all campus spaces to investigate.

For policies and procedures related to alcohol at events, please visit the [Student Events](#) section of the handbook.

Collusion

Collusion is action or inaction on the part of a student who is aware that another student has violated, or is violating, a college policy, and participates in violating the policy, does not report the violation, or, if appropriate, does not try to stop or otherwise address the behavior. Students are expected to confront their peers, if appropriate, or remove themselves from a situation and then report the information as soon as possible to the appropriate school official and/or law enforcement. A student is not required to confront or otherwise attempt to stop a student if such action would jeopardize the student's own safety or wellbeing.

Community Health Concerns

Conditions that may risk the health of another person are prohibited. Examples include, but are not limited to:

- Use of noxious materials
- Use of pungent materials
- Abuse of bathroom facilities, such that vomit, excrement, or urine is left for others to clean up
- Littering in public areas, allowing excessive trash to accumulate, or spilling garbage cans with the expectation that someone else will clean them up

Deception

Students are expected not to act in ways that are deceptive or manipulative. This includes misrepresenting oneself knowingly, involving others in violations without their knowledge, or manipulating people or processes.

Disruption of College Activities and Events

Disruption of college business, activities, events, and academic courses is prohibited. Examples include, but are not limited to:

- Obstructing community members or campus visitors' freedom of movement, including pedestrian or vehicular traffic
- Causing noise or participating in a demonstration that disrupts normal college activities
- Causing, leading, or inciting disruption of scheduled or normal college activities

Drugs/Cannabis/Paraphernalia

Using, possessing, distributing, manufacturing, or dispensing Illicit Drugs* illegally is prohibited. This policy also prohibits the use of cannabis, even for medicinal purposes. Synthetic drugs that contain ingredients or mimic the effects of illicit drugs are also prohibited. In addition, prescription medications and over-the-counter medications must be used according to prescribed instructions and the distribution of prescription drugs without a prescription is prohibited. Drug paraphernalia, including, but not limited to, bongs and vaporizers, are not permitted on campus. Driving a motor vehicle or operating machinery while impaired or under the influence of illicit drugs, cannabis, or a prescription drug that affects one's abilities adversely, is prohibited.

There is a list of crisis hotlines and mental health services in Santa Fe available in the "[Drug Abuse Prevention Program](#)" appendix of the Handbook.

**"Illicit Drugs" refers to "controlled substances" as defined in Schedules I through V, Section 202 of the Controlled Substances Act (21 U.S.C. Section 812).*

Fire Safety/Hazardous Materials

It is each student's responsibility to review and follow fire evacuation procedures, participate in fire drills, and take proactive measures to minimize the risk of fire. Any action or inaction on a student's part that contributes to increased risk of fire is a violation of fire safety and is prohibited. Examples of violations include:

- Failure to evacuate when a fire alarm is activated
- Improper use of, or tampering with, college safety equipment, including alarms, signs, smoke detectors, and pull stations
- Discharging a fire extinguisher for any other reason than an attempt to extinguish a fire
- Setting/causing a fire on campus

Students may not possess or use materials or articles that can create hazardous conditions on campus. A "hazardous condition" is one that poses a threat to building facilities and/or the occupants thereof as determined by facilities services personnel and/or environmental health and safety staff. Legally-permitted chemicals or substances that can threaten or cause harm or fear in others are also not permitted.

Students may not build fires on campus property except in approved fireplaces because of our dry climate and the risk that a fire could grow out of control rapidly. A responsible party must monitor any fire at all times and must extinguish it entirely before it is left unattended. Building bonfires also violates the Santa Fe municipal code. No fireworks of any kind are to be kept or set off anywhere on campus because of the potential for injury or fire they pose, and because they are a

disturbance to the community. Violators are subject to substantial fines or, in extreme cases, expulsion from the college.

Hazing

The college prohibits hazing, which is defined as any act that destroys or removes public or private property, endangers a student's mental or physical health or safety, or entails ridicule, embarrassment, harassment, intimidation, or other similar behavior, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization. Examples include paddling, creating excessive fatigue, physical and psychological shock, public stunts, and degrading or humiliating games and activities. The victim's express or implied consent is not a defense, and apathy or acquiescence in the presence of hazing also violates these Standards.

Dishonesty

Students are expected to be honest and demonstrate a respect for the truth. It is prohibited to furnish false, falsified, or forged information or to withhold information from a college representative knowingly, including information requested in association with any college policy or procedure's enforcement. This includes making false statements, as well as falsifying or misusing documents, accounts, records, identification, or financial instruments. Unauthorized use, possession, lending or duplication of means of access (such as keys or ID Cards) to college facilities, including the dining hall, is also prohibited.

Misuse of College Network

Any misuse of the college's facilities, equipment, networks, websites, list serves, email, passwords, accounts, or information is prohibited. Misuse that results in network interruption or failure is also prohibited and may also result in legal action against those responsible.

Misuse of Services

Misuse of services is defined as using property, facilities, or personnel in ways in which they are not designed or intended. Examples include, but are not limited to:

- Entry onto roofs or into maintenance, construction, or other restricted areas or buildings
- Misuse of long distance telephone codes or cable
- Unauthorized use of equipment, facilities, vehicles, logos, or names
- Use of resources or personnel for profit, such as using a residence hall room, residence phone extension, or college email address to establish and/or operate a business without prior approval

Neighbor and Community Relations

Students are expected to maintain cordial neighbor relations and may be disciplined under the Community Standards for behavior that disrupts neighbors and/or the greater Santa Fe community, violates the law, or otherwise affects or threatens to affect the college's reputation adversely.

Non-Compliance with College Officials

Failure to comply with the directions of a college representative, college staff member, or law enforcement officer during the performance of their duties is prohibited. Examples include:

- Failure to show an ID to any college staff member (including resident advisors) upon request
- Failure to schedule a meeting when requested or return a phone call from a college staff member
- Failure to provide information in association with the investigation or enforcement of any college policy or procedure
- Failure to cooperate with a college official, even when students believe they may not be at fault for anything

On-campus Gatherings

Small, quiet gatherings that involve only a few individuals may be held in the residences, provided that other residents' sleep or study is not disturbed. Permission for these gatherings is not required. Should a gathering disturb a student, it is expected that the student will first ask the host politely to quiet the gathering. If this fails, the student should contact the resident advisor or the switchboard. Public Safety may end gatherings that have become a nuisance to others, whether or not a specific complaint has been lodged. Large gatherings are not permitted in the residence halls or common rooms.

Parking

Excessive or flagrant violation of the college's parking policies may be referred for discipline under these Standards, in addition to normal fines or revocation of parking privileges. *See Vehicle Registration Policies & Procedures for more detailed information.*

Publicity on Campus

The use of campus facilities and resources for publicity and advertising requires appropriate approval. Please contact the appropriate venue manager for information about posting approval.

Anonymous postings are not permitted and any member of the community may remove them at any time.

Recording/Photography

To ensure that all parties are able to express themselves openly and without fear of unauthorized or surreptitious recording, audio/video recording and photography of any community member requires express consent, and except when taken by the college for identification, security, or other institutional purposes, any audio/video recording or photography taken without such consent is prohibited. Unmanned aerial systems, referred to commonly as drones, are not permitted to fly or operate on any areas of St. John's College property. Exceptions may be granted for special projects upon approval by the Public Safety manager, the Assistant Dean, or the Executive Director of Campus Health & Wellness.

Safety & Security

Students are expected to act in ways that minimize the risk of harm and promote individuals and the community's safety. Examples of violations of this policy include, but are not limited to:

- Tampering with or preventing physical locking devices from functioning
- Misusing campus emergency phones
- Failing to report lost/stolen key(s) or college ID cards
- Opening doors or allowing entry to anyone (including other students) to restricted areas if they are not a personal guest
- Failing to report suspicious/unusual circumstances or behavior to Public Safety, college staff, or law enforcement immediately
- Failing to carry the college ID while on campus

Smoke, Tobacco and Nicotine Free Areas Campus Policy

St. John's College recognizes its leadership role in promoting a healthy and safe environment for all members of the community and acknowledges and supports the findings of the Surgeon General of the United States and the Centers for Disease Control that active or passive use of tobacco, as well as the ingredients and chemicals commonly found in tobacco products, is a significant health hazard. In light of these risks, and in conjunction with the applicable state and local regulations, St. John's College has set forth the following *Smoke, Tobacco and Nicotine-Free Area Campus Policy*.

Section I. Definitions:

- Electronic Smoking Device is defined as any product containing or delivering nicotine or

any other substance that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

- Hookah is defined as a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including those outlined as Electronic Smoking Devices herein.
- Tobacco Product is defined as any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation.

Section II. Application:

This Policy applies to all college faculty, staff, students, agents and contractors and all visitors, vendors and guests of the college.

Section III. Prohibition:

The smoking or use of any tobacco and nicotine product (including but not limited to the use of e-cigarettes, juuls or other vaping devices) is limited to two areas on Campus. The designated smoking areas are located in the faculty/staff parking lot across the street from the Evans Science Lab (parking lot C) and the student parking lot (parking lot D) and the staff parking lot (parking lot F).

All tobacco and nicotine products must be extinguished and properly disposed of prior to entering any other area of college property; to include college vehicles. The sale or free distribution or sampling of any tobacco and nicotine product are prohibited in and on all college property and at all college-sponsored events.

Products approved by the U.S. Food and Drug Administration for smoking cessation (i.e. nicotine patches, etc.) are not considered prohibited tobacco or nicotine products under this Policy. Note that e-cigarettes, juuls and other vaping devices have not been approved by the U.S. Food and Drug Administration as smoking cessation products and, thus, are prohibited, unless in designated areas.

Section IV. Enforcement:

This Policy shall be included in the student, staff and faculty handbooks, new employee and student orientation programs and other campus documents where appropriate. The college shall post notices of this Policy in an effort to ensure that all of the college's visitors, vendors and guests are aware of the Policy.

While smoking violations by faculty and staff will be handled by Human Resources, for students, the following table sets out penalties for non-compliance with this policy:

Type of Violation	Response
First offense	\$100 fine
Second offense	\$200 fine & meeting with student life
Third offense	\$300 fine & community standards process
In/On building or tampering with fire safety equipment	\$300 fine & community standards process

Note that students who choose to smoke in or on our buildings and/or tamper with fire safety equipment in any building, including their residential room, will be immediately subject to a \$300 fine and will proceed through the community standards process, even for a first offense.

It is the responsibility of all members of the College community to establish and maintain smoke-free/tobacco-free/nicotine-free areas within the campus environment. Each community member is responsible for monitoring compliance with this Policy.

All fines collected for smoking violations will be invested in programs to promote a healthy and safe environment for all members of the community.

Section V. Cessation:

Students, staff and faculty who want to stop using tobacco and nicotine products are encouraged to review the following information and resources:

- A. Hallie Leighton Health Center provides free smoking cessation resources including nicotine replacement. Please visit or contact the Health Center for more information.
- B. New Mexico Department of Health provides free smoking cessation resources. Please visit <https://www.nmhealth.org/about/phd/pchb/tupac/> for a list of resources.
- C. American Lung Association: <https://www.lung.org/stop-smoking/>
- D. Become an Ex-Smoker: <https://www.becomeanex.org/>

Sexual Misconduct

The college does not tolerate sexual violence of any kind. If a member of the college community has been or may have been sexually assaulted, they are urged to call 911, contact Solace Crisis Treatment Center (24/7 service), go to Christus St. Vincent Medical Center Emergency Room, or contact Public Safety by dialing 0 from an on-campus phone or dialing a Public Safety Officer directly at 505-660-8177. Students may also go to the Student Health Office during business hours.

It is important to receive caring support as soon as possible. The psychotherapists at the Counseling Center on campus are available to provide confidential support for students who have experienced or suspect they may have experienced sexual misconduct. To make an appointment with one of the staff therapists, call 505-984-6420. Further, the Solace Crisis Treatment Center (findsolace.org) has a 24-hour hotline response at 1-800-721-7273.

Survivors can decide later whether or not to press charges, but it is important to note that evidence may be lost if the student does not seek immediate assistance. Activities such as showering, changing clothes, washing bed linens or clothing, or disposing of clothing or trash may result in the loss of evidence.

Even if a student is unsure whether what happened was an instance of sexual misconduct, the college encourages them to report the incident to the college and to seek appropriate assistance by talking to a therapist, senior resident, resident advisor, Public Safety manager, nurse-practitioner, physician, the Director of Student Life, or the Executive Director of Campus Health & Wellness. Communications with therapists and licensed medical providers are confidential. However, other college employees, including resident advisors and senior residents, have an obligation to inform the Title IX coordinator that sexual misconduct has occurred. The Title IX coordinator will then contact the student to discuss the incident and whether the complaint process will be initiated. The Title IX coordinator will attempt to comply with a student's request for confidentiality, except that in certain circumstances, disclosure may be required for the Title IX coordinator to ensure the safety and security of the campus. *For the complete statement of policies and procedures, see the ["St. John's Sexual Misconduct Policy"](#) appendix of the Handbook.*

Harassment And Discrimination (Including Sexual Harassment)

St. John's College is a small, closely-knit community, all of whose members have a responsibility to foster this closeness. Discrimination or harassment of any kind, whether physical or verbal, is a breach of the trust upon which the community relies, and will not be tolerated. Therefore, behavior that makes another individual feel intimidated, or even uncomfortable, will be treated as a serious disciplinary matter that can lead to expulsion. Rules against sexual harassment and discrimination apply to all community members, including tutors and staff in their relationships with students.

The college has many resources for a student who believes that they have experienced or witnessed discrimination or harassment of any kind in any measure: the Assistant Dean, the Associate Dean of Graduate Programs, the Executive Director of Campus Health & Wellness, the Director of Student Life, senior residents, and college therapists can address this problem or refer a student to someone who can.

In compliance with federal and state laws, the college has formulated a detailed policy on discrimination and sexual harassment, which can be found in the “[St. John's College Sexual Misconduct Policy](#)” and the “[Discrimination and Harassment Policy](#)” appendices of the Handbook. Moreover, any complaint or grievance on the part of a student or group of students indicating that there has been harassment or a violation, misinterpretation, or inequitable application of policies, procedures, or treatment because of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, or other legally-protected classification may be brought before the college in accordance with the procedures outlined in the Discrimination and Harassment Policy.

Complaints not covered under this policy should be filed through the St. John’s College Complaint Process. See [St. John's College Complaint Process](#).

Social Media

Students are expected to conform to community standards, such as civility, responsibility, and honesty in their use of social media. All material posted on social media is subject to privacy and copyright laws. Care should be taken to ensure that material posted online is appropriate for public display. Use of the St. John’s College name, logo, and seal should be reserved for officially affiliated pages only. The full social media policy can be found at sjc.edu/communications.

Solicitation and On-Campus Fundraising

Solicitation on students and other individuals’ part is prohibited on campus. However, student organizations may receive permission to sponsor pre-approved fundraising events. Contact the Student Events Coordinator for more information about obtaining approval for organizational fundraising events.

Theft

Theft is defined as the unauthorized acquisition or possession of items/services that belong to another person or entity (including removal of furniture from campus common spaces).

Vandalism/Damage

Damage is defined as the actual destruction of, or harm caused to, any property, regardless of intent. Vandalism is defined as the intentional damage of, or harm to, the property of another person or the college, or misuse of property that leads to damage. In addition to being referred for potential discipline under these Standards, as damage to college property has a financial effect on the college, the repair charges and/or related fines will be assessed to the student(s) found responsible for the damage. A fine may be assessed for the damage and the actual cost of repair.

Violation of College Policy or the Law

Any violation of any college policy, or any violation of any local, state, or federal law, is prohibited. The college may initiate disciplinary proceedings against a student who has violated federal, state, or local laws, regardless of actual or potential civil or criminal proceedings. It is the college's practice to pursue timely resolution through its conduct proceedings, rather than delay campus proceedings until the outcome of criminal and/or civil proceedings.

Violence

Violence in any form is strictly prohibited. Violence includes threatening or causing physical harm, such as fighting, or any other conduct that threatens or endangers the health or safety of any person and/or the community. Violence against animals is also prohibited.

Weapons and Explosives

The possession or use of any weapon or paraphernalia—including, but not limited to, firearms, ammunition, pellet guns, air guns, paintball guns, stun guns/grenades, tasers, smoke devices, bows/arrows (with the exception of the archery club during designated and supervised practice sessions on the SAC field), swords, large knives, explosives, and fireworks—is prohibited on the college campus because of the potential for personal injury or death, theft, unauthorized use of such items, and the disruptive effect on the campus community. In addition, verbal or written threats by a student indicating they have a prohibited weapon or explosive will be considered and responded to as an actual threat, whether or not evidence of such weapon or explosive exists.

Residential Life and Housing Policies

Residential Requirement/Agreement

When they enroll at St. John's Santa Fe campus, students agree to uphold the college's residential requirement. A housing agreement is provided annually to explain the contractual relationship between the department and the student. By signing the agreement, students are accepting its terms for that academic year.

Residential Requirement

All undergraduate students are expected to live on campus each semester in which they are enrolled in the college. Exceptions are made for graduate students, married students, students 24 years of age or older, or students who reside locally with family. Students may petition to live off campus by writing to, and receiving approval from, the Director of Student Life.

Housing Assignments

On-campus housing for first-year students is guaranteed and assigned through preferences they select in a housing questionnaire the Admissions Office provides. Continuing students select their housing for the upcoming academic year in a housing lottery process that takes place each spring. Re-admitted students must contact the Housing Coordinator and submit a completed housing agreement to be assigned housing if available.

The college reserves the right to cancel the housing agreement for reasons including but not limited to a violation of policy, excessive cleaning or damages, or outstanding charges on a student's account. If a student withdraws or is dismissed from the college, the student must vacate college housing within two days of the official withdrawal date.

Campus Housing Opening & Closing Procedures

All campus residence halls and suites are closed during winter, spring, early-summer, and late-summer breaks. Apartment residents may remain in their apartments during winter and spring breaks, but they may neither sublet their apartments nor have house-sitters at any time.

All campus housing closes at noon the day after commencement and on the Saturday following the end of the summer session. Students who have not vacated their rooms by the designated time are charged a fee of \$250 for every day that they fail to meet these deadlines. Similarly, if a student moves into a room prior to the published move-in date, they will be charged a fee of \$250 for every day unapproved access. Students who do not intend to return for spring semester must remove their belongings before the beginning of winter break. If they do not do so, the college reserves the right to dispose of any belongings that remain in the room and to charge for any necessary cleaning and/or removal of belongings.

Exceptions for F-1 and Graduate Students

Graduate students and students on an F-1 visa may stay on campus during winter and spring breaks, but must still notify Student Life and pay any applicable fee or have a payment plan set up with Student Accounts at least one month before the closing date. Students in extenuating circumstances may request, but are not guaranteed, to be permitted to stay during the spring-to-summer and summer-to-fall breaks. International students are also provided an extra 24-hour

period before the published move-in and after the published move-out date to facilitate exceptional travel arrangements. In addition, international students are provided an extra 24-hour period before the published hall reopening and after the published hall closure dates for winter and spring break for the same reasons.

Room Assignments

After students select a room in the lottery process or are assigned a room as incoming students, they need to follow the procedures below to change rooms. For the first two weeks of each semester, only emergent room changes will be made. After the first two weeks of the semester, the wait list opens and students may apply to change rooms.

Students may not change rooms without prior written approval from the Housing Coordinator.

Part-Time Students

Students who are enrolled in the college part-time may request to live on campus through the same processes as any full-time student.

Emergencies

In severe situations, the college may authorize and or require a room change in an expedited way. Students who find themselves in this kind of situation may contact the Housing Coordinator.

Roommates

If a student moves out of a room, suite, or apartment, the remaining roommate(s) have the opportunity to name a replacement, and will be contacted via email with a deadline to do so. During the academic year, 48 hours is the usual deadline. If the student does not name a replacement roommate, the space is returned to the Housing Coordinator to assign via the wait list. If all roommates, suitemates, or apartment-mates are vacating a room/apartment, the space is returned to the Housing Coordinator to assign through the wait list.

Room Change Process

Students who are moving rooms are provided a 48-hour window in which Public Safety will allow them access to their new room to move their belongings. At the end of the 48-hour window, students must exchange their old key for their new key at the switchboard. The moving and room-change process should be completed within 48 hours, but the Housing Coordinator can make exceptions for academic time commitments that require an extension.

Consolidations

If one roommate vacates a room, and no replacement roommate is named, it is necessary to consolidate so that students who are on the wait list have an opportunity to obtain a room with their preferred roommate. The remaining resident may be asked to choose between moving to another room where one bed is vacant or selecting/being assigned a new roommate. The Housing Coordinator reserves the right to reassign students as needed, which may include requiring a room change.

Furnishings/Supplies

Students must supply their own personal items, including towels, sheets, blankets, pillows, hangers, fans, and similar items, and are responsible for their room's reasonable care and condition. Students may not store their or the college's furniture anywhere other than in their assigned room. Campus rooms come equipped with:

- Twin extra-long bed and mattress
- Desk & desk chair
- Desk lamp
- Trash bin
- Bookcase
- Closet or wardrobe
- Towel rack or towel hooks
- Wall-mounted telephone
- Ethernet connection (shared in apartments)
- Wall- or ceiling-mounted smoke detector
- Window blinds
- Screens on all windows that open

The following are not allowed in campus housing:

- Glue, nails, tape, or any other material that can damage doors, walls, or ceilings
- Personally-installed or permanent fixtures for curtains or draperies
- Paint or stain on any surface
- Mattresses on the floor
- Cable TV hookups, antennae, and satellite dishes

Room Care

While we seek to help students find a way to create a sense of home in their residential space, we require that students limit decorations and belongings to those that will not damage the facility. Student rooms are also not intended to be used as art studios, music practice rooms, exercise facilities, or in any other way that may be harmful to the facility or the community. As it is

impossible to address every type of decoration or room issue, the following are provided as examples of this policy so students can understand the way it applies:

- All furniture the college provides must remain in the room to prevent damage from relocation
- Any furniture a student brings in must be free of infestation of bedbugs or other health hazards. Furniture purchased from a thrift store or furniture that may have been left outside is at risk of infestation and should not be brought into residential buildings. Because of the extensive costs for cleaning and exterminating, and the high correlation between used furniture and bedbugs, students need to be aware that if they have used furniture, and bedbugs are found in their room, they will incur any costs associated with pest removal and cleaning. If multiple bedbugs are found, students will need to remove any non-college furniture from their rooms
- Furniture must meet applicable fire codes
- Waterbeds or other heavy or extraordinary furniture are not permitted
- Walls, furniture, and other room components may not be altered permanently, including dyeing draperies or painting walls
- Students may not splice electrical wires or remove any outlet plates or light switches
- All screens must remain in place
- Items hung from the walls or ceilings must be done so in a temporary way, so that no holes are put in the walls and the surface is not damaged

Students are responsible for the costs associated with the consequences of violating this policy, such as fines, laundry/extermination costs, and furniture removal.

Repair Needed	Charge
Excessive mess	\$75
Bed frame replacement	\$300
Bed mattress replacement	\$165
Bookcase replacement	\$175
Chair replacement	\$125
Desk replacement	\$350
Lamp replacement	\$40
Mirror replacement	\$100
Removal of extra furniture	\$75
Broken window	\$300
Lock change	\$45
Wall repair - holes in wall	\$200
Window screen reinstallation	\$50
Window screen replacement	\$75

Entire wall	\$170
Minor chips (total > 4 square feet)	\$75
Blinds replacement	\$75

Personal Property

The college does not insure and is not responsible for loss or damage to students' personal property for any reason (including, but not limited to, fire, flood, or theft.) The Student Life Office does not cover the cost of damage to student belongings, including food left in refrigerators, items that become water damaged because of overflowing toilets, or laundry costs because of infestations. It is recommended strongly that students consult with their family to see if the family's insurance policy provides coverage, or purchase private personal property insurance from a reliable company. Property that remains in student housing when a student has left for summer break or withdrawn from the college becomes the property of the college immediately. Students are responsible for safekeeping their property and are expected to keep their room door locked at all times to maximize security.

Community Influence

As students are sharing space in a community, the consequences of their choices and behaviors can affect many others. The influence on the community should always be considered when students make choices, particularly in the evenings when other students are sleeping and preparing for class, work, or personal activities.

Noise/Sleep-Study

Loud music and noise intrude on others' personal space and can hamper intellectual reflection. To provide conditions conducive to study and rest, St. John's is committed to maintaining a respectful residential atmosphere. Members of the college community should respect this commitment to study and the need for rest by being thoughtful about the level of noise they make. Playing amplified music, horns, drums, and practicing other inherently loud activities should be confined to spaces reserved for those purposes (FAB, SAC, Great Hall, Arroyo Room), and to times that are least likely to disturb other community members.

All residents and their visitors must comply with this requirement. In general, sound should not be audible outside a student's room. Specifically, the hours between 10 p.m. and 8 a.m. Sunday through Thursday should be respected for sleep and study. Problems of excess noise are handled best as close to the source as possible:

- Students should first address problems of excess noise by asking the individual(s) involved directly and respectfully to lower or stop the sound

- If such requests are ignored, the matter should be reported to the resident advisor, or to a senior resident or a Public Safety officer by calling the switchboard
- Refusal to comply with reasonable requests will result in disciplinary action

Community Spaces

Students who live in residential communities share a variety of common areas, which are defined as any space in a residential building to which students have access and that is not a specific student room/apartment. In general, students are expected to respect these areas and each other, and those who use these areas are expected to conform to community standards, such as civility, responsibility, and honesty. Common areas are not intended for sleeping, storage, or any use that may affect others' ability to access the areas reasonably. To ensure that these areas are welcoming to all students, alcohol is prohibited in the upper portion of the common rooms and all common kitchens. Students who are over the age of 21 may have alcoholic beverages in the lower portion of the common rooms only. Further, any items posted in these areas should be suitable for any reasonable audience in the community. All of the areas below are considered common areas and students may not store personal belongings in them. Any belongings left in these areas may be confiscated and disposed of, and the student will be responsible for the costs. If any of these areas are damaged, they may be restricted for student use. Below are examples of the way this policy applies to common areas:

Bathrooms

- Group bathrooms (bathrooms with more than one shower, sink, or toilet) may be used only by individuals of the gender for which the bathroom is designated
- Single-person bathrooms are designated for use by one person at a time and are open to all genders
- Shower stalls and single-use bathrooms are for use by one person at a time
- Sinks in bathrooms and water fountains are not meant to be disposals for food, sand, mud, or similar substances
- Bathroom trash cans are not provided for students to dispose of their room trash

Kitchens

Kitchens are provided in many areas for programs and limited amounts of personal meal preparation. Guidelines for using kitchens include:

- Clean up all messes made, including removing dishes and trash
- Do not leave oven or other appliances unattended while they are in use
- Use the common area refrigerator at your own risk, as items will be discarded if the cleaning staff needs to clean it

Lounges/Meeting Areas

Anyone who wishes to reserve a common area for an event must contact the Student Activities Coordinator at least one week in advance.

Balconies

Balconies are common area that are attached to residential buildings and are available for student use. As stated above, common area are not intended for sleeping, storage, or any use that may affect others' ability to access the area reasonably. Neither personal furniture nor smoking are permitted in these areas.

Damage to these community areas are the responsibility of all resident and the residents of the associated neighborhood will share the fines associated with the damage equally unless individual responsibility can be determined. To prevent such damage fines, please be respectful of these common areas and clean up appropriately after each use.

Appliances and Electrical Equipment

Sharing a residential community includes sharing that facility's utility capacities. Outlets and electrical capacity overall in all student housing areas can be overloaded easily if misused, particularly in some of the more historic buildings. As a result, this policy requires that students use caution and limit their use of electrical equipment in the residential buildings to minimize the risk of harming themselves and the community. While personal expression is valued, the community's physical safety is prioritized above individual expression with respect to electrical items.

The following are examples of the way this policy applies.

Standards for Electrical Items Permitted

- All electrical items must be Underwriters Laboratory (UL) listed and in good operating condition
- Appliances may not have open flames or exposed heating elements and must be rated for 1,500 watts (maximum power draw) and/or approved for a 15-amp circuit
- The only cooking-related items permitted in campus housing are coffee pots, electric kettles, microwaves, and popcorn poppers. All of these items must have an automatic shut-off feature in use

Use of Electrical Items

- Students should distribute appliances within a room or apartment to reduce the load on individual outlets
- Mini-fridges, microwaves, hair dryers, and other such appliances should be plugged into the outlet directly rather than a power strip
- Irons must have a 10-minute automatic shut-off mechanism
- Items such as irons, microwaves, and ovens must always be monitored while in use
- The same standards apply to the student apartments and suites, except that they may have additional cooking items in their kitchens that meet the standards above. Personal items permitted in the apartments and suites are blenders, toasters, hot pots, pressure cookers, rice cookers, and electric grills

Refrigerators and Microwaves

Students may have a personal mini-fridge (no more than four cubic-foot capacity) and/or a personal microwave in their residence hall, suite, or apartment if desired. The student is responsible for any damage the items cause and is expected to keep these items sanitary and well-maintained at all times. If the items cause damage to college property or become a health concern, the college reserves the right to remove them.

Prohibited Items

Any item that was not mentioned above as approved is prohibited. Examples include: Electric blankets; air conditioning units; sun and heat lamps; personal heaters; torchiere-style halogen lamps or other lamps at risk of causing fire; crock pots; hot plates; personal home-brewing kits; kegerators; toasters; grills, etc.

Residential Fire Safety

Because of the large number of students who share living spaces in close proximity to each other, we expect that students will act in responsible ways with respect to fire safety.

Tampering with or misusing fire and safety equipment, such as fire alarms, fire extinguishers, smoke detectors, and exit signs, or creating a false alarm, poses a serious threat to life and property and will result in a fine and/or possible suspension.

Violations of these policies (considered violations of the [“Fire Safety/Hazardous Materials”](#) policy in the Community Standards) may include disciplinary action and fines. Tampering with fire safety equipment automatically results in a \$300 fine and a Community Standards process.

Fire Equipment

- Fire equipment includes all items designed to limit or prevent a fire, or help extinguish fires or evacuate buildings. This includes lighted exit signs, fire extinguishers, sirens, emergency lighting, sprinkler systems, door closers, and door prop alarms
- Never tamper with smoke detectors. If there is a question about whether or not a detector is working properly, consult the Housing Coordinator or a Public Safety officer immediately. If a smoke detector begins to beep and there is no apparent heat or smoke source, it probably requires a new battery. Contact the switchboard. Never remove a smoke detector
- Fire exit doors must remain closed when they are not being used as an exit in an emergency
- Door closer mechanisms must remain on doors at all times

Personal Belongings

- Keep hallways, windows, balconies, and stairwells free of trash and personal items in case they need to be used as exit routes
- Do not block lights, sprinklers, or smoke detectors by hanging items or stacking furniture near them
- Do not burn any flammable items
- Do not use or store flammable substances, such as gasoline, propane, sterno, and cleaning fluids on or near campus residential areas
- Flammable decorations, such as excessive greenery and amounts of paper, and large paper decorations are prohibited
- Keep all items at least six inches away from heating units
- Remove trash/items that may be flammable or may impede an exit route
- No lofts or other construction may be built or used in student housing

Restricted Spaces/Roof Access

For safety and operational reasons, access to some areas on campus and in campus buildings is restricted. These areas include mechanical rooms, maintenance closets, utility tunnels, telecommunications closets, crawlspaces, ledges, roofs, electrical rooms, and any other space so marked. In addition, climbing and scaling walls of any college building is prohibited to protect student safety and privacy and maintain the condition of the buildings.

Hazardous Materials

This policy is particularly important in residential communities where many students share a close living space. Students should exercise good judgment by not putting themselves or others at risk. Examples of the way this policy applies in the residential communities include candles, incense,

and hookahs, or such substances as propane, camping stove fuel, strong cleaning solvents, and paint thinner.

Non-Residential Students

Non-residential students will be charged \$50 for failing to report their off-campus physical and mailing addresses and telephone number at registration or within five days of any change. They may not become de facto campus residents through the courtesy of friends. Campus rules apply to all students while they are on campus.

Guests/Cohabitation

A guest is a person who does not live in the building but is the guest of a resident who agrees to host them. Hosts of guests must register them at the switchboard upon their arrival. If a guest is planning to stay longer than three days, the host must receive written approval from the Housing Coordinator at least two weeks in advance of the guest's arrival. The college limits guests' stay on campus to a maximum of 10 days. Guests who violate policies may not be permitted to return to campus, and students who host them may be held responsible for their behavior. Students who choose to host guests have the following responsibilities:

- Ensure that guests are aware of, and uphold, the policies
- Escort guests in the building at all times
- Report any worrying behavior on the guests' part to Student Life staff or Public Safety officers
- Ensure that guests stay a short time so that they do not impose on the community or living in the residential room without paying housing fees
- Ensure that guests do not impose on roommates/apartment mates

Visitation does not imply habitation or cohabitation. In gender-specific, substance free, or quiet communities, students and guests are encouraged to be additionally sensitive to the community values of residents who reside in those communities.

Pet Policy

Students may not have pets on campus.

Students who need to use a service animal on campus and in campus housing will need to contact the ADA coordinator/Executive Director of Campus Health & Wellness. Students who ask to use an emotional support animal on campus or in campus housing should contact the Director of Student Life. To qualify for an emotional support animal, students will need to present a letter from a medical provider (with whom they have established ongoing care), stating the need for such

support. Students must first apply and be granted approval before they bring their service or emotional support animal onto campus and into their campus housing.

Approved emotional support animals (does not apply to service animals):

- May not be left unattended in the student's room for an unreasonable amount of time, as appropriate for the animal
- May not remain in campus housing if the student will be absent from the college overnight or longer
- May not be cared for on campus by any individual other than the student approved for the emotional support animal
- Are permitted only in the student's housing area, and are not permitted in other campus buildings
- Must be leashed or kept in an appropriate carrier when out of the approved student's room

Students will be financially responsible for any damages the animal causes to campus housing or college property. Any violations of the pet policy may lead to the animal's permanent removal from college property. Students do not need approval to keep fish in small aquariums (up to 5 gallons) in their residence halls, suites, or apartments.

Health Risks

Because residents share their living space with many others, we expect them to behave in ways that do not pose undue health risks to their neighbors. Examples include:

- Keeping rooms/apartments clean
- Disposing of trash/items that may attract bugs, mice, mold, or cause other problems
- Cleaning up after themselves and maintaining a reasonable level of personal hygiene
- Not bringing items into the building that may be infested or pose undue risks to the community
- Keeping screens on windows where they are provided to limit access into buildings
- In cases where a student's health may be at risk, the college reserves the right to contract with a cleaning service and the student will be responsible for the related costs

Students' personal trash from their residence must be deposited in the campus' dumpsters. Further, the small trash cans throughout campus are not intended for personal trash.

Communicable Illnesses

Residents understand that the College may, in its sole discretion, adopt and implement any measures it deems necessary to reduce or prevent the spread of illnesses, including but not limited

to, the transmission of infectious agents, bacteria, viruses, toxins or other organisms that may present risk to Residents and members of the campus community or the public in general (collectively, “Communicable Illnesses”). Residents understand and agree that such measures may result in changes in the manner or availability of housing, including but not limited to, changes to room assignments, reducing the population density of College Housing, reconfiguring College Housing space, restricting certain furniture arrangements, and modifying cleaning and sanitation services.

Residents agree that they have considered their own personal health status and the increased risk factors inherent with community living, including the risk of exposure to or infection by Communicable Illnesses, and where appropriate, have consulted with a medical professional before deciding to live in College Housing.

Residents understand that despite all efforts on the part of the College, Residents can still be exposed to or contract Communicable Illnesses. Residents understand and acknowledge their shared role in reducing the risks of Communicable Illness for themselves and others in the College Community and agree to comply with all College rules, regulations, guidelines and policies, as well as local, state and federal guidelines relating to Communicable Illnesses or other public health issues.

Residents understand that the College may not have adequate or available facilities to provide housing in the event a Communicable Illness or other public health issue requires quarantine or isolation. Residents further understand and agree that unvaccinated Residents may be excluded from College Housing if there is an outbreak of a Communicable Illness for which they are not immunized or if otherwise directed by a local, state, or federal public health authority.

Health and Safety Inspections

The college reserves the right to enter and inspect any residence when an authorized agent of the college receives a credible report that the occupant has violated a federal, state, or local law; is non-compliant with the college’s rules and regulations; for purposes of inventory maintenance and repair; in an emergency, to verify occupancy; and for other purposes reasonably necessary to protect the health and safety of its students and staff, as well as maintain an appropriate educational environment.

Student Life staff conduct health and safety inspections in rooms, suites, and apartments a minimum of once each semester to help identify any concerns that could be harmful to an individual or the community. Staff will announce these inspections at least 48 hours in advance.

Most inspections will occur during breaks. Students do not need to be present and will be informed of any potential concerns found in an inspection.

Inspections include checking for health issues (generally related to cleanliness), potential fire hazards, electrical problems, and observing energy conservation issues, such as broken or open windows, heat regulation, and insulation around windows. Students' refrigerators may be opened and inspected to ensure that they are working properly and are clean.

If students are found to be in violation of college policies, they may receive a letter requesting compliance and items from their space may be confiscated, or the space may be cleaned at the students' expense.

Confiscation

When college staff encounter an item that is prohibited or is being stored in a location where it is not permitted, they may confiscate the item. When possible, residents who possess/use alcohol in ways that the college standards prohibit will be asked to dispose of it in front of the staff member.

Some confiscated items may be returned to students at the end of the semester (or earlier if approved by the Housing Coordinator) provided that the student removes the item from campus immediately. Illegal items or those that pose the risk of severe potential harm (such as controlled substances, drug paraphernalia, hazardous chemicals, or weapons) cannot be released and will not be returned to students. Illegal or potentially harmful possession of alcohol will result in confiscation or disposal.

Any confiscated item the owner does not claim by the end of the semester in which the item was confiscated will be disposed of, and when possible and appropriate, may be donated to a local charity. If an item is confiscated from a student's room when the student is not present, the Housing Coordinator or their designee will notify the student.

Staff may confiscate items that students leave in common areas. Arrangements to retrieve these items can be made through the Housing Coordinator. Because these items could present a fire hazard, students may be fined for leaving them in a common area.

Maintenance

Students are responsible for reporting any maintenance problems they see to their resident advisor in a timely fashion. If a student does not report an issue when it is first noticed and this delay worsens the issue, the student may be responsible for any costs incurred. If staff becomes aware of a maintenance concern, they will take appropriate steps to respond and repair as needed, which

may include entering student rooms or apartments without prior notice. Emergency work orders may be placed by calling the switchboard.

Reporting Problems

Students can contact their resident advisor to report a maintenance problem. By doing so, the student is giving notice to the college that there is an item that may need repair and should assume that a Student Life or Buildings & Grounds staff member will enter the space to investigate and/or repair the problem. Students can contact the Housing Coordinator if they have questions about a request or if they are concerned that adequate progress has not been made.

Keys

Students will be issued a key during the registration process and are responsible for their key until they turn it in when they move out of their assigned space. Students are expected to carry their key at all times. They are responsible for their key and may not lend it to anyone else, including roommates, suite mates, and apartment mates. Keys may not be duplicated.

If a student locks their key in their room, they may contact Public Safety to regain access. In an effort to ensure Public Safety resources are being respected and utilized properly, a \$25 charge may be assessed after the second lockout request. With the exception of maintenance, pre-announced inspection, or risk to safety situations, no student room or apartment will be unlocked to admit anyone except the specific student who is assigned to that room. If a key is lost/missing or is not turned in by the date/time requested, a lock change will be ordered and the cost will be charged to the student.

Student Events, Clubs, Groups and Polity

Please contact the Student Events Coordinator (ext. 6053) for help and information on how to host an event. Because of the increased requests to use campus facilities, careful and timely scheduling of rooms is necessary.

Students who wish to host an event in the Peterson Student Center, the upper or lower residential common areas, the Arroyo Room, the soccer field, parking areas, or the Placita areas **must submit a student activities contract to the Student Events Coordinator for review at least one month before the actual event.**

If the contract is not received by this time and is not legible and complete, the event will not be approved. After the Executive Director of Health & Wellness has received, reviewed, and approved it, the Director of Student Life will work with the Student Events Coordinator to assign senior residents to monitor the event. The Executive Director of Campus Health & Wellness may deny

permission for the event if they believe the contract is inaccurate, there is any misrepresentation on the student's part, or that the event does not reflect the St. John's community's legal, moral, or ethical standards. The host(s) of an event must meet with the Student Events Coordinator regularly to ensure the event's success, and they will schedule these regular meetings before the event.

In accordance with the Spring 1990 Faculty Resolution, the college does not permit parties at which alcohol is consumed on Sunday through Thursday, except with the President or Dean's permission, and alcohol can be provided only at events college officials host.

All events must end by 1 a.m. unless special permission is obtained from the Executive Director of Campus Health & Wellness. No Friday-night event may conflict with any officially-scheduled event. Friday night events are not allowed in the Peterson Student Center during any portion of a Dean's Lecture or the following question and answer period. Failure to comply with any part of this provision may result in a complete ban on Friday night events in the Peterson Student Center.

Event Policies and Procedures

With the exception of The Cave, an event contract must be filled out to host an event in any community accessible space on campus. A small gathering within a student's campus residence does not require an event contract but student host(s) and attendees must adhere to Community Standards.

Student Event contracts are due 14 calendar days prior to the event date. Students may request funding assistance from the Student Events Coordinator for their club sanctioned event. The Student Events Office does require that funding help, room bookings, vehicle requests, and email distribution are reserved for registered and chartered student clubs as well as student groups that have been registered through the office of Student Events. Any violation during the planning process could be subject to an event cancellation.

The College allows alcohol to be consumed on campus for student events, if appropriate procedures, laws, and policies are followed. Persons of legal age shall be permitted to consume alcoholic beverages at any College function where approval has been obtained by the reserving party. All persons using and/or possessing alcoholic beverages on campus must comply with the procedures for alcohol events, College policies, and state/local laws.

APPROPRIATE OCCASIONS AND LOCATIONS

Alcoholic beverages may be consumed responsibly only by those of legal age in campus residences and in the lower portion only of upper and lower common rooms and the adjacent courtyards. In addition, alcoholic beverages may be consumed responsibly only by those who are 21 or over at the

few events the college itself hosts or co-hosts. Alcoholic beverages may not be consumed in academic buildings, the Peterson Student Center, the Student Activities Center, Chamisa, or on the playing fields, unless it is done in conjunction with an approved event or other public event the college hosts or co-hosts.

GUIDELINES FOR EVENTS WHERE ALCOHOL IS PRESENT

All organizers of events that plan on serving alcohol must receive permission to do so from the Executive Director of Campus Health & Wellness when the student activity contract is submitted. This form can be found on the events contract and should be turned in to the Student Events Coordinator.

LIMITS

No beer kegs are allowed anywhere on campus unless approved as part of a sanctioned college event. No hard alcohol is permitted without special permission from the Executive Director of Campus Health & Wellness. Additionally, no alcohol is allowed in the seminars during Senior Prank. Alcohol will be limited to 3 beverages at events.

IDENTIFICATION

A certified bartender who has confirmed (by valid, government-issued identification) that a person is 21 years of age or older will provide the event attendee with a wristband. These wristbands must be worn for the duration of any event at which they wish to drink alcohol. Anyone without a wristband found drinking at a college function is subject to sanctions through our Community Standards process.

SERVING

Bartenders, event hosts, and senior residents must ensure that alcohol is served only to those of legal drinking age and have the right to refuse service to students or guests.

END TIME

The bar will stop serving at 12:00 a.m. at the latest or 30 minutes prior to the end of the event, regardless of the event ending time. Student events including alcohol will be no longer than four hours in duration.

STUDENT HOSTS

Each event is required to have student hosts on alcohol patrol. Their job is to ensure that no alcohol is

brought into the event and to assist the senior residents. Violations are to be reported to Public Safety.

Members of the alcohol patrol are subject to disciplinary action for disregard of their duties.

Pre-Event Policies and Procedures

- Appoint a representative (“Primary Contact”) who will be responsible for the group complying with college policy and state/local laws. Two additional “Secondary Contacts” must also be identified.
- Reserve the space with the appropriate office at least 14 days in advance. The intent to serve alcohol must be stated at the time of inquiry.
- Submit the Events with Alcohol Approval Form to the Student Events Coordinator with all of the required information completed.
- All advertising should be vetted by the Student Events Coordinator. It is the responsibility of the Primary Contact to make sure that no advertisement emphasizes illegal activity or any violations of the Community Standards. All advertisements, promotions and social media campaigns for events must include the following statement: “Alcohol will be available for individuals 21 and over with a valid, government-issued ID.” It is up to the discretion of the Student Events Coordinator or designee as to what is acceptable. Promotion and publicity of events cannot occur until it is approved.
- Security services are required for all events and should be provided by the Office of Public Safety.
- Food and non-alcoholic beverages must be provided for consumption at no cost throughout the duration of the event. Food provided should be substantial and must be appropriate for the number of guests and the duration of the event. Specific details for quantity and what type of food and non-alcoholic beverages offered must be provided on the “Approval Form”. Salty snacks including potato chips, pretzels and peanuts are not considered foods of substance. The Community Facilitator for Student Activities and Events will evaluate adherence to this standard.
- College funds will not be used to pay for or supplement the cost of alcoholic beverages for student/class/or club hosted events. The College may assist the event organizer with licensed vendor options and the cost of a bartender once the request for alcohol has been approved by the Executive Director of Campus Health and Wellness.
- Alcohol cannot be donated for an event and alcohol may not be offered as prizes.

HOURS

All events where alcoholic beverages are dispensed must occur within the following times:

- i. Tuesday: 4pm – 11pm;
- ii. Wednesday: 4pm – 11pm;
- iii. Saturday: 12:00pm – 12:00am; and
- iv. Sunday: 12:00pm – 11:00pm.

The sale/distribution of alcoholic beverages will be discontinued 30 minutes prior to the end of the event, regardless of the event ending time. Student events including alcohol will be no longer than four hours in duration.

Policies and Procedures (During Event)

- Admission to events with alcohol will be limited to SJC students. Students may bring only one non-student guest. All SJC students and/or organizations will be held accountable for the behavior of their guests.
- Alcoholic beverages may be served or sold to individuals who are over the age of 21 and may only be consumed in the designated area. **A government-issued ID is required to verify age.**
- Alcoholic beverages may only be served by a vendor that is certified/licensed to serve alcohol.
- All vendor associated costs will be charged to the Primary Contact or organization.
- The College expressly prohibits the use of an "open bar" to serve alcoholic beverages at student events. All you can drink events are not permitted.
- Individuals attending the event may not bring alcoholic beverages to or remove alcoholic beverages from the designated area for alcohol consumption.
- Drinking contests are not allowed.
- Alcohol distribution will stop 30 minutes prior to the end of the event.

METHOD OF ALCOHOL DISTRIBUTION

- Those patrons of legal drinking age wishing to consume alcoholic beverages will be issued a wristband after their age has been verified. The wristband must be attached to the customer's wrist by the licensed individual who verified proof of age. Removal of the wristband will result in the loss of drinking privileges for the remainder of the event.
- The licensed/certified vendor is responsible for providing wristbands, drink tickets or some other method to identify those of age and keep track of beverages allocated to an individual. Only one drink ticket can be purchased at a time. Drink tickets or wristbands must be sold/distributed within the designated area for alcohol consumption.

- At the time of purchase, wristbands will be punched with a hole-punch or marked as a means of keeping track of the number of drinks purchased. The number of total drink tickets/tabs available for each person shall be limited depending upon the remaining duration of the event. The number of tickets declines in line with the time remaining for the event (i.e. if a guest arrives for the final hour of a four (4) hour event, they may only receive one (1) drink ticket). In some cases, a wristband with numbered tabs may be issued for some events. In the event a tabbed wristband is used, the individual in charge of verifying age must be the one to remove drink tabs. Students will not be permitted to hand in a torn tab in exchange for alcoholic beverages. Tabs that have been removed will not be honored and will not be replaced. Students cannot donate drink tabs or tickets to someone else.

GENERAL POLICIES AND GUIDELINES

- The Primary Contact for the event is responsible for the behavior and conduct of their guests. Violations of law, these Procedures, or other College policies at an event at which alcoholic beverages are sold may result in administrative or disciplinary action.
- Students who choose to bring a non-student guest must have the guest register with Public Safety prior to entering the event space. Students are responsible for the behavior of their guest.
- Should a violation of College policy be determined prior to an event taking place, the College has the absolute right to immediately cancel the event. Any incurred costs will remain the responsibility of the Primary Contact or organization.
- Should violations of College policy or the law occur at an event at which alcoholic beverages are served, which are observed by Public Safety, by the vendor hired to serve alcohol, or by another authorized agent of the College, those individuals will take appropriate action to resolve the violation, to include ending the event immediately.

Clean-up Crew

Cleaning standards are printed on the student activities contract, and students who are responsible for the clean-up will be charged if cleaning is inadequate. Spaces must be as clean as when the event began. The clean-up crew is responsible for ensuring that all spaces used for an event have been cleaned properly immediately that evening following the event, and must inform the switchboard when the event has ended so that Public Safety can lock the rooms. They must also report any damages they discover to the Student Events Coordinator immediately via email.

Alcohol Monitors

If alcohol is present, these students are responsible for ensuring that the bartenders have everything they need. They must also check the event floor periodically to ensure that those attending bring no alcohol to the event. Event hosts will be fined for blatant disregard of their

duties. Senior residents or a designated college representative will be present to assist students with this if there are issues beyond the students' control. Events with alcohol may have an increased security presence to ensure the safety of those in attendance.

Food Monitor

Substantial snacks and non-alcoholic beverages must be served at those college-sponsored events at which alcohol is served. If the event runs out of these, all alcohol services will cease. Arrangements for food service must be secured 14 days in advance of the event date.

Decorations Committee

If decorations are used for an event, a designated person must be responsible for cleaning the event site as well as the site where the decorations were made. No alcohol is allowed at the decorations prep site. Event decorations must not violate the community's common standards of decency, and those that offend community members' sensibilities may be removed. In some cases, event hosts may be fined if good judgment is not used, or if creating, setting-up, or taking down the decorations results in damages.

Advertisement Monitor

This student is in charge of advertising the event. All posters, emails, etc., that announce or advertise the event must not violate the community's common standards of decency, and posters that offend the community members' sensibilities may be removed. In some cases, event hosts may be fined if good judgment is not used. Posters may be placed only on designated corkboards—not on the walls or windows of Peterson or the academic buildings. Alcohol service at college-sponsored events may not be advertised or promoted. All emails sent out for events from the Student Life Office must be clear and concise. Multiple revisions cannot be sent to the campus body within the same day, so advertisement monitors must work with Student Life to communicate the event correctly.

Other Responsibilities of Co-Hosts

- Identifying those who are uninvited or whose behavior is abusive, obnoxious, or disruptive and, with the help of Public Safety, requiring them to leave
- Being alert to potential sexual misconduct and alerting Public Safety or senior residents
- Being alert to those who attend whose condition might endanger themselves or others were they to leave campus by motor vehicle, and notifying appropriate friends (or Public Safety)
- Ensuring that the music and noise from the event present no problem to others in the community or to our neighbors. An immediate and cooperative response to noise complaints is essential

- Ending the event at the specified time

Failure to comply with any part of the host or co-host's responsibilities may result in future event denials.

Scheduling Rooms and Requests for Set-Up

Careful scheduling of rooms and outdoor spaces is necessary to provide good service and avoid conflicts in campus facilities. To achieve this, the Student Events Coordinator will train students on correct room request procedures as well as planning and hosting events throughout the year. Please see event request guidelines below.

All student requests for events, gatherings, and other meetings that require campus facilities and/or space must be made through the appropriate office. The Student Events Coordinator, ext. 6053, helps students schedule and execute events, theatrical and musical performances, films, extra-curricular courses such as dance (ballroom, waltz), self-defense, and Polity events and any other student-led events. The Student Activities Center, ext. 6149, schedules extracurricular classes, e.g., pottery, and all activities that use the gym, tennis courts, or athletic field. The Graduate Institute Office, ext. 6082, handles all Graduate requests, including meetings, study groups, and events.

Student gatherings that are not requested through the appropriate liaison will not be scheduled. Contact the scheduling intermediary at least one month in advance for any student events. Meetings and reading group requests must be made at least two weeks in advance. No late or last-minute requests will be scheduled. This will ensure sufficient time to order food, technology, and any other items needed for an event. The Student Events Coordinator must be informed when an event has to be cancelled so that all of the appropriate offices are aware in time to make any necessary changes. Keep in mind that events open to the public require special approval and that the scheduling process should begin six to eight weeks in advance.

Students should not change set-ups in rooms, relocate furniture from other parts of campus that were not approved in the original plan, or occupy rooms that they have not been scheduled to use. Only authorized people may move furniture. To attempt to move rooms, change locations, or dates or times of an event, they must go through the appropriate office who will then work with Conference Services on any changes that can be made, as not all changes requested may be possible. However, any changes requested in a timely manner with the Student Events Coordinator will be considered and attempted.

Conference Services publishes a monthly calendar of events and classes. This schedule may be found at the switchboard and can be used to find where and when events are being held.

Conference Services also publishes individual room schedules that are posted outside most meeting rooms and classrooms.

Non-Student Event Attendees

Students who wish to invite non-students to college events must register them as guests. Overnight guests are registered at the switchboard according to the procedures described in the [“Guests/Cohabitation”](#) section of the Student Handbook. Guests who are not staying on campus must also follow the check-in procedure at the switchboard. On certain occasions (e.g., the Halloween event and Reality weekend), Public Safety sets up roadblocks at the entrance to the campus to exclude uninvited people and monitor drivers leaving campus. On these occasions, students are asked to register their guests with the switchboard during the week before the event. Guest lists are provided to Public Safety so guests may enter the campus, and bracelets will be provided to identify them as registered guests. Unregistered persons will be asked to leave. Students should be circumspect about whom they invite as guests, as they will be held responsible for their behavior.

Student Clubs and Groups

The Student Events Coordinator is responsible for promoting student-led events to enhance student life.

The college offers a wide variety of extra-curricular courses, including drawing, ballroom dance (waltz, swing and tango), and ballet classes. Contact the Student Events Coordinator for additional information or help establishing new courses.

The Student Events Coordinator collaborates with faculty, staff, students, and community partners to host student activities, such as campus-wide events, dances, and special events. In addition, the Student Events Coordinator works with all student clubs to arrange club-sponsored activities.

Student Clubs

Student clubs must register with the office of Student Events and be chartered by student Polity. Unchartered and unregistered groups cannot seek assistance in the form of finances, room reservations, vehicle bookings, printing, official event email distribution or use official Student Events marketing platforms.

Students interested in creating a club should start by obtaining a club registration packet from the Student Events Coordinator. A fully completed packet must be submitted along with a copy of the proposed charter to be presented to student Polity. Student Polity is responsible for informing the Student Events office of the clubs that were chartered. Club amenities can be delayed if the Student

Events office is not made aware that a charter was approved. Any edits/revisions/amendments made to a club's charter should also be provided to the Student Events office. In the event a club changes officers, Student Events should be alerted so that the club's file can be updated.

All student club hosted events must adhere to community standards, events contract, and the events alcohol policy. Student clubs cannot obtain funding for exclusive events. Student clubs must also have a club member present for fairs aimed at community involvement, recruitment and awareness. These fairs tend to happen twice a year during or around the time of orientation. Failure to have a presence at these events will result in a pause in the club's ability to utilize club amenities.

Student Groups

Student reading or study groups are not required to be chartered but must register with Student Events to reserve a study or group reading space on campus. Student groups can obtain a group registration packet from the Student Events Coordinator. Student reading groups can request a campus vehicle to carry out duties associated with community collaboration (i.e. reading at local schools, working with non-profit organization etc.). If a reading group needs funds or a special vehicle reservation to carry out community events, they must work through a student club or work to become a chartered group. Vehicle requests will be reviewed on a case by case situation and must be approved by a member of Student Life. If a request is questionable, the request may need to be approved by the Executive Director of Campus Health and Wellness. Reading and study groups may also use the free campus shuttle to be transported to and from community events and spaces. The group is responsible for coordinating their gathering to fall within drop off and pickup times built within the campus shuttle schedule. Student study groups are encouraged to utilize the free Campus Shuttle if they wish to study off campus. Exceptions may exist and will be reviewed by a member of the Student Life office. All vehicle requests must be submitted two weeks (14 days) in advance.

Student Polity

The Student Polity of Santa Fe has been established to be representatives of the student body. The Executive Director of Campus Health & Wellness on the Santa Fe campus may delegate to the student government a share of the responsibility for the students' general welfare and whatever government of the students may be necessary for the greatest possible achievement of the program's goals. The student government's duties may include:

- Managing funds available to the Student Polity
 - The student polity cannot distribute funds for alcohol or anything related to it because of liability concerns
- Sanctioning all student clubs, organizations, and activities, and their regulation, if necessary

- Representing the students of St. John’s College to the community outside the college
- Establishing and maintaining formal channels of communication between the students and the faculty
- Any other duties agreed upon by the students and the Executive Director of Campus Health & Wellness

J-Skit and Senior Skit

Senior Skit and J-Skit are long-standing college traditions, and the college recognizes the community’s continued enjoyment of spirited satire, criticism, wit and good-natured comedy. We also remind those students involved in producing these skits that Community Standards, including civility standards, and the college’s anti-harassment and non-discrimination policies, apply to all of our community activities. Please review the Handbook section on Community Standards Policies and the college’s Sexual Misconduct, Title IX Sexual Harassment, and Non-discrimination and Anti-Harassment policies, set forth in the appendices to the Handbook.

If the skits do not adhere to community standards of civility and the other policies of the college, students involved in such breaches of conduct may, as in any other case, face sanctions through our established procedures for upholding the college’s policies and our Principles of Responsibility and Honesty. The Assistant Dean and/or Director of Student Life are available to consult with juniors and seniors and advise them about the content of the skit prior to its wider viewing, and students involved in the production of the skit would be wise to take advantage of this opportunity. However, the students themselves are ultimately responsible for upholding our community standards.

Note, the failure to consult with the Assistant Dean and/or Director of Student Life regarding the content of Senior and J-Skit at least two weeks prior to its wider viewing, as well as unreviewed changes in content, would be considered aggravating factors in determining the appropriate sanction where students involved are found to have violated the policies of the college.

Community Standards Procedures

The following procedures apply when a student is alleged to have violated the Community Standards or any other college policy that does not have its own separate procedures. The college will decide how to address a situation that potentially involves violations of multiple policies.

Incident Reports

Any person, including students, college employees, or third parties (visitors, neighbors, etc.), may report an incident of a student or group of students' alleged misconduct. The person who reports the incident may be the alleged victim or a witness, or someone who otherwise has sufficient information to submit a report. An incident report generally leads the college to initiate a complaint. The college may also initiate complaints upon receipt of information that a student or group of students has engaged in alleged misconduct.

Interim Suspension/Measures

The college has the authority to impose an Interim Suspension, which requires a student to leave college property pending the outcome of the complaint process. During this time, the student is subject to all of the terms of the suspension and any additional provisions outlined in writing to the student. During an Interim Suspension, the student generally cannot participate in any college activities, such as academic coursework, student employment or activities, or college events, and cannot be on college property for the duration of the suspension. An Interim Suspension may be imposed:

- To ensure the safety and wellbeing of the college community or preserve college property
- To ensure the student's own physical or emotional safety and wellbeing, and/or
- If the student poses an ongoing threat of disruption of, or interference with, the college operations

The college may impose additional or alternative interim measures pending the outcome of the complaint process, which may include no-contact orders, counseling, or other requirements determined necessary in light of the complaint.

Processing Complaints

The college will review each complaint and determine the appropriate procedure to address it. In deciding the appropriate procedure, the college may consider, among other factors, the alleged misconduct's nature and severity, the accused student(s)' prior conduct record, and the alleged violation's effect on individuals or the community.

As necessary, the college reserves the right to initiate a complaint, serve as complainant, and initiate or streamline conduct proceedings without receiving a formal complaint from a victim or community member.

Unless it is determined that no action is required on the complaint, the student will be notified of the complaint, and if appropriate, offered the opportunity to meet with a support person.

If the student admits the alleged misconduct and wishes to negotiate a resolution, the appropriate college official will determine whether a negotiated resolution is appropriate, and if so, will work with the student to determine whether an appropriate response or sanction can be agreed upon between the student and the college. This is referred to as an “admitted and negotiated resolution.” The student’s participation must be voluntary, and a condition of such a resolution is that it cannot be appealed.

If a student admits the alleged misconduct, but does not want to negotiate a resolution, or does not admit the alleged misconduct, the complaint may be assigned for further processing, which may include:

- Notifying the Title IX Coordinator or deputy for complaints involving students. The Title IX Coordinator or deputy will then ensure that the procedures set forth in the applicable Policy are followed.
- Referring a complaint to the Housing Coordinator for investigation and resolution. The Housing Coordinator will determine what, if any, investigation is necessary to resolve the complaint. For example, the housing coordinator may simply speak with the student about whom the complaint was made. The Housing Coordinator is authorized to impose any sanction set forth below, with the exception of Deferred Sanction, Expulsion, Suspension, or Voluntary Withdrawal/Leave.
- Referring a complaint to the Director of Student Life for investigation and resolution. The Director will determine what, if any, investigation is necessary to resolve the complaint. For example, the director of student life may simply speak with the student about whom the complaint was made. The Director is authorized to impose any sanction set forth below.
- Assigning a complaint to an investigator. Most complaints will not be assigned to an investigator, as the Housing Coordinator, Director of Student Life, or the panels described below can investigate many complaints, but an investigator may be assigned if it is determined that further information is required. The investigator will report their findings to the Director of Student Life, and the next appropriate step in processing the complaint will be determined, which may include referral to a panel.
- Referring a complaint to one of the following panels for investigation and recommendation of whether any violation has occurred and recommended sanctions to the Director of Student Life, who then may impose one or more sanctions.

- **Student Panel** – A panel composed of students and college staff, although the majority of panel members will be students and a student chairs the panel. The type of complaints that may be sent to a Student Panel typically involve cases that affect the student body directly or in which the student body has a particular vested interest. This type of panel cannot hear cases in which expulsion is a possible sanction.
- **Administrative Panel** – A panel of college staff and/or faculty. Recommendations from this panel are made to the Director of Student Life or their designee, although the Director may also serve on this panel. The types of complaints that may be sent to an Administrative Panel vary, but may include cases that involve a student with repeated violations or a lengthy disciplinary history, or cases that involve significant harm or outcome. This type of panel may hear cases in which expulsion is a possible sanction.

A panel will not hear all incidents of alleged violations or complaints; the Director of Student Life or their designee retains the discretion to investigate, determine whether a policy violation has occurred, impose sanctions, or otherwise resolve a complaint without referral to a panel.

If a complaint is assigned to a panel, the panel may schedule a formal meeting with the student to question the student about the complaint and provide the student an opportunity to share information with the panel. The panel considers all relevant evidence, which may include information learned during the formal meeting with the student, and makes a recommendation regarding whether any violation has occurred and a recommendation for sanction(s) to the Director of Student Life.

Ultimately, the Director of Student Life or their designee decides how the complaint will be resolved, including whether the student is responsible for violating the Standards, and the sanction(s) to be imposed, and the student is notified of the decision in writing.

The standard of proof needed to determine whether a violation of the Standards has occurred is a “preponderance of the evidence,” meaning that the evidence shows that it is “more likely than not,” or more than 50% likely that the student is responsible for the violation.

Note: Just as students with disabilities may be eligible for accommodations in their classes and living environments and other aspects of their educational experience at the college, accommodations may be available for Community Standards procedures as well. Students with disabilities who request accommodations should contact the ADA Coordinator.

Community Standards Sanctions

The following sanctions apply when a student is found to have violated the Standards, unless another applicable policy has its own sanctions that apply to the alleged misconduct.

If a student violates multiple policies arising from the same or related facts and circumstances, the college will decide how to impose the appropriate sanction(s).

Although students' conduct is usually addressed through the processes outlined in the Community Standards Procedures, the college has discretion to address student conduct concerns in any manner in which it deems appropriate, including imposing sanctions up to, and including, suspension or expulsion when the conduct is considered to be in severe conflict with the best interests of St. John's College or in severe violation of the Community Standards. Such sanctions may be initiated according to the discretion of the Executive Director of Campus Health & Wellness or their designee. Among other factors, the need for confidentiality, immediate action, or the protection of others may prompt such action. The college also reserves the right to grant a reprieve from, or reduce, sanctions when circumstances warrant.

The Executive Director of Campus Health & Wellness or their designee may dismiss students from St. John's College if their conduct is deemed to violate these values and standards egregiously. The Community Standards and the processes outlined apply to the conduct of both individual students and groups of students (both informal and college-recognized groups).

The sanction(s) that may be imposed when a student is found to have violated the Standards will vary, and multiple sanctions may be assigned for one violation. Sanctions in the form of a housing restriction, disciplinary probation, or suspension will limit a students' opportunities and activities on- and off-campus, including, but not limited to, hosting, room selection, and off-campus programs. For programs such as ARIEL and Pathways, students currently on disciplinary probation or suspension are not eligible." Sanctions may not always be incremental, and a student or group may receive the most severe sanction even for a first offense. The college may consider various factors when determining appropriate sanctions, including, but not limited to, the following:

1. The conduct's nature and severity, including whether the conduct involved a single incident or repeated acts
2. The conduct's effect on the student, other individuals and/or the community
3. The student's conduct history
4. How the college has sanctioned similar incidents in the past
5. Whether the student has accepted responsibility
6. Whether the student is reasonably likely to engage in the conduct in the future

7. Any mitigating or aggravating circumstances with respect to any parties involved in the case

The sanctions (in alphabetical order) that may be imposed on individual students or a group of students include, but are not limited to, the following:

1. **Deferred Sanction:** A sanction of suspension or expulsion may be deferred pending a student's successful completion of conditions the Director of Student Life or their designee imposes; these conditions may include other sanctions
2. **Disciplinary Probation:** A formal notice that any additional findings of responsibility will likely result in suspension or expulsion from the college
3. **Expulsion:** Permanent removal from the college, its premises, and all of its activities
4. **Educational Sanctions:** Required attendance at an event or interview that is relevant to a specific topic. This is often accompanied by a reflection/research paper. Participating and completing relevant educational programs or training, and paying their cost
5. **Fine:** A monetary sanction issued in the form of a charge to a student's account
6. **Housing Restriction:** Official notice from the college that any additional findings of responsibility will likely result in relocation to a different residential community or loss of housing privileges. Students who share a room/apartment are responsible for the activities in that space, and thus, all students may be placed on housing restriction, regardless of who was present at the time of an incident
7. **Loss of On-Campus Housing:** Removal of student from on-campus housing. No financial refunds are offered for loss of on-campus housing implemented as a sanction
8. **Official Conversation:** A documented conversation with a college official
9. **Official Warning:** A written notice from the college that the conduct is unacceptable
10. **Persona Non Grata:** Prohibits entry on campus (or to specific places on campus) and/or at college-related events, for a specific amount of time
11. **Reflection/Research Papers:** A document that requires critical analysis and articulation of a specified topic
12. **Restitution:** A monetary or service sanction required to pay for the cost of repairing physical damage or replacing items, or any other cost incurred as a result of the student's conduct
13. **Roommate Agreement:** A mutually agreed upon written contract that students who share a living space create and agree to uphold
14. **Room Change:** Relocation to a different residential community
15. **Suspension:** Expulsion from the college with the opportunity to rejoin after a designated period. During a suspension, the student generally cannot participate in any college activities, such as academic coursework, student employment, student activities, or college events. The student cannot be on college property for the duration

of a suspension and will receive no financial refunds. Return to campus may be contingent upon completing specified requirements

16. **Voluntary Withdrawal/Leave:** The college reserves the right to grant a Voluntary Withdrawal/Leave for a student in lieu of a formal conduct process and potential sanctions. Such a withdrawal/leave may or may not allow for the student's return. If return is allowed, an agreement will be made that describes the conditions of the student's return, such as completion of a treatment program, medical documentation, etc. The student must request a Voluntary Withdrawal/Leave in writing from the Director of Student Life or their designee before a scheduled conduct meeting

The following additional sanctions (in alphabetical order) may be imposed on a group of students:

- **Disciplinary Probation:** A formal written notice that any additional conduct violations could result in suspension of the student group's status
- **Social Probation:** Limiting the student group's social activities, including, but not limited to, programming and access to financial support
- **Suspension of Status:** Suspending recognition, registration, or chartering of a student group

Note: A student may be required to attend an assessment with a counselor or other appropriate professional to determine whether further action by the college is warranted because of conduct that affects the sanctioned student or the surrounding community. The sanctioned student will be responsible for the assessment's cost. If the assessment results indicate a need for further action, that will be required. Students who do not face conduct sanctions may still be required to participate in an assessment if there are concerns about student wellbeing.

Reprieve from, or Reduction of, Sanctions

The college encourages bystander intervention and proactive action, such as seeking medical assistance when a student's health and safety may be in jeopardy, including when the danger arises because of the abuse of alcohol or drugs. The college acknowledges behaviors that demonstrate care and concern for our community members. Accordingly, the college reserves the right to provide a reprieve from, or reduction of, discipline to a student or group of students who exhibit responsible, proactive behavior in an effort to ensure their own or another student's health and safety during an incident or situation that involves a violation of the college's policies related to the consumption of alcohol or drugs. Students involved in such circumstances should still expect to meet with college professionals to discuss the situation and any troubling behaviors. The college will grant a reprieve from, or reduction of, sanctions only when the circumstances so warrant. Generally, the college will not grant a reprieve or reduction if the conduct and behavior in question include acts of violence, vandalism, or result in harm to others.

Appeals

Any student who is disciplined may appeal it, unless the student has agreed to waive their right to appeal as part of a negotiated resolution. A student is limited to submitting one appeal per case.

An appeal may be based on one or more of the following:

- **New Evidence or Information:** New evidence or information sufficient to alter a decision, or other relevant facts unknown at the time of the original disciplinary process
- **Failure of Process:** Allegations that the Housing Coordinator, the panel, the Director of Student Life or their designee, deviated from the Community Standards procedures in a way that affected the outcome of the complaint unfairly
- **Bias in the Decision-making Process:** Evidence that a person involved in the decision had a bias or conflict of interest that affected the complaint's outcome
- An appeal **may not** be submitted because a student disagrees with the sanction assigned

The student must direct a written appeal request to the Executive Director of Campus Health & Wellness or their designee within seven calendar days from the date of receipt of the letter (not including the date of receipt) that advised the student of the finding of responsibility and sanction. Appeal letters should include: The grounds stated for the appeal (new evidence or information; failure of process, and/or bias in the decision-making process); any supporting documentation, and information and arguments relevant to support the appeal.

The Executive Director of Campus Health & Wellness or their designee will make the decision on an appeal based on the criteria listed above. The decision may include affirming the sanction(s), referring the complaint to another panel, or modifying or reversing the sanction(s) imposed.

Students should be aware that one potential outcome of an appeal could be additional findings of responsibility and/or increased sanction(s) if new information provided or discovered as part of the appeal process warrants such a change.

Note: Sanctions are effective the date of the letter that advises the student of the finding of responsibility and sanction(s). Even when an appeal is requested, the sanction(s) will be imposed. If a student wishes to have a sanction suspended pending the outcome of an appeal, the student must specify this in their request for an appeal. The Executive Director of Campus Health & Wellness or their designee has the discretion to grant a suspension of a sanction.

Parent/Guardian Notification

At the discretion of the Executive Director of Campus Health & Wellness, or their designee, and in accordance with applicable law, including FERPA, the college may contact a student's parent/legal guardian to inform them of the finding of responsibility and any sanctions in cases that so warrant, including, but not limited to, cases that involve alcohol or drugs or where the student's wellbeing was endangered significantly.

Policy on Disciplinary Records

When a student is found responsible for violating the Community Standards, a disciplinary conduct file is created. This file contains information pertinent to conduct proceedings in which the student has been involved and found responsible, and is maintained by the Student Life Office. After a student graduates from the college, all recorded violations, are retained for seven years as the college is required to retain such files in accordance with applicable law. This means that, officially, the violations will no longer be part of the student's conduct file for post-graduation reporting purposes (e.g., employment or graduate school admission) after seven years. However, the college does maintain records of severe violations (those that result in suspension or expulsion) permanently. If a government agency requests disciplinary records that the student has given permission to release (e.g., for employment), the full disciplinary record will be released. If a student has any questions about this policy, the student may contact the Student Life Office.

ADA Accommodations

Students who would like to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act may contact the Executive Director of Campus Health & Wellness at x6128 or Christine.guevara@sjc.edu. If an ADA accommodation results in a change in Housing or Meal plans after the 7th day of the semester, no billing adjustments will be made until the beginning of the following semester.

Food Service

Food Service will make every effort to meet the special dietary needs of residential students with chronic medical conditions when a doctor has prescribed the diet. The student's physician should describe the diet in detail and the student must submit it to the Executive Director of Campus Health & Wellness.

Students on meal plans are required to bring their student ID to each meal. Meals will not be served to those who do not have their card.

State law requires that all persons eating in the dining hall or coffee shop wear shoes and a shirt.

All dishware and utensils that belong to the college must remain in the dining hall. Food may be taken out of the dining hall only in an approved pre-purchased container available in the dining hall. Students are encouraged to use their flex dollars to purchase the green to-go container. A student who removes food or dining hall dishware through any other means—including by hand, in a personal container, or bag—is considered to be in violation of the theft policy.

Meal Plans

The college serves regular meals in the dining hall as well as both made-to-order and grab-and-go options in the coffee shop. Both facilities are located in the Peterson Student Center and are accessible to students, staff, faculty, and guests. Student meal plans and credit/debit cards are all accepted.

The meal plan options are 19-meal, 14-meal, and or a 56-meal per semester block. With the exception of first-year students, the meal plan options available to a given student depend on their housing assignment. All first-year students must be on the 21-meal plan. For sophomores, juniors, and seniors:

- Students who reside in the residence halls are required to be on either the 14- or 19-meal plans
- Students who reside in the apartments or off-campus may be on any or no meal plan

Emergencies

In the case of emergency, there are several resources upon which students can call. If a student perceives that an emergency is life-threatening or has a great potential for harm, they should call 911. If the student is unsure, they can contact any of the campus resources for assistance.

Contacting 911

Students should follow the procedures below:

- For an ambulance or in the case of a fire, call the city emergency number, 911
- Provide the exact campus location (including address) to the dispatcher
- Follow any directions the dispatcher gives
- If possible, notify Public Safety by calling the switchboard (0 from any on-campus phone)

Contacting Public Safety

- Public Safety can be reached by calling the switchboard (0 from any on-campus phone)

- Identify the relevant location and describe the incident
- Public Safety will notify the senior resident on duty if necessary

Medical Services

The Hallie Leighton Student Health Office (ext. 6418), located in the northwest corner of the lower residential neighborhood, is open for a number of hours during the week. Clinic hours are reduced during the summer and the office is closed during winter and spring breaks.

The Student Health Office offers a wide array of primary care services, including preventative health screenings and health education. The Student Health Center Fee covers the Services the Student Health Office provides and thus, students' insurance will not be billed for these services. However, the outside entity will bill the student and the student's insurance directly for outside services, such as, but not limited to, lab tests, x-rays, emergency services, prescriptions, and other specialty services.

It is important that the Report of Demographic information, Consent for Treatment, Report of Medical Evaluation, and full Immunization Record be completed before matriculation. All students are required to be vaccinated against COVID-19 (FDA or WHO authorized). In addition, Measles, Mumps, and Rubella (MMR); Tetanus, Diphtheria, and Pertussis (TDAP); Hepatitis B (3 doses); Polio; Varicella, and Meningitis (the Meningococcal Quadrivalent) vaccines are required for students who live on campus. International students, and those screened as at higher risk for Tuberculosis, need to complete Tuberculosis testing and submit results with their examining clinician's report. Student health records are confidential, and information contained therein will not be disclosed, even to parents, without the student's express written consent.

Services Offered

Some of the services the Student Health Office offers include the following:

- Health education and preventative health screening
- Evaluation and treatment of minor acute illnesses and injuries (non-emergency)
- Monitoring stable chronic illnesses
- Women's health care, e.g., annual exams, family planning
- Physical exams for men and women
- Referral for evaluation and treatment for certain mental health issues
- Laboratory tests, i.e., urine tests, strep, mono, and pregnancy tests, and ordering blood tests
- Medication prescriptions
- Referrals to local healthcare providers and services for consultation and/or treatment when required

All of these services, either for preventative/wellness care or for minor acute illnesses and injuries, are available by appointment or on a walk-in basis. Every effort will be made to ensure that students who make appointments are seen at their scheduled time.

The Student Health Office dispenses over-the-counter (OTC) medications for students commonly; these are available in a “Self Help” area in the waiting room.

Emergencies

Students who need emergency medical attention should seek help at Christus St. Vincent Regional Medical Center emergency department (ED). In a medical emergency, please call 911 first and then call “0” for the switchboard. The switchboard operator will alert Public Safety so the responding ambulance (EMS) may be directed to the site of the emergency. The senior resident on call will also be notified. After returning to campus, please inform the Student Health Office of any care received at the emergency department so that appropriate follow-up care can be provided.

More on-campus and off-campus resources are listed in the “[Emergency Services Resources](#)” appendix of the Handbook.

Urgent Care/After-Hours Support

The City of Santa Fe has a number of urgent care centers that accept most major health insurance plans. If you are suffering from an urgent medical need and the Student Health Office is closed, you may seek care at one of these facilities:

Presbyterian Urgent Care

8:00 a.m. – 7:00 p.m. weekdays, 9:00 a.m. – 4:00 p.m. Saturday & Sunday
454 St. Michael’s Drive, 505-303-5000

Aspen Medical Center

8:00 a.m. – 9:00 p.m. weekdays, 9:00 a.m. – 9:00 p.m. Saturday & Sunday
3450 Zafarano Drive Suite C, 505-466-5885

Concentra Urgent Care

8:00 a.m. – 5:00 p.m. Monday – Friday (last patient checked in at 4:00 p.m.)
720 St. Michael’s Drive, 505-438-9402

Railyard Urgent Care

8:00 a.m. – 7:00 p.m. daily
831 South St. Francis Drive, 505-501-7791

UltiMed

9:00 a.m. – 5:00 p.m. daily

707 Paseo de Peralta, 505-989-8707

Prescription Service Medicines any Student Health Office provider or other medical professional prescribes can be obtained at any pharmacy in New Mexico.

Mental Health Services

The Therapy Office at St. John's College, Santa Fe, provides psychotherapy to undergraduate and graduate students at no additional cost. The college also contracts with a psychiatrist in the Santa Fe community for medication evaluations and monitoring. Students who need to be seen by the contracted psychiatrist must meet first with one of the St. John's therapists for a psychiatric referral. The college will pay for all referred appointment costs for students to see the contracted psychiatrist.

An appointment with one of the psychotherapists can be made by emailing Santafe.therapists@sjc.edu or calling x6420.. If you need to cancel or reschedule, call as soon as possible to ensure that you keep your regular appointment time for the following session, and allow another student to be seen during your canceled time. SJC also offers telehealth appointments with Academic Live Care. Information on these telehealth services can be obtained from one of our therapists.

Sessions are 45-50 minutes long. During the first therapy appointment, the student will be asked to fill out an intake form before participating in an evaluation of their needs and a discussion of a plan for therapy. Any questions or concerns about confidentiality or therapy may be discussed with the therapist at any time. For specific information on confidentiality, the student will receive a copy of the Privacy Policy.

The therapists available to students may be college employees or contracted independent third-parties. Any documents or records (from current or prior treatment or assessments) included in a student's therapy record or otherwise created by the therapist are kept confidential in accordance with state law and professional and ethical rules. In addition, these records are protected by FERPA as part of the student's educational record. The exceptions to confidentiality are situations that involve imminent safety concerns, cases of child abuse, or in response to a lawful court order.

Mental Health Emergencies

In the event of a mental health emergency, students should contact Public Safety and/or the senior resident on duty through the switchboard (0 from campus phones) or call 911 directly in a case of

imminent danger. The college psychotherapists are available to assist with consultation or counseling in such circumstances upon notification by the Executive Director of Campus Health & Wellness or the Director of Student Life. There is a list of crisis hotlines and mental health services in Santa Fe available in the “[Emergency Services Resources](#)” appendix of the Handbook.

Vehicle Registration and Parking Policies & Procedures

Vehicle Registration and Parking Permits

All students who park their motor vehicles, motorcycles, or mopeds anywhere on college property (including Visitor Lots) **must register** and obtain a parking sticker at the switchboard. Campers, trailers, motor homes, commercial size trucks, and inoperable vehicles may **not** be parked on campus. St. John’s College is not responsible for damage to vehicles on campus or theft of their contents.

The vehicle registration fee is \$75 per semester fall and spring and \$50 for summer for both undergraduate and Graduate Institute students. The vehicle registration fee is not billed to the student’s account. Parking permits can be purchased with cash, check, money order, Visa, or MasterCard during registration at the beginning of each semester. Later in the year, a form can be obtained from the switchboard and the fee remitted in the Treasurer’s Office. Students will not be issued a parking sticker without payment in full.

All vehicle registrations are obtained at the switchboard, Monday – Friday, 8:00 a.m. – 3:00 p.m. Registrations must be completed by the end of the second week of each semester. No refunds are issued after that time or to students who move off-campus. A vehicle acquired during the course of the semester must be registered within the first week of ownership. Unregistered vehicles may be booted or towed and impounded at the owner’s expense, and parking or other fines may be applied to a student’s account retroactively once vehicle ownership is verified.

Students are required to display the parking permit on the inside of the lower left front windshield of their vehicle. A registered vehicle without a permit displayed may be towed. Permits are issued for a single vehicle and are non-transferable. A student with more than one vehicle must register each separately, and both vehicles are not permitted on campus at the same time.

Visitors and Temporary Parking Permits

Temporary parking permits are obtained from the switchboard. These are issued for overnight visitors and students who have a vehicle on campus for seven days or less. Students who have a guest on campus are responsible for registering their guests’ vehicle properly and ensuring that they understand in which lots they may park.

Vehicles must be parked in designated parking lots only. Limited parking is allowed along some portions of the campus roadways. Except for loading or unloading for ten minutes or less, parking is not permitted in the bays at the foot of the stairs leading to the upper or lower neighborhoods or in the Peterson or Lowers loading docks. Vehicles may be towed without notification at vehicle owner/driver expense when parked in any unauthorized areas, such as yellow zones, dumpster areas, or in the case of a safety issue. Lot A, also known as “France,” is considered on-campus parking and requires a permit.

Parking Citations:	First violation	Written warning
	Second violation	\$25 fine
	Third violation	\$50 fine and possible tow
	Fourth violation	\$100 fine and tow – may lose on-campus parking/driving privilege
Speeding/Carless Driving Citations:	First violation	\$25 fine
	Second violation	\$50 fine – may lose on-campus driving privilege
Vehicle Boot Fee:	First occurrence	\$50 fine
	Multiple occurrences	\$100 fine each additional occurrence

Records are kept of every ticket written, whether a warning or a fine. Students may contest citations to the Public Safety manager within 5 days after they receive a ticket. Do not wait until the vehicle is towed to question a ticket.

Parking citations are billed to the student’s account in the Treasurer’s Office and must be paid within 30 days of receipt of citation.

Lot	Name	Location	Who May Park
A	Visitors Lot “France”	Near campus entrance	Anyone, permit required
B	30-Minute Lot	In front of Peterson Student Center	Anyone, permit required
C	Faculty Lot	Across from Evans Science Lab	Faculty only
D	Student Lot	Across from Uppers	Students only
E	Weigle Lot	Rear of Weigle	Assigned staff only
F	Winiarski Lot	Lower campus	Assigned staff only
G	SAC Lot	Student Activities Center	Anyone, permit required
H	Suites/Apartments	At Suites/Apartments	Students only
I	Mail Room Lot	Lower level of Weigle	Assigned staff only

The reserved section with orange-painted curb along the main road is reserved for Faculty only.

The campus speed limit is 15 mph. Motorists should note marked crosswalks and yield to pedestrians. Persons who persist in violating the speed limit, ignore their safety or that of others, or

acquire an excessive number of parking citations will lose the privilege of driving on campus and are subject to a fine. Vehicles left on campus during Winter Break must be registered to residential students and parked in lots designated for that purpose in the weeks leading up to the break. Students may not leave their vehicles on campus after commencement unless they are enrolled in the summer session or employed as summer workers.

Questions regarding parking or vehicle registration should be directed to the switchboard at ext. 0 or the Public Safety manager at ext. 6125.

Use of College Vehicles

College vehicles are available occasionally for off-campus, college-sponsored events. Please make van requests with the Student Events Coordinator at least six working days in advance. Anyone who drives a college vehicle must be registered with the college's vehicle insurance. Contact the Public Safety manager for more information on how to register for the college vehicle insurance. For a copy of the College Vehicle Use Policy or Authorized Driver Agreement, please send an email to transportation@sjc.edu. **College vehicles are not available for private use.**

It is illegal in New Mexico to have open containers of alcohol in moving vehicles. Violation of this law in a college-owned vehicle puts the college at substantial risk and is considered to be a particularly serious violation of the alcohol policy.

Campus Employment Policy

The college has on-campus employment opportunities for students frequently, particularly during the summer months. To be eligible for such employment, students or recent graduates must be in good academic standing. If a student is asked to leave the college, whether through the sophomore enabling process, or for some violation of college policies, they will not be allowed to work on campus during the immediate school year or the following summer. If a student is reinstated, the Dean, Assistant Dean, Executive Director of Campus Health & Wellness, and Director of Human Resources will need to reconsider eligibility for on-campus summer employment.

Student Services

Library

The Faith and John Meem Library at St. John's College exists to support the college's educational mission by providing text materials, facilities, equipment, and academic library services to the college community's members.

The library houses more than 65,000 volumes and subscribes to more than 70 magazines and newspapers. It also provides access to multiple scholarly online databases. The library offers quiet

study areas, two of which remain open 24 hours a day during the academic year. Rooms 202 and 205 are seminar rooms reserved for writing assistants and student tutors, but they are also available for small group study when not in use. The library also provides interlibrary loan services.

Current scheduled library hours are posted each semester on our [website](#), on the library entrance doors, and in the Ephemera. Maps and guides to the library are provided at the circulation desk. Students are encouraged to ask library staff for assistance and make suggestions regarding library services and materials.

Library Policies

The following policies are designed to keep materials accessible to as many users as possible. Your familiarity and compliance with these guidelines will benefit the entire college community:

- All patrons are required to swipe their college-issued ID cards at the circulation desk when they enter the library. ID cards also need to be presented when checking out library materials.
- The borrowing period is until the last class day of the current semester for books and one week from the date of check-out for circulating CDs, DVDs, and records.
- All non-program materials are subject to recall by the library if requested by another patron.
- Reference and Reserve materials are for in-library use only.
- Current and back issues of periodicals are for in-library use only. Back issues are kept in storage and can be requested at the circulation desk. Retrieval time for back issues depends upon staff availability.
- There is a general call-in of all library materials at the end of each semester. Call-in notices are sent to borrowers' college email accounts. Students are responsible for monitoring their library accounts and confirming accuracy of loan records. Students can check their loan records at any time using the My Account tab on the library's [online catalog](#).
- Due dates are firm; the library does not provide a grace period for any late returns. Audio-visual materials may be renewed before they are overdue. During the semester fines accrue for overdue audio-visual materials at a rate of \$1 per day for each overdue item. At the end of the semester, materials not returned by the call-in due date will be billed to student accounts through the Treasurer's Office for replacement and processing costs. The library determines the replacement cost of the item based on the market price of available copies at the time of billing. Students are also charged an additional \$10 processing fee per item. The library does not provide students with credits for items returned after the call-in deadline.
- Those who return damaged items will be fined the replacement cost of each item. Damage includes, but is not limited to, torn pages, writing, and liquid damage. Many

people in our community read each book during its lifecycle, and patrons are responsible for maintaining our books in the best condition possible.

- Meem Library does not accept replacement copies of lost or damaged items. Students are billed for replacement costs based on the market price of available copies at the time of billing.
- Drinks in covered containers are permitted in the library, and both food and drinks may be taken into the 24-hour study rooms. In accordance with college policy and the Santa Fe Smoke Free Ordinance, no alcohol or smoking is permitted inside the library or on library porches and balconies.
- Library furniture may not be taken outside. Outdoor furniture is provided on library porches and balconies. Individuals are asked not to place their feet on library furnishings.

Reserve Collection

The Reserve collection is located at the circulation desk. It includes copies of program readings for all seminars, tutorials, and labs for use within the library only. It also includes audio-visual materials (CDs and DVDs), as well as printed lectures, senior essays, and prize essays. Additional circulating copies of program materials are available in the general collection. Reserve materials may be borrowed for a two-hour period. Because of the seriousness of depriving others of access to these materials, fines of \$5 per day are charged for all overdue Reserve items.

Technology

The library provides Wi-Fi access through the “polity” network.

There are four computers in the library available to the St. John’s community via each individual’s college network login. The computers are intended primarily for research, and students, faculty, and staff are welcome to use them in accordance with the terms of the Library’s Public Computer Use Policy:

- Research takes precedence over social media.
- Restrict your use to 15 minutes if others are waiting.
- Installing or modifying software is prohibited.

Meem Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

Students may send printing jobs to the wēpa kiosk printer in the library. These print jobs can be sent from the computers in the library, from students’ own electronic devices, or can be retrieved from cloud storage (Google Drive, OneDrive) directly at the kiosk printer. Students need to swipe

their ID cards or enter their college network login to access this printer. All questions regarding printing problems or fees should be directed to the college ITS Office.

Students may use the library book scanner to digitize reading selections. The digitized files may be sent to an email address, or saved to a USB drive, Google Drive, or OneDrive. Scans can also be sent directly to the wēpa kiosk printer. (See the Copyright section below for applicable copyright law.)

The library also has a photocopier/printer for faculty and staff use only. Student photocopying services are available through Office Services, located in the basement of Weigle Hall.

Online Resources

The library provides access to several [online resources](#), including The Chronicle of Higher Education, Digital Dictionary of Buddhism, Digital Loeb Classical Library, FirstSearch, JSTOR, Mango Languages, Naxos Spoken Word Library, and the Oxford English Dictionary. Students may access these resources on the library computers or remotely. Assistance in accessing and searching these resources is available at the circulation desk.

Library Passports

Library Passports are available to current faculty, staff, and students. These allow current members of the St. John's community to borrow books free of charge from institutions that belong to the New Mexico Consortium of Academic Libraries (e.g., University of New Mexico, Santa Fe Community College). Borrowing privileges are good for the duration of the semester in which they are issued. Requests for Library Passports can be made at the circulation desk.

Interlibrary Loan

If the library does not own a title, or the library copy is checked out, the book may be borrowed from another library through interlibrary loan. Request forms for books and journal articles are available at the circulation desk or through the library's online catalog.

Book Recommendations

The library collections are developed and strengthened through student recommendations, and book recommendation forms are available at the circulation desk.

Copyright

If a literary, musical, or artistic work is copyrighted, there are legal limits on who can copy or otherwise use that work. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section

106 of the Copyright Act (Title 17 of the United States Code). These include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Students are responsible for ensuring that their use of copyrighted materials is appropriate and legal. If a student infringes on copyright using college resources, the college may be held liable. The Assistant Dean, Director of IT, and library director are available to answer questions about appropriate use of copyrighted materials.

Copyright infringement will be treated as a disciplinary matter, subject to disciplinary action up to and including expulsion. Further, legal penalties for copyright infringement include both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages fixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information can be found on the website of the U.S. Copyright Office at copyright.gov and their FAQs at copyright.gov/help/faq. **For policies detailing peer-to-peer (P2P) file sharing and appropriate use, please see the “[Copyright P2P Overview](#)” appendix of the Handbook.**

Student Computer Center

The Student Computer Center (SCC) is located in room 18 on the basement level of the Evans Science Lab, and is equipped with 16 Windows computers, a WEPA printing kiosk, and a scanner. The center provides access to Microsoft Office and other applications, as well as email and the Web. The SCC is accessible 24 hours a day, seven days a week during the academic year.

Network Account

All students currently enrolled are provided with a “Network Account” that is used to access campus computers, the campus network, college-provided personal email, and storage space via Microsoft One Drive. Acceptance of an account signifies that the student has read and agrees to comply with the college’s acceptable use policy. Wi-Fi network access is available throughout campus. All residential rooms are wired for access to the Internet and the campus network.

ITS Assistance

ITS provides consulting and support for use of the college network, student lab and email, and is available from 9:00 a.m. to 5:00 p.m., Monday - Friday. ITS neither troubleshoots nor repairs students’ personal computers. <https://www.sjc.edu/santa-fe/offices-services/information-technology>

Student Athletics and Outdoor Programs

Student Activity Center (SAC)

Constructed in 1999, the 26,000 square foot Student Activities Center offers numerous personal fitness and athletic opportunities. It houses a full-sized gym for basketball, two racquetball/squash courts, and an extensive exercise and free-weight training room as well as an outdoor training area. Regularly scheduled activities include basketball, volleyball, soccer, pickleball, handball, ultimate Frisbee, table tennis, Karate-do, fencing, archery, yoga, and a variety of fitness classes. Equipment to play pool, table tennis, and many racquet sports are also available.

Athletics

St. John's provides weekly intramural competitions in a host of activities, including soccer, volleyball, ultimate Frisbee, basketball, softball, and handball, as well as special tournaments throughout the year. Individual points are earned for participation as well as athletic prowess.

Outdoor Program

The Outdoor Program Office is located in the SAC. Outdoor recreational opportunities include whitewater rafting, rock climbing, downhill and cross-country skiing, snowshoeing, camping, mountain biking, and hiking. The Outdoor Program also offers equipment loans if students want to organize their own adventure.

Bicycle Program

The SAC offers long- and short-term loans of bicycles, complete with a helmet, lock, and lights. We also offer periodic bicycle maintenance clinics throughout the semester that cover topics from fixing a flat to rebuilding a drive train. Visit the SAC to inquire about borrowing a bike.

St. John's Search and Rescue Opportunities

St. John's College is proud to work closely with the Santa Fe community and have an alliance with the Atalaya Search and Rescue Team. ASAR has an emergency operations center and an equipment room in the SAC, and team meetings are held at the college. For schedules and more information, please call ext. 6148. ASAR is open to all interested parties.

SAC Facilities

WEIGHT ROOM

The weight room is equipped with free weights, Russian kettle bells, strength building machines, and cardiovascular training equipment. Fitness equipment allows students to develop a

comprehensive training routine to work all parts of the body. SAC staff provide training on use of equipment and fitness programming.

GYMNASIUM

The gym has a variety of activities scheduled throughout the week. In addition to a basketball court, it also has two volleyball courts, pickleball courts, indoor soccer goals, and badminton nets. The sound system allows students to train or play while listening to music. Mats are available for wrestling, grappling, tumbling, or yoga. Students and staff have organized times to play basketball, indoor soccer, volleyball, and a variety of fitness classes. Court shoes required.

SQUASH AND RACQUETBALL

The SAC has two regulation squash/racquetball courts. Racquets, balls, and protective eyewear are available at the front desk for use in our facility only.

SOCCER FIELD

The soccer field is located on the west side of the SAC. The field is used for a variety of outdoor activities, and the SAC front desk has equipment for soccer, softball, horseshoes, football, croquet, kick ball, bocce ball, volleyball, ultimate Frisbee, and lawn games. To schedule the field, please call the facilities manager at ext. 6150.

TENNIS COURTS

The tennis courts are located on the north side of the SAC building. Racquets and balls are available for checkout at the SAC front desk.

DISC GOLF COURSE

Visit the SAC front desk to borrow discs or to pick up a map of the disc golf course.

Personal and Professional Development Office

The Office of Personal & Professional Development (OPPD) is open from 9:00 a.m. to 5:00 p.m., Monday - Friday (including lunch hours), and by appointment. It provides students and alumni comprehensive guidance in all aspects of preparing for life after graduation. Services include one-on-one appointments, skills workshops, funded internship and fellowship programs, assistance with graduate school applications, opportunities to learn about a wide variety of careers, guidance in finding jobs, personality and vocational aptitude tests, and much more.

OPPD recognizes the need to assist with preparation for life after graduation throughout all four years at St. John's College. The TELOS Program, unique to St. John's College, addresses this need through a structured eight-module design. Modules include finding a career direction, writing a resume, creating a LinkedIn profile, interviewing for a job, understanding how to network, applying to grad school, planning for life after graduation, and learning skills for living independently. Students are strongly encouraged to complete all eight TELOS modules during their time at the college.

OPPD administers the college's ARIEL Internship program, which awards stipends to students for unpaid or partially paid summer internships. The program allows students to accept internships that would otherwise be unpaid so that they can gain valuable work experience and insight into possible careers. ARIEL also supplements minimally paid internships when an internship pays less than \$4,000 for a minimum of 300 internship hours. ARIEL funds add to the stipend offered by the employer and may not exceed a total of \$4,000. OPPD staff are available to help students identify possible internships, as well as complete applications.

OPPD also administers the General and Global Pathways Fellowship programs. General Pathways provides funding for graduate school pre-requisite courses, certifications for employment, and professional conferences to gain deeper insight into professional careers. OPPD staff can help students identify the prerequisites for various career fields, as well as find the appropriate classes to satisfy them.

Global Pathways provides funding for summer study abroad; St. John's College has formal relationships several programs, and students are welcome to find programs on their own. Up to four applications will receive priority for the Rome Institute for Liberal Arts and five applications will receive priority for the Marchutz School of Fine Arts.

OPPD offers a full range of services to students wishing to apply for graduate studies. These include identification of a career direction, selection of suitable programs, planning for completion of applications, review of application essays, securing letters of recommendation, and review of the final application package.

OPPD also offers support in applying to nationally competitive scholarships, such as the Fulbright, Rhodes, Marshall, Mitchell, Gates-Cambridge, Truman, and Beinecke scholarships. Workshops describing scholarships, eligibility, and application requirements are scheduled throughout the year.

Throughout the year, OPPD schedules Career Conversations, in which outside speakers are invited to share their professional experience and advise students on how best to prepare for a wide variety

of careers. It also co-hosts an annual Campus and Community Involvement Fair, where students can find opportunities for part-time jobs and volunteer work in Santa Fe.

In addition, jobs will be posted at an OPPD web page currently under development. OPPD's *Weekly Bulletin* offers useful advice along with reminders of important events so that students can make the most of OPPD offerings.

Students are encouraged to contact OPPD early in order to establish a relationship with an OPPD advisor and learn more about OPPD's many offerings.

Personal & Professional Development may be reached at 505-984-6066 and SantaFe.OPPD@sjc.edu.

Alumni Relations

Who are Alumni?

The college's governing document, the Polity, states that those "...who have been awarded a degree by the college shall be called Alumni." In addition, all who have completed at least one semester of undergraduate study or at least one segment of Graduate Institute study, but who are not currently enrolled, shall be called Alumni either a) in the case of undergraduate students, when the class with which they matriculated has graduated, or b) in the case of Graduate Institute students, at the end of three full sessions of the Graduate Institute after the one in which they last enrolled" (Polity, Article I, Section 3, Subsection J). All who have ever been alumni shall continue to be, and "Alumni shall be life-long members of the college, since St. John's College is a community not limited by geographical location or fixed periods of time" (Polity, Article XIV, Section 1).

The Alumni Office

The Alumni Office is a college-wide department that links alumni and the college community on campus. It is located in the Chamisa building as part of the new Center for Student Success and Alumni Engagement, and students are welcome and encouraged to visit. The Alumni Transitions Program Manager in the office works most closely with current students, particularly upperclassmen, as they prepare to become full-fledged alumni. The Alumni Office works closely with the OPPD to help students make the transition from life as a student to beyond the halls of the college and can assist with making connections to alumni around the world for personal or professional interests.

The Alumni Office helps maintain alumni records in the college database. If you move, change phone numbers, or otherwise need to update your contact information in the college's records, please notify the office (Please note that the Registrar maintains official academic records, such as

transcripts). If students have preferences about the way they would like the college to communicate with them as alumni, including, but not limited to, their honorifics (Ms./Mr./Mx.) or requests not to receive phone calls or physical mail from the college, please contact the Alumni Office. It is important to us that we communicate with students and alumni in the ways that are best for them.

SJC Connect

SJC Connect is the college's primary online networking platform for alumni. It is both a website and a mobile app for iOS and Android and allows direct peer-to-peer communication between alumni for personal and professional networking. Students are welcome to join SJC Connect as student users and can obtain more information about the ways to use the platform most productively through the OPPD. Shortly after graduation, student users will be made alumni users automatically, with full access to all of the platform's features. Before that, student users have restricted access to protect privacy and focus the platform's use on career development. It is not meant as a social network primarily, in the same sense as Facebook, but can supplement LinkedIn and similar career-oriented online networking platforms.

Students may use SJC Connect to identify and contact alumni who have volunteered to give back to the college as potential mentors and advisors. There are job postings, pages for regional chapters, and online directories that can be searched by location or vocation. Users may opt to list social media pages on their profile, but email addresses are required; these are always masked and are not visible on the students' profiles at any time. No information is available to non-users through SJC Connect, and access is limited to validated members of the college community. If you would prefer not to release any directory information, please contact the Registrar and/or the Alumni Office. The college partners with an external vendor, Graduway, to provide SJC Connect as a service to the college community, and a terms of service agreement governs the platform's use. We encourage students to report any inappropriate behavior to the Alumni Office, or to the vendor, as quickly as possible. Your privacy and wellbeing are of utmost concern.

The Alumni Association

A primary vehicle of alumni engagement in college life is the St. John's College Alumni Association. Founded in 1827 by Francis Scott Key (Class of 1796), the Alumni Association is an independent not-for-profit (501c3) organization led by an elected board of directors. The Alumni Association works closely with the college to help alumni be of service to each other and the college, and represents alumni concerns via elected positions on the college's Board of Visitors and Governors to facilitate career networking among alumni, help recruit prospective students, and advise current students on careers and study at graduate or professional schools. All alumni are members of the Alumni Association, and there are no dues or membership fees. Students are represented on the Alumni Association's board of directors by representatives the Polity Council and Graduate Student Council designate.

The Alumni Association coordinates the operations of a network of regional chapters across the country, as well as several chapters overseas. These chapters meet regularly for seminars and other educational opportunities, social gatherings, and networking events. Students are encouraged to seek out chapters across the country while they are at home, on break, or travelling. Many chapters hold special events for recent graduates to welcome them to the St. John's community in their area. Chapter contacts are listed on the college website, and the Alumni Office is happy to facilitate contact between interested students and chapters.

Day of Gratitude and Reunions

Alumni are invited back to campus each year in mid-September for the Day of Gratitude and reunion activities. The Day of Gratitude celebrates the wonderful contributions of our alumni to the thriving future of St. John's College through their time, talent, and treasure, including the annual induction ceremony for the Freeing Minds Society. Alumni who return for reunion enjoy a variety of activities, including opportunities to reconnect with classmates and tutors, seminars and other programs for intellectual exploration, and returning to campus to see all that's new and all that's stayed the same. The Alumni Association recognizes outstanding achievement and distinguished service to the public or the college with Awards of Merit, Volunteer Service Awards, and the induction of honorary members of the Association, which are presented during the reunion festivities. Students are invited to participate in key activities during the Day of Gratitude and Reunions, and volunteer help is always appreciated greatly; please contact the Alumni Office for more information.

Bookstore

The Bookstore is located on the first floor of Peterson Student Center immediately inside the main entrance. Hours are posted on the front door and change depending on the time of year. Various editions of curriculum books, assigned photocopied selections, books of general interest, used books, and basic academic supplies are available, as well as such personal care items as toothpaste, razors, etc. T-shirts, sweatshirts, note cards, and journals are also sold.

Our online store, bookstore.sjc.edu, features our entire stock of books and most of our branded items. Orders can be placed there 24 hours a day and may be shipped to your home if you live outside of Santa Fe, or picked up from the bookstore.

Each semester every undergraduate student receives \$200 credit in the bookstore, which may also be used in our online store. Credit balance will be carried over semester to semester and are non-refundable.

In an effort to cut down on losses due to theft, the bookstore has installed a video surveillance system. All books, packs, and parcels are to be left outside the bookstore or at the front desk. Shoplifting is considered a violation of the “[Theft](#)” policy and may lead to sanctions as stated in the Community Standards.

Miscellaneous Services

Notary Public

There are notaries public on campus whose services are available to the college community free of charge. John Martinez, in the Registrar’s Office and Mary Versace in the OPPD are both happy to assist students who need documents notarized.

Ephemera

The Ephemera, a weekly calendar of events, is sent to the college community on Friday afternoons. Students who wish to notify the community of meetings or other regularly-scheduled activities should bring the information to the Dean’s Office no later than noon on Thursday for inclusion in the following week’s Ephemera. Copies of Ephemera are distributed electronically to all college community email accounts, posted on campus bulletin boards, and are also available at the switchboard. Submission forms can be obtained in the Dean’s Office.

Before turning in Ephemera submissions, room reservations and times must be made and cleared through the appropriate offices. Students who wish to list their events should contact the appropriate Student Life Office to reserve a room or space on campus (see the “[Scheduling Rooms and Requests for Set Up](#)” section of the Handbook for procedures).

The Moon

The Moon is a periodical published by undergraduate students and distributed to the college community with financial support from the Student Events Coordinator.

Public Transportation

Santa Fe Trails provides bus service from the college to downtown Santa Fe via bus route “M – Museum Hill” between the hours of approximately 7:00 a.m. and 7:00 p.m. on weekdays and 10:00 a.m. and 5:00 p.m. on Saturdays and Sundays. The free Santa Fe Pickup provides more limited service. Check their website for exact departure times: santafenm.gov/route_maps_and_schedules. Student fare is \$1 and monthly passes are also available for purchase at the St. John’s College bookstore. The bus stop is located next to the entrance to the college on Camino Cruz Blanca. For further information go to santafenm.gov/transit.

Mail Service

Students receive mail in individual mailboxes by the switchboard on the first floor of Peterson Student Center. All students, including those who live off-campus, are assigned a mailbox at registration (a new one is assigned each year). Incoming mail is delivered to the switchboard staff daily and is then placed in the individual boxes.

Mail should be addressed as follows:

Student Name
St. John's College
1160 Camino Cruz Blanca
Santa Fe, NM 87505-4599

Please note that the mailbox number is not needed and only mail sent to registered students will be distributed. All mail must be accessed through the boxes; students who pick up mail for friends must know the proper combination.

Package notification is made via student's college email accounts. Packages should be retrieved from Office Services, located in the lower level of Weigle Hall, and students MUST bring their student ID with them. Some packages may require a signature. Office Services is open Monday through Friday, 9:00 a.m. – 5:00 p.m. (closed on weekends). If a student is receiving any perishables, they should be scheduled to arrive Monday through Friday when Office Services is open. Students may not have packages delivered to the college containing alcohol, tobacco, or other-age restricted substances, regardless of age.

Online package tracking can be misleading. For example, some USPS packages are “signed for” upon receipt at the Santa Fe post Office, yet not delivered to campus until the next day. A tracking system's notice of a package's arrival does not necessarily mean that it has reached the campus. A package is available for students to pick up only upon receipt of an email notification.

Office Services can send domestic and international mail and packages through the USPS, UPS, and FedEx, and can also send items via Certified Mail. Boxes and packing supplies are available. Outgoing mail with proper postage can be left in the outgoing mail slot at the switchboard, as can campus mail. Mail for the Annapolis campus will be sent only with proper postage.

Phone Service

Free phones are located in each residential room. The phones at the locations below will work in the event of a power outage, as they are on a two-hour battery back-up system.

- Coffee Shop

- Each of the residential halls' hallways
- Booth near the switchboard and Thorpe Room in Peterson Student Center
- Foyer of Meem Library
- Main floor of Evans Science Laboratory
- Basement floor of Santa Fe Hall
- Outside the entrance of the common building for the on-campus residences

Phones located in students' rooms are equipped with voicemail. Students should have family and friends contact them in their room using the direct extension. Only emergency calls should be directed to the main campus number. The college operators will not place long-distance or information calls.

Problems with the phones or questions about the phone system should be directed to the ITS helpdesk (Ext. 6196) or helpdesk@sjc.edu. Tampering with the phones is prohibited and doing so may result in substantial fines.

Fax Service

Fax service is available for students in the college bookstore. The fax number is 505-984-6026. Incoming faxes are received free of charge. The charges for sending faxes are as follows:

- In- or out-of-state: \$1 per page
- International: \$5 first page/\$1 each succeeding page

Photocopying

Office Services, located in the basement of Weigle Hall, offers photocopying services at a low cost. All purchases must be made via credit/debit card. Office Services does not take cash nor can purchases be charged to a student account. One public copier is also available in the Meem Library for small jobs. This copier uses coins and small bills (no change is available in the library). The copier on the first floor of Weigle Hall is for office use only. The college is not liable for students' violation of copyright laws.

Laundry

Washers and dryers are located at the west end of the walkway between the lower neighborhood and the Winiarski Residential Center, in the basement of Murchison in the upper neighborhood, and at the east end of the Chamisa Building in the suites and apartments. Campus laundry facilities are accessible at all times to currently enrolled residential students. Laundry may be paid for through an app that takes credit and debit cards. If a student does not have the technology required, they may request a charge card from the Treasurer's Office.

Recycling and Waste Disposal

Garden trimmings and food wastes are composted and recycling bins for glass, plastic, aluminum, tin, paper, newspaper, and cardboard are located at the on-campus sites listed below. Instructions are located at most bin sites. Please use these facilities for your recyclables and encourage your friends to do the same. Purchase recycled products whenever possible.

There are dumpsters for personal refuse in each residential area for students to use when emptying their individual wastebaskets.

Recycling Bin Locations:

- Several locations in upper and lower neighborhood courtyards
- Every suite
- Student apartments - Behind dumpster fence
- Classroom buildings – In the hallways
- Peterson Student Center - First floor in the Coffee Shop
- Weigle Hall - Basement hallway; first floor by copy machine; second floor in room 203
- Meem Library - First floor in the copy room

Lost and Found

Lost and found articles should be taken to the switchboard; Public Safety will hold the articles for safe-keeping for 30 days, after which items not claimed are donated to charity.

Parents' Activities

Our students' parents and families are an important part of the college community. We invite families to take part in the life of the college, and may offer special programming to help make that possible, beginning with a Parent Orientation that is concurrent with, and similar to, our Student Orientation program. The college also hosts Parents' Weekend in the fall so all family members can visit the college, observe classes, and participate in a seminar of their own. Family members are welcome to visit the campus at any time. Information and items of interest to families are available via the parents' section of the college website, sjc.edu/parents.

Families are invited to attend the college's Summer Classics program, a popular and dynamic series of week-long seminar courses offered each summer. For more information, including seminars offered this summer, visit the college website or call Enrichment Programs at 505-984-6113.

Safety Information

Campus Safety and Security

Accessing Public Safety

The college employs 24-hour security coverage seven days a week. Requests for public safety assistance can be obtained by dialing extension “0” from a campus phone, or 505-984-6000 from a non-campus phone. Public safety officers report to the Director of Public Safety.

Note

Our Public Safety officers maintain safety and security on campus best if they are able to work in cooperation with the members of the college community. It is in each student’s best interest to maintain awareness of security risks on campus, communicate with Public Safety about safety and crime prevention issues, and report anything unusual by phone.

Students can help keep the campus and protect themselves by taking reasonable precautions:

- Residential rooms, suites, and apartments shall be kept locked
- Doorways leading into residence halls should never be propped open
- Money or other valuables must not be left lying in plain sight. Stereos, portable computers, and similar items, should not be left unattended in unlocked rooms or rooms with public access
- Students should be alert in isolated areas both on and off the campus when they are alone. If a student is not with friends and needs to travel on the campus at night, they should use the escort service Public Safety provides. To request an escort, call the switchboard at “0”
- Do not invite persons known only casually to social gatherings held on campus or as overnight guests. Public Safety personnel are instructed to regard persons who cannot or will not identify themselves as trespassers. Visitors who will be on campus for any length of time shall be registered at the switchboard and students shall carry their student identification cards with them at all times
- Any student who plans to leave the campus for more than a day should leave an address and/or telephone number with the RA where they can be reached in case of emergency
- Thefts, assaults in any form, destruction of property, unwanted intrusions, obscene phone calls, and other forms of malicious or criminal activity shall be reported immediately. Dial “0” to contact a switchboard operator, or if a life safety emergency, Dial 911.
- The presence of strangers (in areas of the campus where they would not ordinarily be, such as residential areas) or any suspicious activity should be reported by dialing “0”. Campus Public Safety personnel will help any student contact the Santa Fe Police Department or other law enforcement agencies to report a crime, if necessary

Emergency Alerts

The college community will be alerted if an at-risk situation exists or incident occurs that threatens the health or safety of its members. Based on the circumstances, notification can be made via mass email, and/or via the E2 Campus text messaging system. Participation in the E2 Campus text messaging alert system is free. To sign up, visit <https://sjcsf.omnilert.net/subscriber.php>; it takes only a few minutes. Pursuant to Public Law 101-542, the “Student Right-to-Know and Campus Security Act,” the college will distribute to faculty, students, and staff Clery Report statistics via the college website, sjc.edu/student-life/santa-fe/public-safety.

Regional Hazards

High Altitude

The campus elevation of 7,300 feet often causes altitude adjustment problems. Headaches, breathlessness, and fatigue are not uncommon for up to three months after arrival. Persons with emphysema, heart problems, etc., may experience a greater effect than others. Staying well-hydrated (drinking lots of water) helps minimize discomfort related to high altitude. Report concerns to healthcare providers. **Please be aware that alcohol has a stronger effect at high altitude than at sea level.** Further, the sun is much more intense at 7,300 feet than at sea level. Sunburns develop quickly and sun screen, lip balm, and broad-brimmed hats are advised when outdoors.

Hiking

Sudden radical changes in the weather occur in northern New Mexico throughout the year. Hypothermia is an ever-present danger in the higher mountains where, even during the summer months, temperatures may drop below freezing and snow sometimes covers the peaks.

Water is quite scarce, so any students who hike should be sure to carry a good supply. One should never drink naturally occurring water in the back country without first purifying it because giardia contamination is prevalent in most of New Mexico’s wilderness areas.

Before going hiking, students should be sure to leave pertinent information with a responsible friend, and should ask the friend to contact campus authorities or the New Mexico state police if they fail to check back in at the time they had planned to return. Camping on campus, in canyons, or on adjoining properties is prohibited.

Fire Hazards

The forest area surrounding the college is often quite dry, and it is not uncommon for fire officials to ban access, smoking, and open fires in public spaces. The building of bonfires violates the Santa Fe municipal code; even barbecues are sometimes forbidden. Please be very cautious when

smoking or building a fire while camping, or simply cooking outdoors. In the event of a nearby forest fire, students should remain alert for official notifications from campus authorities regarding safety updates and evacuation status.

Plague

Bubonic plague is a rare disease, but there has been an average of 14 cases annually in New Mexico since 1980, 17.5 percent of which have occurred in this area. Although the plague may be fatal rapidly without proper treatment, it can be treated successfully with antibiotics. Five of six people who contract the plague recover completely after medical treatment.

Certain animal species, particularly rodents, have the disease, and it is spread by fleas. Humans can contract the plague from animals by:

- Being bitten by an infected flea (this is the most common),
- Through direct contact with the bloodstream of an infected animal (hunting and then skinning the animal)
- By the pneumonic route (through the air from a pneumonically-infected animal or person).

Peak plague season is June through September. Avoid prairie dogs, rock squirrels, deer mice, wood rats, piñon mice, chipmunks, rabbits, coyotes, raccoons, badgers, and bobcats. Dogs and cats should be treated against fleas regularly.

Symptoms, which occur within two to six days after infection, usually include high fever, malaise, and perhaps (but by no means always) discomfort in a lymph node and later, the appearance of a nodule. Some forms of plague are more difficult to diagnose. The Epidemiology Office is open 24-hours a day (telephone: 505-827-0006). Any suspected plague cases must be reported to them, and they assist doctors with diagnosis, lab work, and information. Local providers are aware of this disease. There is a greater risk to those who develop symptoms of plague after they return to their home state where providers can be unaware of recent exposure in New Mexico. Students should make sure to tell their healthcare providers of the possibility that they have contracted plague if they develop plague symptoms within two to six days after they leave New Mexico.

Hantavirus

Hantavirus was diagnosed first in the Four Corners area of New Mexico in the summer of 1993, but cases have been confirmed since in other parts of the United States. It is thought to be caused by contact with the urine, saliva, or feces of certain rodents, particularly deer mice. Breathing the virus into the lungs is the most common way of contracting the disease, but the virus can also enter the body through cuts in the skin, through the eyes, or by eating contaminated food.

Symptoms develop between 21 and 45 days after contact, and commonly include fever and muscle aches sometimes accompanied by cough, headache, and/or abdominal pains. After three to five days of symptoms, victims develop difficulty breathing. Students who suspect they have been exposed to the virus should watch for the appearance of the “flu-like” symptoms described above. If symptoms develop, they should seek immediate medical attention, preferably at Christus St. Vincent Regional Medical Center’s emergency department.

Food attracts mice. Any food kept in residential rooms should be stored in rigid containers (e.g., Tupperware®) or jars with lids. The personnel of Buildings and Grounds should be contacted if mice are found in the residences so they can dispose of them properly and disinfect the area.

Black Widow Spiders

Black widow spider bites are painful and can be fatal. The spiders generally are found in cool moist places: under rocks, boards, woodpiles, in shadows of buildings, and in dark recesses. Any potential black widow bite requires emergency evaluation. If bitten, students should go to an emergency room immediately. Treatment for the bite is supportive, and consists usually in keeping the victim as comfortable as possible while the effects of the bite are evaluated. Sometimes hospitalization is necessary. There is a low fatality rate in adults, but bites are more serious for children.

Brown Recluse Spiders

Brown recluse spider bites are uncommon, but are found throughout New Mexico nonetheless, and their bite can also be fatal. Emergency evaluation by a physician is necessary for any potential brown recluse bite. The first symptoms can include a small red dot that then becomes larger, and begins to turn purple, darker, and crater-like thereafter.

Snakes

The rattlesnake is the only local venomous snake. It is very unusual to see them, even rarer to be bitten (most victims are bitten by snakes kept as pets.) These snakes are olive or brown, up to 3-4 feet in length with oval-shaped blotches on the back and two diagonal light stripes on the sides of the face. They are very quiet. In the rare event of a bite, students should seek medical help and immobilize the bitten area if possible. The victim should furnish a complete description of the snake to the doctor.

Bull snakes are harmless, but are often confused with the rattlesnake. Its bite leaves several small holes, not just one or two. These snakes are yellow and brown with spots on the back. They hiss and vibrate their tails like rattlesnakes, but are not venomous.

Graduate Student Information

Academic Policies and Practices

Programs and Classes

The St. John's College Graduate Institute in Liberal Education administers the Liberal Arts and the Eastern Classics Masters' programs, based on classic texts in the Western and Eastern traditions, respectively. Both programs are intended to create a deeper understanding of the fundamental and enduring questions raised by thoughtful human beings wherever an intellectual tradition is established and perpetuated. The programs lead to the degrees Master of Arts in Liberal Arts and Master of Arts in Eastern Classics.

Curriculum

The Liberal Arts program is divided into five principal segments: Literature; Mathematics & Natural Science; Philosophy & Theology; Politics & Society, and History. The Eastern Classics program is a year-long program that concentrates on the works of India, China, and Japan. Reading lists for both programs are available from the Office of the Graduate Institute.

Seminars

The seminar is the heart of the St. John's program. One or two tutors and a maximum of twenty-one students meet to discuss a reading that is usually fifty to one hundred pages long. A tutor opens the class by posing a question based on the reading. Students and tutors then discuss the question and related problems. They do not engage in debate or take adversarial positions; the conversations are usually wide-ranging and exploratory, and are characterized by openness, concern, and clarity. Openness is reflected in students' willingness to state their opinions reasonably and entertain those of others. Concern is seen in the effort each seminar member makes to understand and grasp the importance of what is written in the text under discussion. Clarity emerges when participants, often with the help of others, are able to formulate what they think or feel in such a way that it is accessible for all to consider. Students in the Liberal Arts program have orals with their seminar tutor, while students in the Eastern Classics program write an 8-10-page paper, followed by an oral with their tutor.

Tutorials

The tutorial is a class with one tutor and a maximum of sixteen students that emphasizes close reading and analysis of a short text. Students usually write from two to four papers throughout the term.

Preceptorials

The preceptorial is a class of six to twelve (or occasionally as many as fifteen) students and one tutor, who meet to study a single book or question in depth. Preceptorial topics vary widely from term to term, depending on the interests of students and tutors, who are invited to submit proposals to the Associate Dean of Graduate Programs.

At the end of the preceptorial, students write a substantial essay on a topic of their choice related to the work in the preceptorial. Tutors work closely with students to select the topic and may ask to see a précis or draft before the final essay is submitted. More information about papers and orals can be found in the “[Essays and Examinations](#)” section of the Handbook.

Academic Year

The college’s academic year consists of three terms—fall, spring, and summer—that run for sixteen weeks from late August through mid-December, sixteen weeks from mid-January through mid-May (with an additional two weeks for spring break), and eight weeks from early June through early August. For Liberal Arts students, full-time enrollment for each segment carries 9 credit hours, and a student may complete one segment each term. Full-time Eastern Classics students earn 14 credit hours in the fall, 14 in spring, and 6 in the summer, when the language tutorial is not offered.

Class Schedules

The following are the Graduate Institute’s standard class schedules, although it is necessary to reschedule particular classes from time to time. In this case, students are advised well in advance of the change.

Liberal Arts Program:	Fall and Spring Terms (16 weeks)	Summer Term (Schedule under review)
Seminar (First Eight Weeks)	Monday and Thursday 7:30 – 9:30 p.m.	See GI Office for details
Tutorial	Monday and Thursday 5:00 – 6:15 p.m.	See GI Office for details
Preceptorial (Second Eight Weeks)	Monday and Thursday 7:30 – 9:30 p.m.	See GI Office for details
Eastern Classics Program:	Fall and Spring Terms (16 weeks)	Summer Term (8 weeks)
Seminar	Monday and Thursday 7:30 – 9:30 p.m.	Monday and Thursday 7:00 – 9:00 p.m.

Tutorial	Monday and Wednesday 4:30 – 6:00 p.m.	(None)
Preceptorial	Tuesday and Thursday 4:00 – 6:00 p.m. (Times May Vary)	Tuesday and Thursday 3:30 – 5:30 p.m. (Times May Vary)

Formal Address

It is the college's policy that formal address be used in all classes.

Attendance

Students are expected to attend all regularly-scheduled classes. Instruction by discussion requires regular attendance in a way that other teaching methods do not. There are no books one can read that take the place of a missed discussion, as there may be in the case of a missed lecture.

Instruction by discussion implies that all students share in the process of teaching as well as learning, and regular, uninterrupted participation is essential for the good of all class members.

Exclusion from a class on the basis of absences is at the tutor's discretion (See the "[Dismissal from a Class](#)" section of the Handbook).

When absences are unavoidable, students should notify their tutors in advance, in person, or by leaving a message with the Graduate Institute Office or the switchboard operator. Unavoidable extended absences should be discussed with the Associate Dean of Graduate Programs as well as with the tutors. Such absences could make it impossible for the student to meet the requirements to complete the semester.

Changing, Adding, Dropping, and Withdrawing

Transferring from one class to another interrupts the spirit of cooperative learning. A student who feels that a class is not going well should speak with the tutor(s) and the Associate Dean. In some cases, conversations with other students are also helpful. Frank, informal discussion of problems often improves a class.

Withdrawals

Enrollment as a Graduate Institute student at St. John's has two formal steps: Pre-enrollment and registration. On paying a deposit toward enrollment, a returning student (a Graduate Institute student about to begin a second segment or semester) is pre-enrolled officially, and the deposit is viewed as an indication of the commitment to enroll. If after being pre-enrolled, the student decides not to register, the student is required to give explicit notification of withdrawal in writing to the Graduate Institute Office. The deposit is non-refundable.

When, after repeated attempts to contact a student who, for whatever reason, fails to provide a clear statement of intention to register, continue, or withdraw, the college has the right to withdraw the student unilaterally and to assign a reasonable date for the withdrawal. Note again that the date of the withdrawal carries financial repercussions.

WITHDRAWAL FROM THE SESSION

Students who wish to withdraw from the current session must notify the Associate Dean of Graduate Programs in writing and follow the Graduate Institute's withdrawal procedure as arranged through the Graduate Institute Office. In the fall and spring, students may withdraw from the first day until as late as the twelfth week of the tutorial or the sixth week of the seminar or preceptorial without receiving grades (classes appear on the transcript with the notation "W" for withdrawal). In the summer term, the withdrawal deadline is Friday of the sixth week. After the deadline, grades are recorded on the transcript as an "F". No credit is accrued for classes from which a student withdraws. Students who leave without notifying the Institute are liable to receive grades of "F" on their transcripts. Please see the ["Refund Policy"](#) to find schedules of tuition refunds for dropped classes.

WITHDRAWAL FROM THE COLLEGE

Students who are considering withdrawing from the college should weigh the decision carefully, and friends, tutors, or members of the administrative staff should be consulted before making a final decision. If a student withdraws before three-quarters into any class session, the withdrawal will result in no academic credit for the class, and a "W" will appear on the transcript. If a student withdraws after the three-quarters point of any class, a grade of "F" will be assigned, and will appear on the student's transcript. An appeal to the Associate Dean to receive a "W" is possible if there are mitigating circumstances. The "F" is considered an academic failure, not an administrative consequence. Please see the ["Withdrawal from, and Readmission to, the College"](#) section of the Handbook for the specific withdrawal dates.

To add or drop a class, the student must speak with the Associate Dean in person or by telephone, who must approve requests to drop from full- to part-time enrollment. Students should be aware that financial aid is not available when enrollment drops to less than two-thirds time. Students who stop attending classes without notifying the Graduate Institute are liable to receive an "F" on their transcripts.

Students who wish to withdraw from the institute should notify the Graduate Institute as soon as possible. Requests to withdraw should include the term in which the student would like to return or a statement that the student does not intend to return. This information guarantees that the

student's name is added to appropriate mailing lists for alumni programs or enrollment information.

Withdrawals may involve financial repercussions. Students are encouraged to take advantage of the tuition insurance available through the college. See the "[Tuition Insurance](#)" section for information. Please review the "[Refund Policy](#)" for information on refunds for tuition and room and board. Consequences regarding financial aid awards, both current and future, should be discussed with the Director of Financial Aid. Please refer to "[Financial Policies and Practices](#)".

Withdrawal Procedures

A student who is withdrawing from the college obtains a withdrawal form from the Graduate Program Administrator. The student then confers with the Associate Dean, who approves and signs this special form. The student also obtains the signatures of other college officials as stipulated on the form, and returns the completed form to the Graduate Program Administrator. This finalizes the student's withdrawal; the Graduate Program Administrator notifies pertinent administrative and academic offices as well as the student's tutors of the official withdrawal and effective dates.

A student who leaves the college without withdrawing formally may have difficulty obtaining a transcript or collecting refundable fees and the balance of the caution fee.

When a dependent student withdraws or is dismissed from the college or, under special circumstances, drops to part-time status, the parents or guardians may be notified.

Students who withdraw from the college when school is out of session are asked to contact the Office of the Graduate Institute as soon as they decide not to return. Students who withdraw when school is not in session will have the last date of their attendance recorded on their transcript. In such cases, parents are not usually notified of a dependent student's decision to withdraw.

For specific details regarding official and unofficial withdrawal dates, see the "[Refund Policy](#)".

Involuntary Medical Withdrawal

The college recognizes that times arise when students experience extreme distress. As a way to ensure the safety of all members of the college community at such times, St. John's College has adopted the following policy. A student may be withdrawn from the college involuntarily if, as a result of a medical or psychological condition, the student:

- Disrupts or interferes with the academic environment significantly
- Is not able/qualified to participate in the college's academic program
- Poses a significant danger to health or safety, or

- Refuses to cooperate with the Associate Dean's efforts to address the student's behavior in accordance with this policy

If the college is considering withdrawing a student involuntarily, the Associate Dean or their designee will notify the student and arrange a conference with them to discuss the student's condition and status at the college. The Associate Dean may then require the student to be evaluated by an appropriate licensed medical or mental health provider approved by the college within a time period the Associate Dean specifies. The student may be asked to sign a form authorizing the results of this evaluation to be forwarded to the Associate Dean.

Before a student is withdrawn involuntarily for medical or psychological reasons, the Associate Dean will convene a review committee, including the associate dean (or their designee), the Director of Student Life, and at least one licensed medical provider in the case of withdrawals for medical reasons, or at least one licensed counselor or mental health provider in the case of withdrawals for psychological reasons. The review committee will consider all information related to the matter, including any evaluation or treatment plan for the student, and make a decision regarding the student's continued enrollment or withdrawal. The review committee's decision will be based on the nature, duration, severity, and probability of potential disruption, impairment, or threat. The committee will consider whether modifications or adjustments of policies, practices, and procedures or to the student's academic or living environment could mitigate the risks sufficiently to avoid withdrawing the student. For instance, the review committee may determine that the student should be permitted to remain enrolled with conditions, such as moving off-campus or participating in regular counseling. The Associate Dean will notify the student in writing of the review committee's decision.

When a student's behavior poses a significant danger of causing imminent harm, or of interfering with others' activities directly and substantially, the Associate Dean may withdraw the student immediately in the interim before the review committee's consideration. The student will be notified of the reasons for the interim withdrawal and will be provided an opportunity to address the Associate Dean's basis for doing so. During the period of the interim withdrawal, reasonable efforts will be made to expedite the review committee process described above. The interim withdrawal will remain in effect until the review committee renders a decision regarding the student's withdrawal or the Associate Dean otherwise rescinds the withdrawal, whichever is sooner.

Within five days of receiving the review committee's decision, the student may file an appeal with the Dean. Ordinarily, the dean will consider and determine the outcome of the appeal within five business days. If the student is dissatisfied with the Dean's decision, they may file an appeal with

the President, whose decision is final. At the Associate Dean's discretion, the withdrawal may remain in effect while the Dean and President consider the student's appeal.

Financial Consequences of Withdrawal

Information regarding financial aid, federal student loans, and tuition refund policy in the case of a voluntary or involuntary withdrawal may be obtained by contacting the Director of Financial Aid. If a student registers for a class in which they were enrolled previously for more than three weeks, the class may be considered repeated work, and the student may be ineligible for financial assistance. The Dean may grant exceptions to this policy in cases of voluntary or involuntary withdrawal for medical or psychological reasons or other severe mitigating circumstances. In addition, a student on financial aid may owe a refund to the federal aid programs. Students who have elected to enroll in the Tuition Refund Plan through the A.W.G. Dewar insurance company may receive up to a 60% tuition refund in the case of a medical or mental health withdrawal. Information about the insurance plan is available through the Student Accounts Office and in the "[Tuition Insurance](#)" section of the Handbook.

Transfer Credit

The Graduate Institute does not accept transfer credits from any other institution, with the exception in Annapolis of students in the Dual Degree program with the University of Maryland School of Law.

Essays and Orals

Oral Examinations

In the seventh and eighth weeks of the term, Liberal Arts students meet with their seminar tutors for thirty-minute oral examinations. Orals are based on seminar reading assignments and, like seminars, they begin with a tutor or the student's opening question and then proceed to a conversation that explores the question and related problems. Their purpose is to give students the opportunity to think through a problem or proposal using the same techniques practiced in the seminar in a more concentrated and self-directed way. Although students are expected to know and understand the main lines of thought or themes contained in the texts under discussion, this knowledge is not what is being tested. At its best, an oral generates new questions about, and understandings of, the text under discussion.

In the fall and spring terms, Eastern Classics students are examined in the last four weeks of the term on their seminar essays, which are usually submitted by the end of the tenth week. Seminar tutors conduct essay orals exactly as Liberal Arts orals, with the exception that the exam question usually arises from the essay.

In the summer term, seminar orals for both programs follow the procedure of Liberal Arts examinations in the fall and spring.

Eastern Classics Seminar Essays

Eastern Classics students are assigned a ten- to twelve-page essay based on seminar readings, usually due by the end of the tenth week of the fall and spring terms. These essays are intended to allow students to develop lines of thought outside the seminar conversation. The seminar essay is not a research paper with extensive footnotes and bibliographies, but rather an attempt on the student's part to state in writing, as clearly as possible, his/her own thoughts on some aspect of a seminar reading.

Preceptorial Essays

Preceptorial essays are due near the end of the term on a date the preceptorial tutor sets (Eastern Classics essays are due in the last two or three weeks of each preceptorial). These essays must be substantial and demonstrate serious thought and inquiry. They are usually twelve to fifteen pages and are based on the readings. With the tutor's approval, they may also refer to other program texts or related non-program works.

The preceptorial essays replace the conventional Master's thesis, and as such, they are a degree requirement that may not be waived. The essay written for any preceptorial is a class requirement that cannot be waived. The only exception to this rule is replacement of a preceptorial by a Master's essay (This exception does not apply to students enrolled in the Eastern Classics program, who must complete five preceptorials).

Master's Essay

Students who have completed at least two segments in the Liberal Arts Program or one term in the Eastern Classics Program and have demonstrated considerable facility in writing and class conversation may petition the Associate Dean of Graduate Programs for permission to write an optional Master's essay. The petition must include a three- to five-page précis or essay proposal, a writing sample that consists of two preceptorial essays, and the signature of a faculty advisor on the "Master's Essay Application Form." Master's essay proposals must be submitted no later than the mid-point of the semester before the semester in which the candidate intends to submit the essay. The committee will consult with preceptorial tutors to determine whether the student is ready to undertake such a project. Once the Graduate Institute committee has approved the proposal, the student will be enrolled in a three-credit essay course and billed accordingly.

The essay may replace one Liberal Arts preceptorial or may be written in addition to the full program. In the Eastern Classics program, the essay may only be written in addition to the full program and is worth three credits.

The content and goal of the Master's essay should be the thoughtful examination of a text or several texts. The essay is not intended to be a piece of specialized research, but rather a sustained performance in the liberal arts. The writer is expected to meet regularly with his/her faculty advisor to discuss the essay's composition and progress. The faculty advisor must sign an "Essay Submission Form" that the student delivers to the Graduate Institute Office with the completed essay. More specifics on guidelines for completing the Master's essay are available from the Office of the Graduate Institute.

Essays are evaluated by a specially selected committee of three college tutors, including a committee chairperson appointed by the Associate Dean. A public oral examination is scheduled at the time the committee approves the essay. Essays are graded satisfactory or unsatisfactory; oral examinations are graded pass with honors, pass, or fail. An essay judged unacceptable may be rewritten by a deadline the essay committee and the essay advisor determine. If the rewritten essay is unacceptable and the student has submitted the essay in place of a preceptorial, then the student must complete a preceptorial to graduate. A student who does not submit the essay during the intended semester will be assessed an extension fee of \$600 per semester until the essay is submitted. Those whose essay work exceeds one year must receive permission from the Associate Dean and their advisor to continue.

To allow time for orals before the end of each term, Liberal Arts Master's essays must be submitted by the following dates. A student may choose to delay submission of the essay, but late submission may delay graduation.

<i>Term</i>	<i>Deadline</i>
Fall	October 15
Spring	February 15
Summer	July 1

Students who write essays in addition to the program must complete them and pass the oral examination within two years of graduation.

After the student passes the oral examination, a line will be added to their transcript stating the essay's title and the examination's date. If the student passes the examination with honors, this will also be noted on the transcript. No reference to the Master's essay will appear on the transcripts of students who do not choose to write one (or on transcripts of students whose essays are found unacceptable, as noted above).

Evaluation of Academic Performance

Conferences

The graduate student conference is a formal occasion scheduled by the Office of the Graduate Institute, at which the student meets privately with the tutors of the classes in which the student is currently enrolled. The conference's goal is to enable all participants to gain a sense of the student's work as a whole. The conference is usually scheduled for the sixth week of the term, but may be scheduled as early as the end of the fourth week. Eastern Classics conferences are held later in the term, after seminar essays are written.

Conferences are required for all first term students in the Eastern Classics program, first term and second term students for Liberal Arts students taking classes in-person, for second term Liberal Arts students in the low-residency modality, for those in bad academic standing, for students with "B" averages, and for students otherwise in difficulty. First semester Liberal Arts students taking classes in the low-residency program will participate in what is called a don rag, which is described below. Other students who wish to have a formal opportunity to speak with their tutors may request conferences, and tutors may request conferences for students not included in the categories above.

During the conference, the students give a self-assessment of their work in the term. Each tutor reports on the student's achievement with respect to preparation and understanding of the texts being read, participation in the class conversation, and whatever writing has been submitted, and makes suggestions about ways the student might improve. The student is then invited to comment on the tutors' reports and suggest ways tutors might be more helpful or the classes might be more rewarding. A written report of the conference is placed in the student's file, which the student may read upon request.

In the don rag, it is the tutors who report to one of the seminar leaders on the student's work during the semester and endeavor to present their overall progress. Students are then invited to respond to the tutors' reports. Advice may be requested and given, difficulties may be aired, but grades are not reported. Students may review their don rag reports at any time convenient to the Registrar.

At the regular conference, or later in the term, a tutor may request that the Associate Dean arrange for a second conference near the end of the term. A student may also make this request. Second conferences should be requested when either a tutor or a student believes that the student was not sufficiently well known to tutors for the regular conference to have been optimally helpful. It is also important to request a second conference when serious unanticipated problems emerge after the first conference.

Tutor Comment Sheets

At the end of the term, tutors complete comment sheets for students enrolled in their classes. These brief reports usually contain a summary of students' progress and an overall evaluation of their work. Occasionally, tutors prefer to meet with students for a conversation in addition to a written report.

The college does not distribute grades routinely, but students who wish to read their comment sheets or know their grades may ask to review their academic records, which are filed in the Office of the Registrar.

Graduate Grading Scale

A - Excellent	B - Good	C - Satisfactory	F - Failing					
A+	4.0	B+	3.3	Unsatisfactory	C+	2.3	F	0.0
A	4.0	B	3.0	C	2.0			
A-	3.7	B-	2.7	C-	N/A			

The "B" grade is the lowest satisfactory grade for graduate students.

I/(grade)	Incomplete with default grade (see "Incomplete Grades and Changing Grades")
W	Withdrawn before the 3/4-point of the class*
F	Withdrawn after 3/4-point of the class*

*See "[Withdrawal from, and Readmission to, the College](#)" section for withdrawal information.

Good Standing and Academic Probation

For graduate level work, grades of "B" or better are considered fully satisfactory. A student who receives a "C" or "C+" will be notified by the Associate Dean and placed on academic probation. The student will not be in good standing in the term following that in which the "C" was given. Good standing is re-established by satisfactory work in all classes in the next segment. A student who receives a second unsatisfactory grade may not be allowed to return to the college, or may, under special circumstances, be permitted to continue as a non-degree student.

An "F" is not merely an unsatisfactory grade: it signifies zero academic credit. Students who receive an "F" are ordinarily asked not to return, but they may petition the Associate Dean and committee to return as a non-degree student and remediate the "F" by receiving a grade of "B" or better in the same class in the same segment. If the petition is granted, and if students fulfill this requirement, they may resume as a degree student. Under highly exceptional circumstances, students who received an "F" may petition to be allowed to continue as a degree student on condition that at

some point in the course of pursuing the degree, they remediate the “F” by receiving a grade of “B” or better in the same class in the same segment.

Incomplete Grades and Changing Grades

Incomplete grades may be given only in the case of emergencies, at the tutor’s discretion. Any grade of incomplete recorded for a graduate student must be accompanied by the following information:

- The reason why it was deemed appropriate to allow an incomplete
- A very brief description of the work that will be made up
- The default or reversion grade that will be entered permanently if the work is not made up (Example: The tutor will record the grade as “I/C” or “I/F”, etc., where the “C” or the “F” listed in these examples will be entered as the final grade unless the tutor submits a revised final grade before the applicable deadline)

Both the grade-changing deadlines and the review process apply to all grades, whether or not they were submitted originally as incomplete grades. Please see the [“Incomplete Grades and Changing Grades”](#) section for the dates by which students must submit missing work to their tutor to remediate incomplete grades.

Please note: Preceptorials have special requirements concerning incomplete grades. If a graduate student fails to submit a preceptorial essay, the tutor must assign a grade of “I/F.” If the graduate student fails to submit their preceptorial essay by the applicable approved deadline, a final grade of “F” will be assigned and the applicable policies regarding academic status will apply.

Evaluation Standards

The seminar grade is based in part on the oral examination, but principally on the quality of the student’s contribution to class discussions. Students are expected not merely to demonstrate that they have read or understood the books, but to help other participants discover problems and possibilities that might not emerge from solitary reading. This is accomplished when students ask good questions, as well as when they propose answers to questions asked already.

The tutorial grade is based primarily on class involvement, which includes demonstration, translation, and of course, participation in discussion. Written assignments are also taken into account. Tutors will make clear to their classes what they look for in a tutorial paper.

In the preceptorial, the student’s long essay is a major factor in determining the grade. Because all four preceptorial essays taken together are considered equivalent to what would be a Master’s

thesis in a conventional M.A. program, a failing preceptorial essay may result in an “F” for the preceptorial. The quality of the student’s participation in class discussion is also weighted heavily.

In general, students are responsible for both their academic performance and their comportment in class. The qualities of a “good citizen” or excellent student include willingness to listen, understand, and help others articulate their thoughts, as well as generous and forthcoming presentation of one’s own. Disruptive behavior, poor attendance, and failure to prepare for class cannot be tolerated and will result in lower grades or exclusion from a class.

Academic Honesty and Plagiarism

Please see the “[Academic Honesty and Plagiarism](#)” section for the college’s policy on plagiarism.

Exclusion from a Class

A tutor may exclude from a class a student who is often unprepared, whose conduct is disruptive, or who has accumulated too many absences. In such cases, the tutor informs the student and the Associate Dean in writing of the conditions the student must meet to return to the class. When these conditions include make-up work, the tutor will set a reasonable, but nonnegotiable deadline. Students who fail to meet the assigned conditions will be suspended from the class. In unusual circumstances, the Associate Dean may assign the student to another class in the same or a following term. Otherwise, a suspended student may be dismissed from the college without refund of fees.

Prizes

The college acknowledges excellence in students’ written work by offering prizes for the best examples in a variety of genres. Prizes for graduate students include the Preceptorial Essay, Tutorial Essay, and Translation Prizes. Graduate students are also encouraged to submit original writings—including tutorial essays, occasional essays, poetry, fiction, and musical compositions—for annual college-wide prizes and to compete for the translation and mathematics prizes. Students are notified each term of deadlines, submission requirements, and changes in the number and kinds of prizes offered through campus mail, email, and the Ephemera. Information is also available from the Office of the Dean.

Access to Academic Information

See “[Access to, and Disclosure of, Information](#)” section.

Take a Tutor to Lunch

Students should feel free to speak with their tutors at any time about their own work or the progress of their class as a whole. A conversation over lunch or dinner may provide a particularly good opportunity for discussion. Students are invited to treat a tutor to lunch at the Institute's expense. Students should contact the Office of the Graduate Institute for details and restrictions.

Enrollment

Pre-Registration and Enrollment

Student must keep their online Enrollment Planning Forms up-to-date each semester in order to be considered pre-registered. Enrollment in the Liberal Arts program is limited currently to eighty-four students in each of the fall, spring, and summer terms. Students must pre-register in writing to reserve places in future terms. Continuing students are expected to have met all previous financial obligations to the college.

Advance Deposits

The \$250 graduate advance deposit is required for each semester for ALL students regardless of housing status or scholarship/fellowship payment program. The deposit is due in the Office of the Treasurer by April 25 for summer, July 1 for fall, and November 1 for spring, and is applied to the student's account as a payment for the semester. Provided that other financial obligations to the college are met, the advance deposit primarily secures the students' place in class whether they choose to live on- or off-campus. This deposit will not be refunded if the student decides not to enroll.

Convocation

The college's long-standing tradition is to welcome new students at a formal convocation of the college. This is also the occasion when new students inscribe their names in the St. John's College Register. For convocation dates by semester, please check the academic calendar.

Registration

Registration materials for new and continuing graduate students are located in the MySJC portal. Students are expected to have paid their tuition and housing bills by the Monday before classes begin.

Email Policy

Use of the students' college email accounts is considered an official means of communication with students at St. John's College. Email allows the college to send notices quickly and conserve paper. Email ensures that students receive important information about such time-sensitive matters as

student accounts, financial aid, registration, and graduation. Because some notices are sent to students exclusively through email, it is necessary for students to check their college email accounts frequently and consistently to stay current with college communications. Students should check their college email at least twice a week and respond promptly to requests from administrative offices.

Readmission

Continuing students who have been away from the college for a term or more, or students who have withdrawn officially, may apply for readmission in person or by writing to the Associate Dean. Readmission is automatic for students who withdrew in good standing, based on space available in the coming term. The student must comply with any conditions of re-enrollment set forth in the Student Handbook or as required by the college at the time of separation or of proposed re-enrollment. Specifically, in the case of a student withdrawn involuntarily for medical or psychological reasons, the Associate Dean may require a medical or mental health provider's evaluation and recommendation before re-enrollment. Completion of the degree must be achieved within 8 years of the matriculation date. Students who withdrew in bad academic standing must petition the Associate Dean and the Graduate Institute Committee for readmission. The petition should include a statement of purpose whereby the academic deficiency will be made up and a schedule of terms and segments in which the student intends to enroll. Students whom the Associate Dean and the committee required to withdraw from the Graduate Institute may not petition for readmission.

Transfer to Annapolis

Any Liberal Arts student in good academic standing and with no outstanding balance on his/her college account may transfer between campuses. Students who wish to transfer must submit an "Application for Intercampus Transfer" form available from the Graduate Institute's Graduate Program Administrator to both campuses no later than 60 days before the beginning of the term. Applying to transfer does not guarantee a place in the term, and thus, it is best to submit an application as early as possible. Students who request to change campuses less than 60 days before the beginning of the term may not be approved for transfer and will forfeit \$50 of their advance tuition deposit. Students on financial aid must also notify the Financial Aid Offices on both campuses (Santa Fe 505-984-6058, Annapolis 410-626-2502).

Graduate Institute Auditing

If a Graduate Institute student wishes to audit a class, the student must obtain permission from the Associate Dean, Registrar, and the tutor prior to the first day of the term. Auditing is a privilege, not a right, and is allowed by some tutors and not by others. Tutors often base their decision to admit

an auditor to their class on the auditor's commitment to read all assignments and attend all classes, and on the number of students enrolled already.

Alumni may audit preceptorials under the following policy: Requests must be made through the Associate Dean, and only those classes with sufficiently small numbers, as they determine, will be eligible for auditing. After consulting with the tutors whose classes are eligible, the Associate Dean will notify the prospective auditor of the classes that may be audited. Auditor do not receive the benefits of a regular student; therefore, they cannot live on campus or purchase a meal plan; however, they may sign a "Borrower Agreement" at the library to borrow books. The audited class(es) will not be reflected on any documents or transcripts and students will not receive credit for the classes. An \$1,100 auditing fee will be in effect that will help fund community scholarships.

Fifth Segment

Many alumni of the Graduate Institute wish to return to the college for their fifth segment. College policy allows those who have graduated after completing four segments to pay half tuition for the fifth segment. Students enrolled in classes under this plan are considered to be regular college students. The segment or class appears on their transcript, classes are graded, and credit is awarded. The session GPA for a fifth segment is not incorporated into the cumulative GPA earned for the Master's Degree. No financial aid is available for students who take the fifth segment.

Graduation

The college conducts a May and August formal commencement each year. Graduate students who complete the Liberal Arts program in December receive a January degree-earned endorsement on their diploma and transcripts. These December graduates participate in the May commencement ceremony. All completing students will be charged a graduation fee during their final term, whether or not they participate in the commencement ceremony and related commencement week activities.

Low-Residency Student Information

Residency Requirements

Low-residency graduate students will be required to visit the Santa Fe campus twice during their time in the program. Students are expected to come to campus for an initial orientation the week before classes start and are also encouraged to come to campus for activities related to Commencement at the conclusion of the program.

Commencement Information

Students will be eligible to participate in the Commencement Ceremony on the campus where their degree requirements are met. They will also receive a diploma and be considered an alumnus of that campus.

Technology Requirements

Internet Connection

To participate in class, it is crucially important that you have a smooth and stable audio/video connection. You cannot be a contributing member of the class without being seen and heard. This is controlled most particularly by your upload connection speed and not your download speed. Your internet connection should be robust enough to allow for reliable and clear audio and video, not just for you, but for your classmates. Just because you can hear and see everyone does not mean they can hear and see you. It is helpful, as soon as possible, to test your connection with a group to see if the computer and connection you intend to use are functioning properly.

If your current internet connection does not allow you to reliably send and receive clear audio and video, you should test your actual download and upload speeds rather than relying on the connection speeds published by your provider; you may do so here: <https://www.speedtest.net>. You should test your connection speeds at various points during the day to get a sense of what speeds you might get during your classes. You may also wish to compare wifi speeds to ethernet speeds and consider using a wired connection for classes. We recommend 50mbps download and 5mbps upload speeds though 25 mbps download and 3 mbps upload speeds may be adequate.

If you are signing up for new internet service, you should be aware that upload/download speeds quoted by internet providers are not reliably what you will actually experience. Please work with your new provider to test and ensure that you will have what you need for a clear audio and video connection with a group.

Cell phone and cellular data speeds are not sufficient for class.

PLEASE NOTE: Required minimum connection speeds published by platforms like Zoom and Teams are significantly lower than what is recommended here, but experience has shown that these are not sufficient for full participation.

Equipment

Computers

For conversation we expect a PC or laptop for Zoom (or Teams) video conferencing. Your computer screen should be large enough that you can see each member of the Zoom discussion, even when

they are not speaking, so that you can pick up on nonverbal conversational cues that can be missed when all participants are not displayed. Your device and operating system should be capable of downloading the most recent Zoom app and not merely accessing it through your web browser.

We expect students to use a recent generation Windows PC or Mac for the low-residency program. The primary criteria for determining what computer to use is that it is a machine capable of downloading and running the current version of the Zoom app and Office 365 apps, including Teams. Any computer running, or able to run, a current operating system should be adequate to download and run these essential apps.

If you are purchasing a new machine, here are some helpful hardware recommendations from IT. However, many machines that do not meet these standards are still capable of meeting our primary goal that your computer be capable of running the Zoom and Office 365 apps and of sustaining a reliable internet connection so that you can attend class.

1. 2 GHz i5 processor or faster
2. 8 GB RAM or greater
1. 128 GB system storage or larger, preferably solid-state drive
2. USB 3.0 port or adaptor

Supplemental Equipment

For demonstration and other in-class writing and drawing, we recommend a tablet with a touchscreen and stylus. If you do not have a separate touchscreen device you will need either to split the screen or toggle between the faces of your classmates and whatever program or application you may be using for board work. If your computer, like most, does not have a touchscreen, it will also mean drawing or writing either with a trackpad or a mouse. Some tutorials may use other methods—such as webcams or even cellphones trained on paper—for board work. However, a tablet supplement will still be ideal: it will allow you to dedicate your primary screen (your PC or laptop) to video conferencing, so that you can see your classmates' faces while simultaneously looking at or working on a virtual board on your tablet's screen. This will primarily be useful for the Mathematics & Natural Sciences segment and some preceptorial offerings in the Master of Arts in Liberal Arts program. Some preceptorials in the Master of Arts in Eastern Classics program may utilize in-class writing and drawing as well.

Recommended Supplements: Touchscreen and Stylus

If you would prefer to have a single device that meets all needs, you can purchase a touchscreen laptop, which can be used for video conferencing as well as virtual whiteboard and other supplemental applications. If you choose to go this route, you will have to share screen space between the faces of your peers and the board or other app on which you are working.

Cell phones and Chromebooks are not acceptable for this purpose. Phones are not adequate to our needs, both because of limited Zoom functionality and limited visual engagement with the class. Chromebooks are not adequate because they cannot run a native Zoom application

Software Recommendations

In addition to a computer that is new enough, with a screen that is large enough, to fully participate in video conferencing, we also recommend the following software:

- Microsoft Office 365 and its downloadable apps, using the license provided by SJC to all students. You will be able to download and install MS Office applications including Teams to communicate and collaborate with the rest of the SJC community.
- An up-to-date antivirus program
- Ziteboard. In anticipation of the start of term, you may want to become familiar with this collaborative white-board website and see what you are able to draw, either with your mouse/trackpad or with your finger/stylus on a touchscreen. Go to [Ziteboard.com](https://ziteboard.com) and sign up for a free account. This application is free to use but not supported by the IT Department.
- Individual tutors/tutorials may provide or ask you to obtain other free software to enhance your ability to participate in class.

Virtual Communication and Expectations

The College's default communication methods are email and Teams chat and audio/video conferencing. Please use your assigned SJC email account for these purposes. If you need technical assistance, you can create an ITS Help Desk ticket by emailing user.support@sjc.edu

Financial Policies and Practices

Students are permitted to register and attend classes only if payment obligations are fulfilled **and** their financial aid file is complete—all loans must be certified. Students are responsible for verifying that their account is correct, that payments are made by the deadlines established, and that financial aid documentation has been submitted with all of the appropriate support.

Financial Responsibility and General Requirements

Students are responsible for meeting their financial obligations to the college. Maintaining open and prompt communication with college staff are essential. This can range from requests for information to complete a financial aid award, to collecting on a balance due.

The college adheres to provisions of the Family Education Rights and Privacy Act (FERPA) and requires all students to complete an “Authorization to Release Student Information” form that lists those individuals with whom the college can share student account and financial aid information. Before registration, the college will share financial information with parents or financial sponsors of students newly-admitted or enrolled. Upon registration, the student must complete the FERPA for the college to continue to communicate financial information with the parent or financial sponsor. Once the FERPA is complete, the college may communicate financial information to individuals named on it.

The college has set up the MySJC student website (mysjc.sjc.edu) to allow students to access their accounts. Students are encouraged to share their log-in with parents and other financial supports who may, from time to time, desire access to their account. It is the student’s responsibility to review the online account and notify student account staff should a question arise.

Students’ financial responsibility has implications beyond payment of tuition and fees. Failure to meet financial responsibility can affect their participation in, or consideration for, various internship, summer scholarship, or fellowship programs made available to enhance the student experience. Each student is required to read and sign the Financial Responsibility Agreement before registration.

Advance Tuition Deposits

Advance Tuition Deposit

The \$250 graduate advance deposit is required for each semester for ALL students regardless of housing status or scholarship/fellowship payment program. The deposit is due in the Office of the Treasurer by April 25 for summer, July 1 for fall, and November 1 for spring, and is applied to the student account as a payment for the semester. Provided that other financial obligations to the college are met, the advance deposit primarily secures the students’ place in class whether they choose to live on- or off-campus.

If the advance deposit is NOT submitted by the due date, or if there are unpaid fees for the previous semester, the student will be placed on a waiting list. St. John’s College cannot guarantee a place in a class unless the advance deposit is paid, as well as any previous fees or charges. Deposits are non-refundable and may not be applied to a future academic term.

Room Reservations & Housing Contracts

The college makes residential hall housing available to Graduate Institute students every summer semester and during the fall and spring semesters when undergraduate demand does not fill the

rooms available. When possible, the Housing Coordinator will set aside a residential hall for the exclusive use of Graduate Institute students. A signed Housing Agreement, received by the deadline published in the academic calendar for the summer, fall, or spring semester, will be required to reserve a room on campus, space permitting.

Graduate Institute students, particularly those who intend to live on campus, should review the Handbook's section on "[Campus Policies, Practices, and Services](#)" for a description of the expectations that govern community life beyond the classroom.

Students with a housing contract and room reservation must notify the Housing Coordinator in writing by May 1, if the room will not be needed for any reason, including withdrawal from the summer semester. Failure to do so will result in a \$250 fee charged to the student's account.

Tuition and Fees – Graduate Institute Program (Domestic Students)

St. John's College				
2022-2023 Fee Schedule				
Liberal Arts Graduate (Domestic)				
Santa Fe	Fall	Spring	Summer	Total 22-23
Tuition-Liberal Arts (9 crh)	9,846	9,846	9,846	28,674
Activity Fee	105	105	105	300
Room	3,835	3,835	1,680	9,076
Board	3,520	3,520	1,920	8,322
Tuition Insurance	100	100	100	318
Health Center Fee	260*	260	260	750
Graduation Fee (Graduating semester only)				100
Matriculation Fee (one time fee)				50
Total	\$17,153	\$17,153	\$13,134	\$47,590

St. John's College				
2022-2023 Fee Schedule				
Eastern Classics Fall – Spring – Summer (Domestic)				
Tuition-Eastern Classics (14/14/6 crh)	15,316	15,316	6,564	37,196
Activity Fee	105	105	105	315
Room	3,835	3,835	1,920	9,590
Board	3,520	3,520	1,760	8,800
Tuition Insurance	154	154	67	375
Health Center Fee	260*	260	260	780
Graduation Fee (Graduating semester only)				100
Matriculation Fee (one time fee)				50
Total	\$23,190	\$23,190	\$10,676	\$57,206

*for Low-Residency graduate students, the Health Center Fee is \$50 per semester.

St. John's College				
2022-2023 Fee Schedule				
Liberal Arts Graduate (International)				
Santa Fe	Fall	Spring	Summer	Total 22-23
Tuition-Liberal Arts (9 crh)	9,846	9,846	9,846	28,674
Activity Fee	105	105	105	300
Room	3,835	3,835	1,680	9,076
Board	3,520	3,520	1,920	8,322
Tuition Insurance	100	100	100	318
Health Center Fee	260	260	260	780
Health Insurance, International students	560	560	224	1,997
Graduation Fee (Graduating semester only)				100
Matriculation Fee (one time fee)				50
Total	\$18,226	\$18,226	\$14,135	\$50,737

St. John's College				
2022-2023 Fee Schedule				
Eastern Classics Fall – Spring – Summer (International)				
	Fall	Spring	Summer	Total
Tuition-Eastern Classics (14/14/6 crh)	15,316	15,316	6,564	37,196
Activity Fee	105	105	105	315
Room	3,835	3,835	1,920	9,590
Board	3,520	3,520	1,760	8,800
Tuition Insurance	154	154	67	375
Health Center Fee	260	260	260	780
Health Insurance, International students	560	560	224	1344
Graduation Fee (Graduating semester only)				100
Matriculation Fee (one time fee)				50
Total	\$23,750	\$23,750	\$10,900	\$58,400

*Tuition per credit hour is \$1094.00

Student Activity Fee

The Student Activity Fee of \$105 is charged each semester to every graduate student, a portion of which the Graduate Council uses to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, and guerrilla seminars. This fee is mandatory for all students registered for classes during a semester.

Health Center Fee

Students taking classes on-campus will be charged a Health Center Fee of \$250 each semester. Students taking classes as part of the low-residency program will be charged a Health Center fee of \$50 each semester. These fees are mandatory for graduate students.

Health Insurance

Because of State of New Mexico regulatory restrictions, St. John's College in Santa Fe is unable to provide a health insurance program for U.S. students. However, the Affordable Care Act requires all U.S. citizens to be covered by health insurance. Hence, it is the college's policy that all students have acceptable health insurance. Before the beginning of each academic year or the first part of an academic year for which a student registers, every student is required to show proof of active insurance. The student should go the MySJC web site at <https://mysjc.sjc.edu/ICS> and click on the link there for proof of insurance. Otherwise, students may bring a current copy of their insurance card to the Student Health Office to make a copy at registration or before the semester begins. If students change their health insurance coverage while attending SJC, it is their responsibility to provide updated proof of insurance to the Student Health Office.

International students do not fall under the provisions of the Affordable Care Act, but the college still requires them to have active health insurance. All international students will be enrolled in the health insurance plan that the college has secured on their behalf, which cannot be replaced with any other insurance coverage. The Student Health Office can answer questions about coverage.

Tuition Insurance

The college's withdrawal policy provides for a partial refund of tuition through the first three weeks of the semester, regardless of the reason for withdrawal. No refunds are given on or after the 22nd day of the fall or spring semester, and on or after the 15th day of the summer semester.

In addition to the refund schedule referenced in the "[Refund Policy](#)", the college offers an insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 60% of tuition and activity fees for medical or mental health withdrawals at any time during the semester.

For the academic year 2021-2022, the plan costs \$390 per year for undergraduate students, and \$195 is billed automatically by semester. No additional application is required, but students may waive the coverage. Should a student wish to do so, they should go to the MySJC website, log in to their student account, and go to the link there for waiving tuition insurance coverage. The deadline for waiving the coverage is the first day of class of the semester. **Failure to waive the coverage by the deadline will result in a charge to the student's account.** For more information, contact A.W.G. Dewar directly at tuitionprotection.com/sjc or call 617-774-1555.

Change Fee

The Associate Dean relies heavily on enrollment numbers to make decisions about the teaching slate and other administrative matters so it is imperative that graduate students make their plans known as early as possible. Students requesting to reduce the number of credit hours they will be enrolled in for a given semester will be assessed a fee of \$50 for every course reduced if the changes are requested within 15 calendar days of the start of the term. Students that request changes to their enrollment more than two weeks prior to the start of the semester will not be assessed a change fee.

Tuition and Fee Payments

It is college policy not to allow students to register unless their financial obligations to the college from any prior semester have been paid in full. Registration for the current semester may continue if the Financial Aid Office has determined that an application for financial aid is in process sufficient to allow the student account balances to be estimated. In those instances, the balance computed (tuition and fees less financial aid) is due before registration. Further, registration for the current semester may continue if the Treasurer's Office has determined that a payment plan is in place that is sufficient to pay all tuition and fees for the current semester.

Semester Fee Statements, due dates, and Payment Plans Statements may be viewed through the MySJC portal. Notice of semester fee statements is sent to the students' college email accounts.

Semester fee statements are available online no later than:

- July 1 for fall
- November 1 for spring
- April 10 for summer

April 10 for summer – ***Pay in full deadlines***

- Payment in full for the fall semester is due by August 1
- Payment in full for the spring semester is due by December 1

- Payment in full for the summer semester is due by May 1

Payment Plan Options

The Santa Fe Campus offers all students monthly payment plans with payments due by the 15th of each month. Students with incomplete Financial Aid awards may not set up payment plans. Students set up their payment plan using the fee statement provided, with all applicable financial aid applied already. The remaining balance will be eligible to be paid in installments. There is a one-time, \$50 set-up fee per semester that the third party payment plan provider assesses and collects.*

- **Fall Semester Payment schedules**

- 5 Pay Option – Enroll during the month of July
 - 1st Payment – July 1st
 - 2nd Payment – August 1st
 - 3rd Payment – September 1st
 - 4th Payment – October 1st
 - 5th Payment – November 1st

OR

- 5 Pay Option – Enroll during the month of July
 - 1st Payment – July 15th
 - 2nd Payment – August 15th
 - 3rd Payment – September 15th
 - 4th Payment – October 15th
 - 5th Payment – November 15th

- **Spring Semester Payment schedules**

- 5 Pay Option – Enroll during the month of December
 - 1st Payment – December 1st
 - 2nd Payment – January 1st
 - 3rd Payment – February 1st
 - 4th Payment – March 1st
 - 5th Payment – April 1st

OR

- 5 Pay Option – Enroll during the month of December
 - 1st Payment – December 15th
 - 2nd Payment – January 15th
 - 3rd Payment – February 15th
 - 4th Payment – March 15th
 - 5th Payment – April 15th

- **Summer Semester Payment schedules (3 pay options only)**

- 3 Pay Option – Enroll during the month of April
 - 1st Payment – April 30th
 - 2nd Payment – May 30th
 - 3rd Payment – June 30th

Late Payment Fee

A late payment fee is assessed during each semester when a fall, spring, or summer student account is not current. Current accounts either have a zero balance, or up-to-date payment plans:

- September 1 for the fall semester (Students will not receive their schedule or room key without payment in full or a current payment plan at the time of fall registration.)
- February 1 for the spring (Meal plans will not be activated without payment in full or a current payment plan in place on the 1st day of the spring semester. Refund/credit for missed meals will not be issued.)
- June 10 for the summer semester

Unless a current payment plan is in place, any student account balance remaining as of the 1st of each month will be assessed a non-refundable late fee of \$300 or 10% of the outstanding payment amount, whichever is less. As described previously, payment plans may not be established until students have completed and accepted their Financial Aid award. Contact the Financial Aid Office for assistance.

After a student's financial aid has been awarded, a balance may still remain that must be paid by the deadline(s) above to avoid the late payment fee. A late payment fee will not be assessed any student who has a current payment plan in place. However, the same policy applies to late payments on payment plans. If students fail to meet the monthly payment deadline of the 15th, a non-refundable late fee of \$300 or 10% of the outstanding payment amount will be added to the student account. The remaining balance on the payment plan will be adjusted by the new amount, unless the fee is paid in full. This late fee is in addition to any late fees the third-party payment provider assesses directly.

Please note that payment plans that are deemed two-months delinquent result in a student's immediate disenrollment from the payment plan option, and the outstanding balance owed will be due immediately. If the outstanding balance cannot be paid in full, the student may be expelled from the college for financial reasons.

Collection of Accounts

If a student account becomes past due, either as the result of a withdrawal (voluntary or involuntary), graduation, subsequent fines, etc., the college will make every effort to advise the student in writing. Payment of all outstanding balances is due immediately upon written notice that a balance exists. Should the student fail to make timely payment, the college reserves the right to turn the account over to a third party for collection. By virtue of their enrollment, students authorize the college or its agents and/or contractors to contact them about balances owed. Contact may be made by email, written correspondence, and by phone, including cellular or other wireless device, the use of automated telephone dialing equipment, or artificial or pre-recorded voice or text messages. The student is responsible for reimbursing the college for the fees of any collection agency, which may be based on a percentage of the delinquent account balance (to a maximum of 25%) and will also be liable for all reasonable attorney's fees and costs and expenses the college incurs in its collection efforts. The college will supply the collection agency with any and all pertinent information specific to the balance owed, plus any contact information we have on record at the time of, or subsequent to, the collection referral.

Payment Methods

The college accepts cash, money orders, and checks made payable to St. John's College. Please include the student's name and ID number on all correspondence. Checks should be mailed to:

St. John's College
Attn: Student Accounts
PO Box 913226
Denver CO 80291-3226

Payment by credit card: Credit card payments are processed through our partner, College Green, online at MySJC. Please Note: Credit card payments will be subject to a processing fee.

Monthly Payment Plan: Students who wish to make payments in installments may enroll in a monthly payment plan. For detailed information and fees, go to MySJC.

Electronic Check Payments are available with no processing fee on MySJC.

FLYWIRE FOR INTERNATIONAL STUDENTS

St. John's College has teamed with Flywire to make it easier for international students to make payments, including tuition, fees, deposits, etc. Flywire serves hundreds of colleges and universities in the United States, and provides a safe, efficient, and quick payment method. Visit flywire.com for detailed information.

DIRECT WIRE

St. John's College accepts domestic and international wires. *There is an additional \$50 fee that will be added to the student account for this service.* Be aware that the originating bank will charge a similar fee to send the wire. Contact the business Office at 505-984-6143 or 1-866-507-5273, or email sfstudentaccounts@sjc.edu for current wiring instructions.

Satisfactory Progress for Financial Aid

See the previous "[Satisfactory Progress for Financial Aid](#)" section of the Handbook.

Refund Policy

Official Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully, and friends, tutors, or members of the administrative staff should be consulted before making a final decision. At the time of withdrawal, adjustments are made to tuition, fees, and financial aid, which may result in additional amounts due. Once financial aid adjustments are made, if necessary, the Student Accounts Office will determine adjustments to tuition and fees and an estimate of any refund or amount due can be provided. If a refund is due, payment will be made within 2 weeks. Any balance owed is due within 30 days of withdrawal.

A graduate student who is considering withdrawing before the end of the semester must initiate the withdrawal process by notifying the Associate Dean of Graduate Programs of the intention to withdraw. At that time, the student will be given a form entitled "Official Notice of Withdrawal." The date of withdrawal entered on the form is used to calculate the return of Title IV Funds (federal financial aid), grants, scholarships etc. Following that calculation, a final account statement is prepared that shows any balances due the college or refunds due the student.

After a student notifies the Associate Dean of the intention to withdraw, the student must obtain signatures of the representatives of certain selected offices on the "Official Notice of Withdrawal" form. A student may rescind the intention to withdraw by not returning the "Official Notice of Withdrawal" form to the Associate Dean and informing the associate dean of the intent not to withdraw. If a student wishes to reverse a decision to withdraw after submitting the "Official Notice of Withdrawal" form, the student must provide written notification. If a student who rescinds an intention to withdraw does not complete the semester, the official date of withdrawal will be the later of the date the withdrawal form was obtained or the last date of class attendance.

Unofficial Withdrawal

If a student does not notify the Associate Dean of the intention to withdraw, the date of withdrawal used to calculate the return of Title IV Funds, grants, scholarships, and the institutional refund or balance due will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college has documentation of the last date of class attendance. If a student withdraws because of circumstances beyond the student's control, the college will determine the date of withdrawal.

Institutional Refunds

The college's withdrawal policy provides for a partial refund of tuition through the first three (3) weeks of the fall and spring terms, and the first two (2) weeks of the summer term, regardless of the reason for withdrawal.

Institutional Refund Schedule

Days Enrolled

Fall/Spring	Summer	<i>Refund Amt</i>	<i>Amt Charged</i>
1-21	1-14	80%	20%
22 and after	15 and after	No Refund	100%

If a student enrolled in the Eastern Classics program has completed the first preceptorial of a semester and wishes to drop the second, the date to determine the tuition refund is the beginning of the semester, not the beginning of the second preceptorial. Thus, the two preceptorials that run consecutively in the fall and spring semesters are treated as one class with respect to financial aid and the start day for which a refund for the semester is calculated. If the student has enrolled in a second-half of semester preceptorial only, and then withdraws, the tuition refund is determined from the first day of that preceptorial.

If a student in the Liberal Arts program has enrolled in a seminar and preceptorial in the fall or spring term, and then drops the preceptorial, the date used to determine the tuition refund is the beginning of the seminar, which is equal to the beginning of the semester. If the student has enrolled in a preceptorial only, and then drops it, then the tuition refund is calculated from the first day of the preceptorial.

The next step in determining the institutional refund is to count the number of calendar days from the first day of classes to the date of withdrawal (weekends are included, but scheduled breaks of at least five days are excluded). The schedule above is used to determine the percentage of fees (tuition, activity fee, room and board) that will be refunded.

Certain fees are not refundable: These include Tuition Insurance, Parking Fees, Health Insurance, Book fees and Admission Fees.

The same method will be used to calculate the cancellation of non-federal financial aid: The “refund amount” percentage provides the percentage of aid cancelled and the “amount charged” percentage corresponds to the revised aid the student will receive. For example, a student who withdraws within the first seven days of the fall or spring semester will receive 10 percent of the non-federal aid that had been awarded. Conversely, 90% of the non-federal aid will be cancelled.

A student who is expelled or asked to withdraw for academic or disciplinary reasons will receive no refund of tuition or room and board.

Return of Title IV Funds

See the previous “[Return of Title IV Funds](#)” section of the Handbook.

Student Services and Facilities

Office of the Associate Dean of Graduate Programs

Questions concerning curriculum and pedagogy, classroom relationships with tutors and other students, and policies governing campus life should be addressed to the Associate Dean, who serves as the graduate student advisor. Students are encouraged to introduce themselves to, and meet with, the Associate Dean, as they need. The Associate Dean is sometimes available at student social events, where casual conversations concerning the academic programs and student life are welcome.

The Graduate Program Administrator serves as a liaison between students and the Offices of the Dean, Registrar, Student Life, Financial Aid, and Treasurer, and is available to answer questions about academic issues and campus life, as well as all general questions, when the Associate Dean is unavailable.

Both the Associate Dean and the Graduate Program Administrator serve unofficially as ombudsmen for students in their dealings with other campus offices. All graduate students are advised strongly to bring problems or disputes to the Associate Dean’s attention before they approach the Dean or the President, as the Associate Dean may be able to resolve some problems; college personnel may address others more easily or quickly through his/her intervention.

The Office of the Graduate Institute is located just inside the main entrance of Levan Hall. Office hours are Monday through Friday, 9:00 a.m. to 5:00 p.m. Appointments with the Associate Dean may be made through the Graduate Program Administrator, 505-984-6050.

William Darkey Graduate Common Room

Please contact the Graduate Institute Office (ext. 6082 or 505-984-6082) for current guidelines concerning the use of the Graduate Common Room in Levan Hall. **Note that undergraduates may not attend the regular Graduate Institute gatherings after seminar on Thursday nights in the room.**

Scheduling Events

All graduate student requests that require campus facilities and/or space must be made through the appropriate office. The Graduate Office and Student Activities Office can help schedule all graduate meetings, study groups, clubs, gatherings, and event requests, and an office representative orders any food or technology needed. Please see the “[Student Activities and Events](#)” section for more details.

Graduate Council

The Graduate Council is an organization that focuses on issues of importance and concern to Graduate Institute students. The council consists of one member from each graduate seminar or tutorial, who volunteers or is elected at the beginning of each term, and of student members at large who meet the attendance requirement for becoming such. Four elected officers lead the council and are responsible for scheduling and conducting regular weekly meetings. The council addresses the concerns of the graduate students of St. John’s College to the college community.

The Graduate Council uses part of the student activity fee to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, and guerrilla seminars. The use of these funds for alcoholic beverages or alcoholic beverage supplies is strictly prohibited.

Registration on Campus

All students taking classes in-person must check-in on-campus prior to the start of the term. Students planning to live on-campus who arrive on the weekend or after office hours during the week can pick up their housing packets at the switchboard near the community mailboxes in Peterson Student Center. The Resident Advisor (RA) of the graduate student residence hall assists with housing registration. For vehicle registration information, see the “[Vehicle Registration and Parking Permits](#)” section of the Handbook.

Appendices

St. John's College Sexual Misconduct Policy

As an institution of higher education, St. John's College (the College) is committed to providing programs, activities, and an educational environment that is free from sex-based discrimination. As a leader in liberal arts education, the College highly values the environment that results when students, faculty, and staff from different backgrounds come together to discuss the ideas and ideals that are the cornerstone of a St. John's education.

The Sexual Misconduct Policy is designed to further the College's goal of equity and inclusion and identifies resources that are available to students, faculty, staff, and others affiliated with the College; defines the conduct that is prohibited under this Policy; and outlines the process by which the College will respond to reports of sexual misconduct as defined herein. St. John's College strives to be a community in which all members readily and safely report acts of sexual misconduct; it is our goal to remove all barriers to reporting.

In order to address incidents of sexual misconduct that do not fall within the definition of Title IX Sexual Harassment (which is a definition that is set forth in regulations promulgated by the U.S. Department of Education under Title IX of the Education Amendments Act of 1972 and which, among other things, limits the scope of Title IX Sexual Harassment to conduct that occurs within the United States and conduct that occurs within the University's education program or activity), the College has two policies that address sexual misconduct: (1) this policy and (2) the Title IX Sexual Harassment policy. These policies are inter-related and must be read together. There may be a circumstance when the allegations forming the basis of a formal complaint (defined below), if substantiated, would constitute prohibited conduct under both this Sexual Misconduct Policy and the Title IX Sexual Harassment Policy. In that circumstance, the process set forth in the Title IX Sexual Harassment policy will be applied in the investigation and adjudication of all of the allegations.

This Sexual Misconduct Policy applies only to certain conduct defined under this policy. Conduct not falling under the scope of this policy may be addressed under other College policies. Specifically, this policy applies to forms of sexual misconduct that do not fall under the scope of the Title IX Sexual Harassment policy. The Sexual Misconduct Policy also applies to complaints alleging certain conduct that would otherwise be prohibited under the Title IX Sexual Harassment policy, but which must be dismissed under the Title IX Sexual Harassment policy because they do not meet the jurisdictional requirements.

Sexual Misconduct Policy Statement

This Policy prohibits sexual misconduct, including Sexual Assault, College Sexual Harassment, Quid Pro Quo Sexual Harassment, Domestic Violence, Dating Violence, Sexual Coercion, Sexual Exploitation, and Stalking. It further prohibits Retaliation and Intimidation, as defined in

Section V, below.

Applicability and Scope

Who (“Covered Individuals”) - This policy applies generally to:

- All members of the College community including all students, faculty, staff, recognized groups, and Board members; and
- Alumni, visitors, and third parties engaged in business with the College.

Where - This policy applies to:

- Conduct that occurs in the local vicinity but outside of a College program or activity; or
- Conduct that occurs outside of the United States when the conduct is associated with a college-sponsored program or activity, such as travel, research, or internship programs; or
- Conduct that involves the use of the College’s computing and network resources from a remote location, including but not limited to accessing email accounts;
- Conduct that occurs outside the local vicinity and outside of a College program or activity, but the College determines that it implicates a substantial-College interest, for instance, where the conduct may create a hostile environment for community members on an on-going basis

What - This policy applies to all forms of sexual misconduct, as defined herein. Allegations of sexual misconduct that do not fall under this policy because they do not constitute prohibited conduct as defined herein, may constitute violations of other College policies, including the Title IX Sexual Harassment Policy.

When - Reports of sexual misconduct may be made to the College at any time. The College encourages those who experience or witness the alleged act of sexual misconduct to report it immediately in order to maximize the College’s ability to respond and conduct a thorough investigation. Prompt reporting allows evidence to be preserved, witnesses to be interviewed, and any disciplinary/resolution process to move forward most effectively. The ability to investigate a report and take action against a Respondent becomes more limited as time goes on. Disciplinary action can generally only be taken against a Respondent as long as that person is enrolled, employed, or otherwise affiliated with the College. This does not preclude the College from taking administrative actions against Respondent’s who are unaffiliated with the College. Administrative actions may include, but are not limited to, barring an individual from College property or attending College-affiliated events.

The College also has a Title IX Sexual Harassment and a Non-Discrimination and Anti-Harassment Policy. These policies addresses protected-class based discrimination and sexual misconduct that does not constitute Title IX Sexual Harassment as defined in Section III of this policy, and other forms of discrimination which are prohibited by the College, but are not violations of this policy. If particular conduct would be prohibited by both this Policy and by the Non-Discrimination and Anti-Harassment Policy, this Policy controls.

Inquiries about this Policy should be made to the appropriate Sexual Misconduct Coordinator:

- In Santa Fe: Christine Guevara, Executive Director, Campus Health and Wellness. Weigle Hall Room 117, Christine.Guevara@sjc.edu, 505-984-6128.
- In Annapolis: Danielle Lico, Executive Director, Campus Wellness. Mellon Hall 185, Danielle.Lico@sjc.edu, 410-626-2530

Definitions

- A. Complainant** is an individual(s) who has standing to file a Formal Complaint under this policy. This generally refers to an individual who directly experienced a violation(s) of this policy.
- B. Confidential resources/persons** are those who are not required to convey a report of misconduct or harassment to a Sexual Misconduct Coordinator. *Completely* confidential persons to whom reports can be made are the mental health counselors. Such reports will not be shared without the reporter's explicit permission, except in extreme circumstances. *Mostly* confidential reporting persons include physicians, nurse practitioners, and other counselors. Mostly confidential reporting persons will keep reports as confidential as possible, but must share de-identified information with a Sexual Misconduct Coordinator.
- C. Consent** is informed, freely and actively given speech or action that indicates willingness to participate in mutually agreed upon specific sexual contact. Consent must be given from the beginning to the end of each instance of sexual activity and for each type of sexual contact. Consent cannot be given by someone who is incapacitated, by alcohol or other drugs or for some other reason (for example, age or disability). Silence and/or lack of resistance on the part of the Complainant does not imply consent. A previous relationship or prior consent does not imply consent to future sexual acts. Consent is not indefinite; it can be withdrawn at any time. Consent is not given if it results from the use of threat of physical force, deception, lying, intimidation, coercion, or any other factor that would eliminate an individual's ability to choose whether or not to have sexual contact.
- D. Dating Violence** means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who is subject to such behavior. The existence of such a relationship shall be determined based on all of the following: the Complainant's statement, the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:
1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 2. Dating Violence does not include acts covered under the definition of Domestic Violence.

E. Domestic Violence refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim (or a person similarly situated to a spouse of the victim), by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse. Domestic Violence also includes:

1. An offense that meets the definition of abuse as defined by the laws of the State of Maryland (Md. Code Ann., Fam. Law § 4-501, *et seq.*), as applicable.
2. An offense that meets the definition of assault or battery as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-3-12, *et seq.*), as applicable.

F. Formal Complaint refers to a written complaint (electronic submission via email meets this definition) alleging sexual misconduct against a respondent that is submitted by the Complainant to a Sexual Misconduct Coordinator, that articulates the following details:

1. A stated desire to move forward with an investigation into the incident as outlined in this policy;
2. Date(s) or approximate date(s) of the alleged incident(s);
3. Time(s) or approximate time(s) of the alleged incident(s);
4. Name(s) of the Respondent(s) involved in the alleged incident(s); and
5. Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal complaint may also refer to a document signed by the Sexual Misconduct Coordinator. Where the Sexual Misconduct Coordinator signs a formal complaint, the Sexual Misconduct Coordinator is not a complainant or otherwise a party.

G. Incapacitation is the inability, temporarily or permanently, to give consent because the individual is asleep, unconscious, losing or regaining consciousness, or is otherwise unable to make informed rational judgments and decisions.

Incapacitation may result from the use of alcohol and/or drugs (both legal and illegal) and is a state beyond drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs that a person is incapacitated or approaching incapacitation may include acting confused or incoherent, slurred speech, vomiting, inability to perform personal tasks such as undressing, inexplicable sudden changes in emotion, and/or difficulty walking. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, or capacity to appreciate the nature and the quality of the act.

When an investigator or panel is assessing incapacitation, they will look at the issue from the perspective of a Respondent and determine whether a Respondent should

have been aware of the Complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent's position.

- H. Supportive Measures** are designated to stop and prevent the recurrence of sexual misconduct and protect the educational and living environment for the Complainant and the Respondent pending the outcome of the procedures under this policy. In all complaints of sexual misconduct whether the Complainant files a Formal Complaint or asks that the complaint remain confidential, the College may implement reasonable supportive measures.

The range of supportive measures include, but are not limited to, the imposition of a no-contact order instructing the parties to not contact one another; change in work schedule or job assignment; restrictions in access to the College facilities, including but not limited to the Dining Hall or Residence Halls; change in housing; change in class schedule; restrictions on co-curricular activities; interim suspension; or any other remedy which can be tailored to the involved individuals.

- I. Intimidation** is any act to deter an individual from making a report of an alleged violation of this Policy or participating in an investigation or related proceeding under this Policy by imposing fear through threats of physical or emotional harm to anyone.
- J. Managing Coordinator** is the person who is assigned to manage the administrative aspects of a complaint. While the Managing Coordinator will usually be a Deputy Sexual Misconduct Coordinator, the College reserves the right to appoint others, including persons external to the College, to serve in this capacity.
- K. Recognized Organization** is any student organization, club, intermural sports team, or other group of students organized in a formal and/or identifiable way.
- L. Reporting Party** is an individual(s) making a report that this Policy has been violated. The Reporting Party and the Complainant may or may not be the same individual(s). The report of an engaged bystander can provide critical direction for the investigation of misconduct, even when the misconduct was not directed at the Reporting Party.
- M. Respondent** is an individual(s) or recognized organization(s) accused of violating this Policy.
- N. Retaliation** is any act or attempted act to seek retribution against anyone who has reported an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, and discrimination.
- O. Sexual Assault** is actual or attempted physical sexual contact with another person without that person's consent. Sexual Assault specifically includes:

1. An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI's Uniform Crime Reporting Program.
 - Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age and/or because of temporary or permanent mental incapacity.
 - Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape: Non forcible sexual intercourse with a person who is under the statutory age of consent.
2. An offense that meets the definition of rape or sexual offenses, as defined by the laws of the State of Maryland (Md. Code Ann., Crim. Law § 3-303, *et seq.*), as applicable.
3. An offense that meets the definition of rape, aggravated rape, or criminal sexual contact as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-9-11, *et seq.*), as applicable.

P. Sexual Coercion is unreasonable or oppressive speech or action used to pressure someone to engage in unwanted sexual activity (*e.g.*, using inappropriate pressure, threats of a non-violent nature [for example, the release of sensitive or private information], manipulation, or exploiting a real or perceived power or authority over another). Sexual Coercion can be differentiated from seduction by a repetition of the coercive activity in the face of resistance, the degree of pressure applied, or the initiator's knowledge that the pressure is unwanted.

Q. Quid Pro Quo Sexual Harassment – An employee of the institution conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

R. College Sexual Harassment – Sexual Harassment is unwelcome and offensive conduct, which need not be severe or pervasive, when the conduct is based on the basis of a person's sex (including on the basis of their gender, gender identity and expression, or sexual orientation) that consists of unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:

- a. submission to the conduct is made either explicitly or implicitly a term or condition of employment or other educational decisions about an individual;
- b. submission to or rejection of the conduct is used as a basis for employment or other educational decisions affecting the individual; or
- c. based on the totality of the circumstances, the conduct unreasonably creates a working or learning environment that a reasonable person would perceive to be

abusive or hostile.

- S. Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct may include, but is not limited to, acts in which one directly or indirectly follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited or interferes with a person's property. A course of conduct consists of two or more acts. Stalking may be conducted through any method, device or means.

Stalking includes activity otherwise defined by the laws of the State of Maryland (Md. Code Ann., Crim. Law § 3-801, *et seq.*) and the State of New Mexico (N.M. Stat. Ann. § 30-3A- 3, *et seq.*), as applicable.

- T. Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for the individual's own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples of Sexual Exploitation include, but are not limited to: non-consensual observation or recording of individuals who are undressed or engaging in sexual acts; prostituting another person; knowingly transmitting a STI, STD, or HIV to another; and administering or providing alcohol and/or drugs for the purpose of impairing a person.
- U. Sexual Misconduct** includes sexual assault, College sexual harassment, quid pro quo sexual harassment, dating violence, domestic violence, sexual coercion, sexual exploitation, and stalking as defined herein.
- V. Sexual Misconduct Coordinator** is the senior College administrator who oversees the College's compliance with all forms of sexual misconduct, including that specifically governed by Title IX. The Sexual Misconduct Coordinator is responsible for administrative response to reports and Formal Complaints of Sexual Misconduct Policy, the Title IX Sexual Harassment Policy, and other applicable policies. The Sexual Misconduct Coordinator is available to discuss the Policy, coordinate Supportive Measures, explain College policies and procedures, and provide education on relevant issues. The Sexual Misconduct Coordinator may designate one or more Deputy Sexual Misconduct Coordinators to facilitate these responsibilities. Any member of the College community may contact the Sexual Misconduct Coordinator with questions.
- W. Investigators** are neutral and impartial fact-finders who gather evidence during the investigation. The investigators are responsible for completing an investigation report at the conclusion of the investigation. The Deputy Sexual Misconduct Coordinators may supervise and advise the investigators when conducting investigations and update the Sexual Misconduct Coordinator as necessary to ensure compliance with this policy. Investigators need not be employees of the College.

- X. Hearing Officer(s)** are responsible for conducting the hearing in an orderly manner, controlling the conduct of all participants and attendees of the hearing, and rendering a written determination regarding responsibility of the Respondent's alleged conduct charges in an impartial, neutral, and objective manner. Hearing Officer(s) need not be employees of the College.

Prohibited Conduct

Any conduct that is defined as Sexual Misconduct, Retaliation or Intimidation under this policy is considered prohibited conduct. Respondents who are alleged to have violated this policy will be charged with one or more of the following types of Sexual Misconduct:

- A. Sexual Assault:
 - i. Rape
 - ii. Fondling
 - iii. Incest
 - iv. Statutory Rape
- B. Quid Pro Quo Sexual Harassment
- C. Sexual Harassment
- D. Dating Violence
- E. Domestic Violence
- F. Sexual Coercion
- G. Sexual Exploitation
- H. Stalking
- I. Other: Violation of Maryland State Law
- J. Other: Violation of New Mexico State Law
- K. Retaliation
- L. Intimidation

Retaliation and Intimidation

The College prohibits Retaliation against or Intimidation of those who make or are the subject of a complaint or third-party report of Sexual Misconduct or who participate in the investigation or disciplinary/resolution process. However, if an investigation results in a finding that the Reporting Party or Complainant knowingly accused another falsely of an act of sexual misconduct, the Reporting Party will be subject to appropriate sanctions, which may include termination of employment or, in the case of students, dismissal from the College.

Consistent with this policy, the College will take steps to prevent Retaliation and Intimidation, and will take strong responsive action if Retaliation or Intimidation occurs. Any Retaliation, Intimidation, or reprisal directed toward any party or witness as a result of their role in the investigation process is strictly prohibited, is itself a violation of this Policy, and should be reported immediately to a Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator.

Reporting Options

Any member of the College community who believes that they have witnessed, experienced, or are aware of conduct that constitutes a violation of this policy is encouraged to talk to somebody about what happened.

For any individual subject to or witness to Sexual Misconduct of any type, the first step is always the same: get to a safe place as soon as possible. If emergency assistance is required, call Public Safety or Local Emergency Services by dialing 911.

- In Santa Fe: Dial “0” from a campus phone or call 505-984-6000
- In Annapolis: Dial “x2000” from a campus phone or call 443-336-2348

If you have been affected by a violation of this Policy, and wish to seek emergency medical treatment, the following medical centers are equipped with evidence collection kits and staff specially trained to conduct forensic examinations:

- In Santa Fe: Christus St. Vincent Regional Medical Ctr, 455 St. Michaels Drive, Santa Fe, NM, 505-913-3361
- In Annapolis: Anne Arundel Medical Center, 2001 Medical Parkway, Annapolis, MD 443-481-1000

If any individual has been subject to or witnessed any type of sexual misconduct, the following options are available. Individuals may pursue some or all of these options simultaneously:

- Seek confidential support and counseling from staff in the Counseling Center (Annapolis) or Therapy Services (Santa Fe). An after-hours confidential resource can be accessed by calling Public Safety.
- Report the incident to or file a complaint with the College through a Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator listed in this policy. Reports can also be made to Public Safety.
- Notify law enforcement authorities and file a criminal complaint. Public Safety and/or a Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator are available to assist in this process.

Confidential Resources/Persons

A report to a confidential resource listed below is not considered a report to the College and will not result in an investigation or any remedial or disciplinary action. Confidential resources are available to support emotional and physical needs only.

The following resources are considered confidential for students:

- Annapolis Campus
 - Harrison Health Center, including Counseling Services, at x2553 from a campus phone or 410-626-2553
 - Anne Arundel County sexual assault hot line at 410-222-7273
 - Anne Arundel Medical Center at 443-481-1000
- Santa Fe Campus
 - Student Health Office at x6418 from a campus phone or 505-984-6418
 - Therapy Services at x6419 from a campus phone or 505-984-6419; or at x6421 from a campus phone or 505-984-6421
 - Solace Crisis Treatment Center at 505-986-9111
 - Christus St. Vincent Regional Medical Center at 505-913-3361

The following resources are considered confidential for employees:

- Annapolis Campus
 - Employee Assistance Program offered by Business Health Services at 800-327-2251
 - Anne Arundel County sexual assault hot line at 410-222-7273
 - Anne Arundel Medical Center at 443-481-1000
- Santa Fe Campus
 - Employee Assistance Program offered by The Solutions Group at 505-254-3555
 - Solace Crisis Treatment Center at 505-986-9111

- Christus St. Vincent Regional Medical Center at 505-913-3361

NOTE: While the above confidential resources may maintain an individual's confidentiality vis -à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to the state in the case of abuse of minors; threat of imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case. At the beginning of any conversation, individuals may want to consider asking resources to describe their level of confidentiality.

Reporting to the College

Sexual Misconduct Coordinators and Deputy Sexual Misconduct Coordinators have been trained to receive and respond to alleged violations of this policy and Reporting Parties are encouraged to seek out these resources when making reports.

Annapolis Campus

- Sexual Misconduct Coordinator:
 - Danielle Lico, Executive Director Campus Wellness
Danielle.Lico@sjc.edu
410-626-2530
- Deputy Sexual Misconduct Coordinators:
 - Sue Gelenter, Director Human Resources
Sue.Gelenter@sjc.edu
410-626-2504
 - Taylor Waters, Director of Student Services
Taylor.Waters@sjc.edu
410-626-2512

Santa Fe

- Sexual Misconduct Coordinator:
 - Christine Guevara, Executive Director of Campus Health and Wellness
Christine.Guevara@sjc.edu
505-984-6128
- Deputy Sexual Misconduct Coordinators:
 - Aaron Young, Director of Human Resources
Aaron.Young@sjc.edu
505-984-6140

Reporting Parties are encouraged to make reports of alleged violations of the Sexual Misconduct Policy to the Sexual Misconduct Coordinator or a Deputy Sexual Misconduct Coordinator. Given the size and intimate nature of the College environment, all employees of the College, (including staff, administrators, faculty, and Resident Advisors) - with a few limited exceptions - are required to promptly report allegations of violations of this policy that they observe or learn about to a campus Sexual Misconduct Coordinator or Deputy

Sexual Misconduct Coordinator. Employees who knew about but did not report allegations of violations of this policy may be subject to disciplinary action.

Note, however, that employees are not required to report information about violations of this policy learned through public awareness events such as “Take Back the Night” or other forums at which individuals disclose experiences with sexual violence or other violations of this policy.

The Sexual Misconduct Coordinator and, through delegation of authority the Deputy Sexual Misconduct Coordinators, are the only people with the authority to implement corrective measures on behalf of the College. These are the only people to whom formal complaints can be made.

Confidentiality

The College understands that Reporting Parties may report an incident but request confidentially. The College also understands that some Complainants may not wish to pursue an investigation or that they may wish to pursue an investigation in a more limited way due to confidentiality concerns. In such instances, the Sexual Misconduct Coordinator will weigh the request against the College’s obligation to provide a safe, non-discriminatory environment for all students, employees, and others, including the Reporting Party.

In weighing a request for confidentiality or a request that no additional actions be taken by the College, the Sexual Misconduct Coordinator will consider a number of different factors, including, but not limited to:

- The details of the reported incident;
- The age of the Complainant;
- Whether the incident involved physical violence or the use of a weapon; and
- If the report reveals a pattern of behavior at a specific location or by a Respondent.

Consideration of these factors could lead the College to investigate and, if appropriate, pursue action against the Respondent. If none of these factors indicates the need to initiate an immediate investigation, the College will likely respect the request for confidentiality. It is important to note that requests for confidentiality, if honored, may limit the College’s ability to respond to a report in a meaningful way. If the College determines that it cannot maintain a Complainant’s confidentiality, the Complainant will be notified prior to an investigation.

Anonymous Reports

Anonymous reports of violation of the Policy may be made by calling the College’s Compliance Hotline administered by Lighthouse Services at 844-490-0002 (or for services in Spanish, 800-216-1288). Reports will be forwarded to a Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator on the appropriate campus.

It should be noted that the College’s ability to investigate or act upon anonymous reports

may be limited.

Required Disclosures

As is required under the Clery Act and the 2013 Amendments to the Violence Against Women Act, the College is required to collect non-identifying statistical information about certain crimes, including any alleged sexual misconduct, Dating Violence, Domestic Violence, or Stalking, as required by state and federal law. These statistics are shared with Public Safety for inclusion in the Daily Crime Log and in the Annual Security Report.

The College is also required to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the College community. These notifications will not contain any identifying information about the Reporting Party and/or Complainant.

Certain members of the College community are considered mandatory reporters under state law and, as such, are required to notify local authorities about suspected abuse of minors, including sexual abuse.

Reporting to Law Enforcement

The College encourages (but does not require) Complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under applicable law. The Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator will inform the Complainant of the possibility of bringing criminal charges. If the Complainant decides to proceed with a criminal charge, officials of the College will cooperate with the police investigation. At the request of the Complainant, College officials will also assist the Complainant in bringing the allegation to the proper law enforcement authorities.

It is important to emphasize that law enforcement's decision to prosecute or not to prosecute a Respondent is not determinative of whether a violation of this Policy has occurred; similarly, the outcome of any criminal prosecution is not determinative of whether a violation has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Regardless of whether a criminal complaint is filed, the College will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (Complainant, Reporting Party, Respondent, and/or witnesses) refuses to participate in the College process does not mean that the disciplinary process will not take place if the College deems it appropriate to move forward with that process. Similarly, a party's withdraw/departure from the College does not necessarily mean that the process will end.

In criminal cases, the preservation of evidence is critical and should be done properly and

promptly (as soon as possible, but typically within 5 days). In cases of rape or other forms of sexual assault, it is important not to shower, change clothes, or even brush one's hair, as physical evidence may be lost. In cases of violence or physical abuse, it is important to document injuries, including by taking photographs.

False Allegations

Anyone who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the College civility policy. Similarly, a person who is later proven to have intentionally given false information during the course of an investigative or disciplinary process may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. No complaint will be considered "false" solely because it cannot be corroborated.

Amnesty

The College encourages reporting and recognizes that a Reporting Party, Complainant, or witness who has been drinking or using drugs at the time of the incident may be hesitant to make a report or participate in an investigation because of potential consequences for their own conduct. Students who report alleged violation of the policy, either as a Reporting Party, Complainant, or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident. The College may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Amnesty for a student who reports Sexual Misconduct may extend to other violations of the College's policies and practices, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not apply if someone is found to have possessed, used, provided, or administered alcohol or other drugs for the purpose of facilitating sexual assault or harm to others.

Complaint Process and Investigation

The purpose of this policy and the activities of the Sexual Misconduct Coordinator and Deputy Sexual Misconduct Coordinators is to stop, remediate the effects of, and prevent the recurrence of sexual misconduct, as defined within this policy. All complaints and investigations will be handled in a prompt, thorough and impartial manner. Additionally, Complainants and Respondents are entitled to treatment with dignity, respect, and sensitivity by the College during all phases of the Complaint Process and Investigation.

- A. Complaint Intake** – Following receipt of notice of a violation or of a complaint, the Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator will contact the Reporting Party and Complainant, if not the Reporting Party, and provide information regarding rights, options, and how to get immediate confidential help.

An initial determination is made by a Sexual Misconduct Coordinator or Deputy

Sexual Misconduct Coordinator as to whether a policy violation may have occurred or whether Informal Resolution might be appropriate. If the complaint does not appear to allege a policy violation, or if Informal Resolution is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, then the complaint does not generally proceed to full investigation. A full investigation will almost always be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members.

A Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator will meet with the Complainant for an initial intake meeting. At this meeting, the Coordinator will provide the Complainant with an understanding of the sexual misconduct reporting and investigation process, the resources available, and answer any questions. The intake meeting may also involve a discussion of any accommodations/interim measures that may be appropriate. The Complainant will be notified about their right to have an advisor of their choice present at this meeting.

- B. Filing a Formal Complaint** – In order for the College to move forward, the Complainant is required to file a Formal Complaint with the Sexual Misconduct Coordinator or a Deputy Sexual Misconduct Coordinator. The Formal Complaint is required to include, at minimum, the following information:
- A stated desire to move forward with an investigation into the incident as outlined in this policy;
 - Date(s) or approximate date(s) of the alleged incident(s);
 - Time(s) or approximate time(s) of the alleged incident(s);
 - Name(s) of the Respondent(s) involved in the alleged incident(s); and
 - Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal Complaints may be initiated by the Sexual Misconduct Coordinator in instances where there is information presented to the College that identify the same Respondent in more than one incident or if the information presented constitutes an ongoing risk to the College community. The Sexual Misconduct Coordinator is required by federal law to initiate a Formal Complaint in these instances without regard to the wishes of the complaining party(ies).

- C. Decline to File a Formal Complaint or Requests Confidentiality** – If the Complainant does not wish to pursue a Formal Complaint and/or requests the complaint remain confidential, the College's ability to respond may be limited. The College reserves the right to issue a no contact order and take other reasonably necessary measures, including interim measures, to ensure the safety of the Complainant or others. If the College determines that it cannot maintain a Complainant's confidentiality, the Complainant will be notified prior to an investigation.
- D. Mandatory and Discretionary Formal Complaint Dismissals** – Under Title IX

regulations, colleges are required to distinguish between prohibited conduct that is “under Title IX” and prohibited conduct that is a violation of College policy. If it is determined that the complaint falls under the definition of Title IX Sexual Harassment, the complaint will be dismissed from this policy and adjudicated under the Title IX Sexual Harassment Policy. The College may also investigate allegations of prohibited conduct under other disciplinary procedures of the College.

The College may dismiss a Formal Complaint, at its discretion, for any of the following circumstances:

- If the Complainant requests in writing to dismiss a Formal Complaint (e.g. withdraws the Formal Complaint or any allegations therein);
- If the Respondent is an employee and no longer employed by the College at the time the Formal Complaint is filed;
- Any specific circumstances that prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or any allegations therein; or
- The conduct alleged does not meet the definition of any prohibited conduct under this Policy.

If the College dismisses a Formal Complaint, the College will provide both parties a written notice of the dismissal and the reason(s) for the dismissal. The Complainant will have ten (10) business days from notification that the complaint will not move forward to an investigation to submit a written appeal to the Sexual Misconduct Coordinator. If the Sexual Misconduct Coordinator does not receive an appeal, the matter will be closed. If the Sexual Misconduct Coordinator receives a timely appeal, the appeal will be shared with the Appeal Officer.

For cases on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Human Resources on the Annapolis Campus. For cases on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. The Complainant will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Sexual Misconduct Coordinator. The Appeal Officer will evaluate the appeal based on the Formal Complaint and any additional information submitted by the Complainant during the appeal process. The Appeal Officer may uphold the decision of the Sexual Misconduct Coordinator or refer the matter for investigation.

E. Notification of Investigation/Charge Letter – Once the Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator receives the Formal Complaint, a Managing Coordinator will be assigned. The Managing Coordinator will send the Respondent a Notification of Investigation/Charge Letter that contains, at minimum, the following information:

- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);

- Name(s) of the Complainant(s) involved in the alleged incident(s);
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an investigation;
- Alleged conduct violation(s);
- Range of potential sanctions; and
- A copy of the Formal Complaint.

The Managing Coordinator will notify the Respondent of their right to have an advisor of their choosing present with them at this meeting. The name(s) of the investigators will be provided as soon as investigators are assigned.

The Complainant will also be provided with a copy of the Notification of Investigation/Charge Letter. The name(s) of the investigators will be provided as soon as investigators are assigned.

F. Informal Resolution – Based upon the information presented by the parties, the Managing Coordinator will review the possibility of an Informal Resolution. An Informal Resolution will only be presented if:

- The Complainant requests an informal mechanism;
- The Complainant, Respondent, and Sexual Misconduct Coordinator, on behalf of the College, agree to an Informal Resolution in writing;
- The alleged misconduct does not involve Sexual Assault or Sexual Coercion.
- The complaint does not involve allegations that an employee sexually harassed a student.

Should an Informal Resolution be agreeable to both parties, the Sexual Misconduct Coordinator will facilitate the process, and communicate with the parties. Informal Resolutions of a Formal Complaint will be concluded within 60 days of notice to the College that both parties wish to proceed with the Informal Resolution process. Such notice that the parties wish to proceed with an Informal Resolution process will “pause” the counting of the timeframe to conclude the Procedures of this Policy, should the Informal Resolution process fail and the parties continue with the Investigation. Either party may end the Informal Resolution process at any time and request an investigation.

Any final resolution pursuant to the Informal Resolution process will be documented and kept for seven years as required by law. However, no recording of the Informal Resolution process will be made and all statements made during the Informal Resolution process and may not be used for or against either party (and the Hearing Officer and Appellate Officer may not consider any such statement made during Informal Resolution) should the complaint move forward to an investigation. Failure to comply with an Informal Resolution agreement may result in disciplinary action.

Informal Resolutions cannot include a transfer of the Respondent to the other campus

unless there is concurrence on the part of the Sexual Misconduct Coordinators on both campuses. The college is not obligated to accept resolutions negotiated between the parties without the inclusion of the Sexual Misconduct Coordinator representing the interests of the college.

G. Investigation –

Investigator

In cases where the Sexual Misconduct Coordinator determines that a Complaint appears to allege a policy violation and the Complainant wishes to pursue a formal complaint, or the Sexual Misconduct Coordinator decides that the College, based on a potential policy violation, wishes to pursue a Formal Complaint, then the Sexual Misconduct Coordinator appoints trained, impartial individual(s) to conduct the investigation. In the event that the Sexual Misconduct Coordinator designates more than one investigator, both investigators will not necessarily attend every interview.

The Sexual Misconduct Coordinator may appoint an investigator external to the College; any investigator may serve as a single investigator or as a co-investigator.

The investigation will be prompt, thorough, and impartial. The College will strive to complete all investigations within 60 business days; should an extension be required the parties will be notified. Depending on the nature and severity of the complaint, and after an individualized assessment of each case, the College reserves the right to intermily suspend the Respondent and otherwise restrict their access to campus during the course of the investigation where the individualized assessment finds that the Respondent represents an immediate threat to a person's physical health or safety arising from the allegations of sexual harassment. Before issuing an interim suspension, the College will consider the appropriateness of other supportive measures short of interim suspension or removal.

In all cases in which an interim suspension is imposed, the student will be given the opportunity to meet with the Assistant Dean and the Sexual Misconduct Coordinator or their designees prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Assistant Dean and Sexual Misconduct Coordinator or their designees has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion.

Communication and Confidentiality

The investigator, either through the Managing Coordinator or independently, is responsible for communications with the parties regarding the progress of the investigation. This includes the date, time, and location of each interview the party is required or permitted to attend. The parties will also be notified of their right to have

an advisor of their choice present at any meeting or other proceeding under this Policy.

Parties will have the opportunity to review any documentary evidence that may be used in determining the outcome of the investigation before such a determination is reached. Specifically, each party will be given the opportunity to review written summaries of any witness interviews, including interviews of the other party, as described in greater detail below. It is important to note that any character evidence, personally identifiable information, and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted.

Parties and witnesses are expected to maintain confidentiality regarding the proceedings under this Policy, provided that the parties may speak to advisors, confidantes, parents, counselors, and law enforcement authorities regarding the matter, and may speak to others for the purposes of seeking, obtaining, or presenting evidence, or otherwise preparing for the meetings and proceedings described in this Policy.

The parties are reminded that, in addition to this Policy's prohibition on Retaliation and Intimidation, the College's civility policy remains in effect with respect to the parties' dealings with one another, witnesses, and third parties related to the proceedings under this Policy. Any documentary evidence, witness summaries, or other documents reviewed by the parties must be kept confidential, and may be used only for the purposes of the proceedings under this Policy. Should either party, third-parties on their behalf, whether or not the party is aware of the action of the third-party, share, post, or otherwise disclose any of the documentary evidence, witness summaries, or other documents reviewed as part of the Complaint, other than as permitted under this Policy, additional disciplinary action may be taken by the College.

Advisor of Choice

The Managing Coordinator will notify all parties that each is permitted, if they wish, to have an advisor of their choice present at any meeting or other proceeding under this Policy. Parties may change their advisor at any point during the process. Advisors may be attorneys.

Meetings/proceedings will be scheduled not less than three (3) business days in advance, except at the request of a party. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigator at least twenty-four (24) hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate actively in the investigation, or communicate with anyone other than the person being advised. Should the case proceed to a hearing, the Advisor for each party will question those who participate in the hearing. Advisors are expected to conduct themselves in a

professional manner at all times and respect the decisions made by the Hearing Officer. Advisors who fail to comply with these rules will be asked to leave and will not be permitted to attend future meetings/proceedings. Should this occur, the impacted party will be able to select another person to serve as their advisor.

Should a party not select an advisor, the College will provide an advisor to that party prior to the hearing, if not sooner, based on the wishes of that party.

Parties initiating this Policy on the Annapolis Campus are encouraged to review Section XIV, which outlines specific information about attorneys and advocates available within the State of Maryland.

Evidence Collection

The investigator will interview the parties, as well as all relevant witnesses, gather any relevant evidence (such as texts/emails, social media postings, surveillance video, photos), and consider all relevant evidence. The investigator retains discretion to determine how to conduct the investigation and what information is necessary and relevant. Although formal rules of evidence will not apply, the investigator will not consider character evidence, incidents not directly related to the possible violation unless they tend to show a pattern, past sexual history (except as provided below), or sexual character of either party, unless such information is determined to be highly relevant by the Sexual Misconduct Coordinator. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.

During the investigation, the parties will have an equal opportunity to share information and request that witnesses be interviewed. The parties will *not* be interviewed together or be required to meet.

The investigator is a neutral fact-finder, who, during the course of the investigation, may gather information in multiple ways. The investigator may collect documents and other information and may also interview witnesses or other people with relevant information beyond those identified by the parties. The interviews are not required to be in-person.

The investigator may decline to gather information if:

- the request seeks information about the Complainant or Respondent's past sexual history with anyone other than the other party except to:
 - a. Prove the source of injury;
 - b. Prove prior sexual misconduct;
 - c. Support a claim that a student has an ulterior motive; or
 - d. Impeach a student's credibility after that student has put his or her own prior sexual conduct at issue.
- the request seeks information about either party's mental health history, unless that party consents;

- the request seeks information that is unreasonably duplicative;
- the request is unlikely to yield relevant evidence;
- the request seeks information that the requesting party could obtain from another source with greater convenience or less burden;
- the request unreasonably invades the privacy interests of a party or witness or seeks information protected by federal or state law; or
- the burden of complying with the request is likely to substantially outweigh the benefit of the information as relevant evidence in the hearing.

Witness Statements and Summary of Evidence

The investigator will prepare Witness Statements and a draft “Summary of Evidence” that includes all of the evidence to be considered at the conclusion of an investigation, including, but not limited to, any documents and/or materials gathered during the investigation, statements by witnesses, and statements by the parties (including any evidence upon which the investigator does not intend to rely in creating the final investigation report). The Parties will be provided with the opportunity to review all witness statements, including the statement of the other party, and send to the investigator questions to be posed in response. Parties will be given ten (10) days to review and respond to witness statements and the draft Summary of Evidence.

Parties may be provided with witness statements throughout the course of the investigation or after all of the witnesses have been interviewed. In cases where the parties are provided with all of the witness statements at once, additional time to review the materials may be provided at the sole discretion of the Managing Coordinator.

Based on the written responses submitted, the investigator(s) will make any necessary revisions, and finalize the report. The investigator(s) will document the rationale for any changes made as a result of the parties’ submissions.

The Managing Coordinator will provide the final investigation report to the parties at least 10 business days before the complaint is to be reviewed by a hearing panel, as described below.

F. Potential Outcomes of Investigation: No Charge Decision, Non-Hearing Resolution or Referral for a Hearing

Following an investigation, or possibly during the investigation in the event of a Non-Hearing Resolution or withdrawal of the complaint, the Sexual Misconduct Coordinator will adopt one of the following options:

Post Investigation Dismissal

If the Sexual Misconduct Coordinator concludes that a reasonable Sexual Misconduct

Hearing Panel (“Hearing Panel”) could not find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, the complaint would be dismissed pursuant to this policy and the dismissal can be appealed as outlined in Section IX.D.

Non-Hearing Resolution

If the Sexual Misconduct Coordinator concludes that a reasonable Hearing Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, but there is not a significant dispute among the parties and the Sexual Misconduct Coordinator about the proper outcome of the matter (including administrative remedies and disciplinary sanctions), the Sexual Misconduct Coordinator may suggest to the parties a resolution without a hearing. In no case shall the parties be required to engage in discussions together regarding a proposed resolution.

- A non-hearing resolution is not available if a party objects to such a resolution.
- A non-hearing resolution will result in a formal document signed by the parties and the Sexual Misconduct Coordinator that summarizes the incident that led to the complaint, any disciplinary and/or administrative sanctions and remedies agreed to, and any other information relevant to the resolution of the complaint.
- The administrative remedies and disciplinary sanctions will have the same force and effect as though they were imposed following a review panel.
- Transfer of campuses is not permitted as a remedy unless approved by the Sexual Misconduct Coordinators on both campuses.
- Non-hearing resolutions cannot be appealed.

Referral to a Sexual Misconduct Hearing Panel

If the Sexual Misconduct Coordinator concludes that a Sexual Misconduct Hearing Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred and that a non-hearing resolution is either not possible or not appropriate based on the investigation, the matter will be referred to a Hearing Panel for adjudication.

SEXUAL MISCONDUCT HEARING PANEL

The Hearing Panel is responsible for evaluating the information gathered by the investigator and the testimony offered by those who participate at the hearing, and determining whether a violation of this Policy occurred and the appropriate sanction(s).

A. Panel Composition

Each Hearing Panel includes two members. One panel member will be an employee of the College and the other will be external to the College. The panel member external to the College will serve as the Hearing Officer. All Panel members will receive appropriate training on the Sexual Misconduct Policy and on sexual misconduct. Panel members will be determined by the Managing Coordinator, in conjunction with the Sexual Misconduct Coordinator.

B. Challenging Panel Members

Either party may challenge a Panel member for an alleged lack of fairness or objectivity. A party challenging a Panel member must submit a written challenge to the Managing Coordinator stating with specificity the reasons for the challenge. The challenge must be submitted within forty-eight (48) hours after a party is notified of the names of the Panel members. The Sexual Misconduct Coordinator will determine if a Panel Member needs to be replaced.

C. Panel Process

- The Hearing Officer will rule on all procedural matters and on objections regarding exhibits and testimony of participants at the hearing, may question the parties and any witnesses, and is entitled to have the advice and assistance of legal counsel. The other Hearing Panel member will ask questions through the Hearing Officer.
- Each party will have access to all of the evidence from the investigation, including a copy of the completed investigation report
- At the request of either party, the College will arrange for the hearing to occur with the parties located in separate rooms with technology enabling the hearing officer and the parties to simultaneously see and hear the participants answering questions. Participants may appear at the hearing virtually, and are not required to be physically present at the same physical location of the hearing.
- Each party may make opening statements. Closing statements are not permitted.
- No person will be required to disclose information protected under a legally recognized privilege. The Hearing Officer must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.
- Each party may have an advisor of their choice at the hearing. If a party does not have an advisor, the College will provide one. Advisors are not permitted to actively participate in the hearing, except for asking questions of those who elect to participate. In addition, witnesses may have an advisor of their choice at the hearing.
- At least ten (10) days prior to the hearing, the parties and their advisors will be notified of the hearing date, time, and location. Please note that hearing may be conducted virtually, in which case parties will be provided with relevant

electronic information.

- In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Hearing Officer can determine their relevance. The Hearing Officer has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant, provided the Hearing Officer will explain to the parties the basis for any such relevancy decisions. At the Hearing Officer's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.
- The Hearing Officer may, at the Hearing Officer's discretion, ask questions during the hearing of any party or witness and will be the first person to ask questions of any party or witness. Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility. Each advisor has the ability to ask questions directly, orally, and in real time at the hearing. The parties will not be permitted to personally ask questions of the other party or any witnesses that participate in the hearing. The advisors may ask questions under the following procedure:
 - The advisor will ask a question of the applicable participant.
 - Before the participant answers a question, the Hearing Officer will rule as to whether the advisor's question is relevant to the alleged charges (questions that are intended to be abusive or harass a party or witness will be considered irrelevant).
 - If the Hearing Officer rules the advisor's question as not relevant, then the Hearing Officer must explain any decision to exclude a question as not relevant. If the Hearing Officer allows the question as relevant, the participant will answer it.
 - A Complainant's sexual predisposition or prior sexual behavior is not relevant except where questions and evidence about a Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct charged by the Complainant or if the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove the Complainant's consent of the alleged conduct.
 - The Hearing Panel will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.
 - The hearing will be recorded in audio or audiovisual format and may be transcribed at the discretion of the College. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

D. Written Determinations

The deliberations of the Panel are private and closed to the parties and public.

The Panel shall determine whether a violation of this Policy occurred using the preponderance of the evidence standard.

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The Hearing Officer shall make a determination, by a preponderance of the evidence, whether the respondent has violated the policy. The Hearing Officer shall write a written determination, which will contain:

3. The allegations potentially constituting sexual misconduct;
4. A description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing). The Hearing Officer may rely on the information included in the final investigation report as documentation of the procedural steps taken from the receipt of the formal complaint through the start of the Hearing;
5. Findings of fact supporting the determination;
6. Conclusions regarding the application of this policy to the facts;
7. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility, and whether any remedies designed to restore or preserve equal access to the College's education program or activity or working environment will be implemented; and
8. Relevant appeal information for the parties.

Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and the information will be provided to the Hearing Officer for inclusion in the written determination.

The parties and their advisers will simultaneously be provided with the written determination via electronic format.

E. Sanctions

If the Panel determines that a violation has occurred, the Panel shall then determine the appropriate sanction(s). Members of the College community who are determined to have violated this Policy may be subject to sanctions depending on the nature and severity of the offense, regardless of whether the sexual misconduct is the subject of a criminal investigation or results in a criminal conviction.

The goal of sanctions is to (1) end the misconduct; (2) remedy its effects on the reporting party and/or the College community; and (3) take reasonable steps

calculated to prevent its recurrence.

Sanctions for sexual misconduct may range from mandated education, a formal warning, probation, suspension, expulsion (for students), or corrective action up to and including termination (for employees).

Sanctions may also require that existing support measures stay in place for a prescribed period of time. Likewise, sanctions may involve the imposition of new remedies, such as no contact orders, disciplinary probation, housing placement, or academic adjustments, based upon the facts developed during the investigation and the conclusions reached in the case. Transfer of campuses may not be imposed as a sanction in any circumstances.

Specific sanctions include, but are not limited to: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the College, with or without the refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees; commencement of procedures to terminate appointment by reason of “failure to perform teaching duties in a satisfactory manner” or for “moral turpitude,” as provided in Polity Article IV (6) (a) (i) and (ii), in the case of tutors; disciplinary probation; no-contact orders or prohibitions from entering certain parts of campus or attending certain campus events; and mandatory education on issues related to sexual misconduct, including, but not limited to, prevention and awareness, victims’ rights, and appropriate behaviors.

Upon a finding that a student is responsible for engaging in Rape as defined in III.P above, the Respondent will ordinarily be suspended for ***a minimum of two (2) calendar years***, or a longer period up to and including expulsion, if one or more of the following factors are found by a preponderance of the evidence.

1. Proven history of prior Title IX Sexual Harassment or sexual misconduct by the Respondent;
2. Whether the Respondent has a proven history of violating no contact orders or restraining orders;
3. Whether the prohibited conduct involved the use of physical force, including but not limited to restraining, strangling, hitting, punching, slapping, or kicking;
4. Whether the prohibited conduct involved the use of a weapon;
5. Whether the Respondent facilitated the prohibited conduct through the use of drugs, alcohol, or other intoxicants;
6. Whether the prohibited conduct occurred by knowingly taking advantage of the incapacitation of the Complainant;
7. Whether the prohibited conduct involved multiple victims;
8. Whether the prohibited conduct was committed by multiple individuals acting together;

9. Whether the prohibited conduct included the recording, photographing, transmitting, viewing, or distributing of intimate or sexual images without consent;
10. Whether the Respondent threatened violence against the Reporting Party, Complainant, or others.

Engaging in any other prohibited activity under this policy may result in a sanction greater than this minimum suspension period, even absent any of the factors noted above.

If either party (or their surrogates) is found to have engaged in Retaliation or Intimidation, they may be subject to sanctions beyond those articulated by the Panel by the Assistant Dean, Dean, or Director of Personnel, depending on the nature and severity of the offense and the individual's disciplinary record.

The Hearing Panel will determine sanctions solely for the case being adjudicated under this Policy. Additional or more severe sanctions may be imposed by the Sexual Misconduct Coordinator, Dean, Assistant Dean, or Director of Personnel/Human Resources for related violations and/or after a review of the disciplinary and/or employee file of the Responding Party.

Both the Complainant and the Respondent shall be notified in writing of the outcome of the investigation and the rationale of the Panel in reaching the outcome. The parties shall also be notified in writing of any sanction imposed on the Respondent as a result of a violation of this Policy.

The Panel process ordinarily concludes within fifteen (15) days of the date the Panel is convened.

Interim support measures put in place during the investigation may be continued or implemented as part of sanctions. Even if a Respondent is found *not responsible*, in the discretion of the Sexual Misconduct Coordinator, support measures may remain in place depending on the circumstances.

Appeals

The Complainant and the Respondent have equal rights to an impartial appeal. Appeals shall be limited to the following grounds:

- There was a material deviation from the procedures that affected the outcome of the process;
- There is new and relevant information that was unavailable, with reasonable diligence and effort that could materially affect the outcome.
- The Sexual Misconduct Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter.

Generally, the original decision, including sanctions, remains in effect throughout the appeal period.

Both the Complainant and the Respondent will have five (5) business days from written notification of an outcome to submit a written appeal to the Sexual Misconduct Coordinator. If the Sexual Misconduct Coordinator receives no timely appeals, both parties will be notified that the original decision stands.

If and when the Sexual Misconduct Coordinator receives a timely appeal, the appeal will be shared with the non-appealing party who may, but need not, provide a written response within five (5) business days of receiving a copy of the appeal. This response is a right, but not a requirement. The decision by a party not to respond to the other party's appeal does not indicate agreement with that appeal.

For cases adjudicated on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Human Resources on the Annapolis Campus. For cases adjudicated on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. Parties will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Sexual Misconduct Coordinator. Therefore, when submitting documents in the appeal process, parties should include any and all information they would like to have considered.

The Appeal Officer will evaluate the appeal based on the record considered by the Panel. Any information or materials that were previously submitted and determined to contain personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law and character evidence, will not be considered by the Appeal Officer.

The Appeal Officer is not expected to conduct a full review of the case. This is not an opportunity for the Appeal Officer to substitute their judgment for that of the Panel. Rather, they may only make changes to the original outcome when at least one of the specified grounds for appeal is met. The changes made should directly pertain to the appeal grounds that were met.

The Appeal Officer may a) determine that no grounds for appeal have been met; thus, the original decision stands; b) determine that grounds for appeal have been met, and choose to remand the matter back to the Panel to address the appealed aspects of the case; or c) may make a new finding of fact, finding of responsibility, and/or (as appropriate) sanction(s). The Appeal Officer's decision will be made based on the preponderance of the evidence standard. The Officer's decision is final, and no further appeal is permitted.

Absent unusual circumstances, the Sexual Misconduct Coordinator will provide the outcome of the appeal in writing to the Complainant and Respondent within fifteen (15) business days from the Appeal Officer's receipt of the appeal.

Withdrawal from St John's College Prior to the Conclusion of the Sexual Misconduct Process

If a student Respondent withdraws from St. John's College after a formal complaint has been filed but before the formal or informal resolution process has been completed, the college reserves the right to proceed to the conclusion of the Sexual Misconduct Process and, if found responsible, the student Respondent will not be permitted to return unless and until all sanctions have been satisfied. In the event the college determines to complete the Sexual Misconduct Process, the Respondent may participate fully in the process despite their withdrawal. Alternatively, the college may dismiss the formal complaint, in which case the Respondent's academic file will include a letter from the Sexual Misconduct Coordinator reflecting the charges pending and the status of the process at the time of withdrawal. If a student Respondent withdraws after a panel found that person responsible for violating the Policy, the college will move forward and implement the sanction(s) even though the student is not enrolled at the time the sanction(s) are implemented (subject to Respondent's right to participate in the appeal process before the sanctions are implemented).

Should an employee Respondent decide to resign or otherwise leave the College and not participate in the investigation, St. John's College may opt to proceed with the investigation without the employee to a reasonable resolution and the employee may not be permitted to reapply for employment or to otherwise participate in the St. John's College community if a policy violation is found or if the investigation is impeded or impossible due to the employee's lack of participation.

Reinstatement of Students After Disciplinary Suspension for Any Sexual Misconduct

Any reinstatement following a period of suspension for any violation is conditional. Students who wish to return to St. John's College following a term of disciplinary suspension for sexual misconduct must demonstrate that they are prepared to return to the College and meet behavioral expectations. *Reinstatement is not automatic.*

Students who request to be reinstated following disciplinary suspension for sexual misconduct must obtain clearance from the Sexual Misconduct Coordinator and the Assistant Dean on the campus where they were last enrolled. Such requests must be submitted in writing at least eight (8) weeks prior to the beginning of the semester.

Any student who has outstanding sanctions must complete them prior to reinstatement. Students who are being reinstated after suspension for Sexual Misconduct will have the following requirements:

- Disciplinary probation: Students who are reinstated after suspension will be placed on disciplinary probation for the remainder of their time at St. John College. Students on disciplinary probation are restricted from certain leadership positions/opportunities within the College. Students who violate any policies of the

College or exhibit behavior prohibited by the College may face more serious disciplinary sanctions, including immediate dismissal from the College with no reimbursement of fees or tuition.

- Academic work: Any academic work completed elsewhere during the term of suspension will not be transferred into St. John's College.
- Proof of good standing: If a student has attended another institution of higher learning during the period of suspension, they will be required to provide (1) proof of good disciplinary standing from each institution attended; (2) a copy of their student conduct record from each institution attended.
- Financial aid/scholarships: Students who are seeking reinstatement from suspension must work with the Financial Aid Office to determine, what, if any, impact their suspension may have on any scholarship or financial aid.
- Complaints of misconduct: Prior to reinstatement, a student must notify the College if they have been the subject of any complaints of misconduct during the period of suspension, whether at an educational institution, through law enforcement, employment, or otherwise. Failure to notify the College of any complaints of misconduct will result in immediate expulsion should such complaints later come to light.
- Re-entry meeting: Students applying for reinstatement must schedule a meeting with the Sexual Misconduct Coordinator and the Assistant Dean prior to the desired term of re-enrollment to review the student's progress, assess readiness to return, and discuss expectations for re-entry.
- Check In: Depending on the circumstances, the Sexual Misconduct Coordinator and/or Assistant Dean may require the returning student to check in periodically to assess the student's transition and compliance.

If at the time of reinstatement the Complainant is still an enrolled student, the Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator will promptly notify the Complainant (1) if the Respondent requests reinstatement following a period of suspension for Sexual Misconduct; (2) of the reinstatement decision; and (3) when the Respondent is expected to return to campus.

The Sexual Misconduct Coordinator or Deputy Sexual Misconduct Coordinator will be available to meet with the Complainant prior to the student's reinstatement to discuss whether support measures are required.

The processes and potential for support measures outlined in this section may differ depending on the wishes of the Complainant concerning receipt of such notifications and the then-current status of the Complainant (i.e., whether or not they remain affiliated with St. John's College) which may affect the ability to implement certain accommodations.

Documentation

The College (through the appropriate office) will retain all of the documentation generated as the result of a complaint for seven years, in accordance with state and federal records laws and College policy. All documentation of records are private and confidential to the extent possible under law. Student records are disciplinary records under FERPA. Employee records of the Grievance Process are subject to the Freedom of Information Act (FOIA).

Campus-Specific Considerations: Annapolis

Within the state of Maryland, student parties in sexual misconduct cases are provided with specific rights and access to a licensed attorney, an advocate supervised by an attorney, or a trained advocate to be paid for, at least in part, by the Maryland Higher Education Commission.

Student parties are entitled to have assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate:

- At all meetings, hearings, and interviews associated with the complaint;
- To provide private consultations with the student during hearings, meetings, and interviews, except during question of the student at a hearing; and
- To assist with the student's exercise of any right during the proceedings.

In addition to assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate, the student is entitled to have a personal supporter of the student's choice at any hearing, meeting, or interview during the proceedings. Students are not entitled to have more than two people at any hearing, meeting, or interview.

This resource is available to all current and former students who make or respond to a complaint on which a formal sexual assault investigation is initiated and who was enrolled as a student at the institution at the time of the incident that is the basis of the complaint. This resource is not a requirement and students can knowingly and voluntarily choose not to have counsel.

Before the start of any formal proceedings under the policy, student Complainants and Respondents will be notified in writing as to the student's right to the assistance of an attorney or advocate, legal service organizations and referral services available to the student, and the student's right to have a personal supporter at any hearing, meeting, or interview.

For information on how to retain a licensed attorney, an advocate supervised by an attorney, or a trained advocate, students are encouraged to visit the Maryland Higher Education Commission website www.mhec.state.md.us.

Effective Date

This Policy will govern any complaints received on or after August 15, 2022.

St. John's College Title IX Sexual Harassment Policy

As an institution of higher education, St. John's College (the College) is committed to providing programs, activities, and an educational environment that is free from sex-based discrimination. As a leader in liberal arts education, the College highly values the environment that results when students, faculty, and staff from different backgrounds come together to discuss the ideas and ideals that are the cornerstone of a St. John's education.

The Title IX Sexual Harassment Policy is designed to further the College's goal of equity and inclusion and identifies resources that are available to students, faculty, and staff; defines the conduct that is prohibited under this Policy; and outlines the process by which the College will respond to reports of Title IX Sexual Harassment as defined herein. St. John's College strives to be a community in which all members readily and safely report acts of sexual misconduct; it is our goal to remove all barriers to reporting.

Title IX Sexual Harassment Policy Statement

This Policy prohibits Sexual Harassment, including Sexual Assault, Sexual Harassment, Domestic Violence, Dating Violence, and Stalking. It further prohibits Retaliation and Intimidation, as defined in Section V, below.

As a recipient of Federal funds, St. John's College is required to comply with Title IX of the Education Amendments of 1972, relating to sexual harassment (including sexual violence, stalking, and domestic and dating violence), the Violence Against Women Reauthorization Act of 2013 (VAWA), and any applicable state laws. The College is committed not only to compliance with these mandates but to promoting a community that is in line with the values these civil rights laws envision.

Applicability and Scope

Who ("**Covered Individuals**") - This policy applies generally to:

- All members of the College community including all students, faculty, staff, recognized groups, and Board members; and provided that
- At the time of filing a formal complaint, a complainant is participating in or attempting to participate in the education program or activity at the College.

Where - This policy applies to:

- Conduct that occurs within the United States; and
- Conduct that occurs within an education program or activity including College sponsored or supported events, buildings owned or controlled by student groups recognized by the College, or in locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the Title IX Sexual Harassment occurs.

What - This policy applies to all forms of Title IX Sexual Harassment, as defined below. Allegations of sexual misconduct that do not fall under this policy because they do not constitute prohibited conduct as defined herein, may constitute violations of the College Sexual Misconduct Policy.

When - Reports of Title IX Sexual Harassment may be made to the College at any time. The College encourages those who experience or witness the alleged act of Title IX Sexual Harassment to report it immediately in order to maximize the College's ability to respond and conduct a thorough investigation. Prompt reporting allows evidence to be preserved, witnesses to be interviewed, and any disciplinary/resolution process to move forward most effectively. The ability to investigate a report and take action against a Respondent becomes more limited as time goes on. Disciplinary action can generally only be taken against a Respondent as long as that person is enrolled, employed, or otherwise affiliated with the College. This does not preclude the College from taking administrative actions against Respondents who are unaffiliated with the College. Administrative actions may include, but are not limited to, barring an individual from College property or attending College-affiliated events.

The College also has a Sexual Misconduct Policy and a Non-Discrimination and Anti-Harassment Policy. These policies address protected-class based discrimination and sexual misconduct that does not constitute Title IX Sexual Harassment as defined in Section III of this Policy, and other forms of discrimination which are prohibited by the College, but are not violations of this Policy. If particular conduct would be prohibited by both this Policy and by the Sexual Misconduct Policy or the Non-Discrimination and Anti-Harassment Policy, this Policy controls.

The Title IX Coordinators on each campus are charged with the responsibility of coordinating the College's efforts to comply with its obligations under Title IX, including addressing complaints of Title IX Sexual Harassment, coordinating investigations, overseeing sanctioning, and providing appropriate interim measures for the community.

Inquiries about this Policy should be made to:

- In Santa Fe: Christine Guevara, Executive Director, Campus Health and Wellness. Weigle Hall Room 117, Christine.Guevara@sjc.edu, 505-984-6128.
- In Annapolis: Danielle Lico, Executive Director, Campus Wellness. Mellon Hall 119, Danielle.Lico@sjc.edu, 410-626-2530

Definitions

- H. Complainant** is an individual(s) who has standing to file a Formal Complaint under this policy. This generally refers to an individual who directly experienced a violation(s) of this policy.
- I. Confidential resources/persons** are those who are not required to convey a report of

misconduct or harassment to a Title IX Coordinator. *Completely* confidential persons to whom reports can be made are the mental health counselors. Such reports will not be shared without the reporter's explicit permission, except in extreme circumstances.

Mostly confidential reporting persons include physicians, nurse practitioners, and other counselors. Mostly confidential reporting persons will keep reports as confidential as possible, but must share de-identified information with a Title IX Coordinator.

J. Consent is informed, freely and actively given speech or action that indicates willingness to participate in mutually agreed upon specific sexual contact. Consent must be given from the beginning to the end of each instance of sexual activity and for each type of sexual contact. Consent cannot be given by someone who is incapacitated, by alcohol or other drugs or for some other reason (for example, age or disability). Silence and/or lack of resistance on the part of the Complainant does not imply consent. A previous relationship or prior consent does not imply consent to future sexual acts. Consent is not indefinite; it can be withdrawn at any time. Consent is not given if it results from the use of threat of physical force, deception, lying, intimidation, coercion, or any other factor that would eliminate an individual's ability to choose whether or not to have sexual contact.

K. Dating Violence means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person who is subject to such behavior. The existence of such a relationship shall be determined based on all of the following: the Complainant's statement, the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

1. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating Violence does not include acts covered under the definition of Domestic Violence.

L. Domestic Violence refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim (or a person similarly situated to a spouse of the victim), by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse. Domestic Violence also includes:

1. An offense that meets the definition of abuse as defined by the laws of the State of Maryland (Md. Code Ann., Fam. Law § 4-501, *et seq.*), as applicable.
2. An offense that meets the definition of assault or battery as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-3-12, *et seq.*), as applicable.

M. Formal Complaint refers to a written complaint (electronic submission via email

meets this definition) alleging Title IX Sexual Harassment against a respondent that is submitted by the Complainant to a Title IX Coordinator or Deputy Title IX Coordinator, that articulates the following details:

1. A stated desire to move forward with an investigation into the incident as outlined in this policy;
2. Date(s) or approximate date(s) of the alleged incident(s);
3. Time(s) or approximate time(s) of the alleged incident(s);
4. Name(s) of the Respondent(s) involved in the alleged incident(s); and
5. Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal complaint may also refer to a document signed by the Title IX Coordinator alleging Title IX Sexual Harassment. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party.

- N. Incapacitation** is the inability, temporarily or permanently, to give consent because the individual is asleep, unconscious, losing or regaining consciousness, or is otherwise unable to make informed rational judgments and decisions.

Incapacitation may result from the use of alcohol and/or drugs (both legal and illegal) and is a state beyond drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs that a person is incapacitated or approaching incapacitation may include acting confused or incoherent, slurred speech, vomiting, inability to perform personal tasks such as undressing, inexplicable sudden changes in emotion, and/or difficulty walking. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's decision-making ability, awareness of consequences, ability to make informed judgments, or capacity to appreciate the nature and the quality of the act.

When an investigator or panel is assessing incapacitation, they will look at the issue from the perspective of a Respondent and determine whether a Respondent should have been aware of the Complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent's position.

- I. Supportive Measures** are designed to restore or protect the educational and living environment for the Complainant and the Respondent, or to deter sexual harassment, pending the outcome of the procedures under this policy, without unreasonably burdening the other party. In all complaints of Sexual Misconduct whether the Complainant files a Formal Complaint or asks that the complaint remain confidential, the College may implement reasonable supportive measures.

The range of supportive measures include, but are not limited to, the imposition of a no-contact order instructing the parties to not contact one another; change in work schedule or job assignment; restrictions in access to the College facilities, including

but not limited to the Dining Hall or Residence Halls; change in housing; change in class schedule; restrictions on co-curricular activities; interim suspension; or any other remedy which can be tailored to the involved individuals.

- Y. Intimidation** is any act to deter an individual from making a report of an alleged violation of this Policy or participating in an investigation or related proceeding under this Policy by imposing fear through threats of physical or emotional harm to anyone.
- Z. Managing Coordinator** is the person who is assigned to manage the administrative aspects of a complaint. While the Managing Coordinator will usually be a Deputy Title IX Coordinator, the College reserves the right to appoint others, including persons external to the College, to serve in this capacity.
- AA. Recognized Organization** is any student organization, club, intermural sports team, or other group of students organized in a formal and/or identifiable way.
- BB. Reporting Party** is an individual(s) making a report that this Policy has been violated. The Reporting Party and the Complainant may or may not be the same individual(s). The report of an engaged bystander can provide critical direction for the investigation of misconduct, even when the misconduct was not directed at the Reporting Party.
- CC. Respondent** is an individual(s) or recognized organization(s) accused of violating this Policy.
- DD. Retaliation** is any act or attempted act to seek retribution against anyone who has reported an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, and discrimination.
- EE. Sexual Assault** is actual or attempted physical sexual contact with another person without that person's consent. Sexual Assault specifically includes:
1. An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI's Uniform Crime Reporting Program.
 - Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age and/or because of temporary or permanent mental incapacity.
 - Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape: Non forcible sexual intercourse with a person who is

- under the statutory age of consent.
- 2. An offense that meets the definition of rape or sexual offenses, as defined by the laws of the State of Maryland (Md. Code Ann., Crim. Law § 3-303, *et seq.*), as applicable.
- 3. An offense that meets the definition of rape, aggravated rape, or criminal sexual contact as defined by the laws of the State of New Mexico (N.M. Stat. Ann. § 30-9-11, *et seq.*), as applicable.

FF. Quid Pro Quo Sexual Harassment – An employee of the institution conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct.

GG. Sexual Harassment – Unwelcome conduct on the basis of a person’s sex (including on the basis of their gender, gender identity and expression, or sexual orientation) as deemed by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity.

HH. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct may include, but is not limited to, acts in which one directly or indirectly follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited or interferes with a person’s property. A course of conduct consists of two or more acts. Stalking may be conducted through any method, device or means.

Stalking includes activity otherwise defined by the laws of the State of Maryland (Md. Code Ann., Crim. Law § 3-801, *et seq.*) and the State of New Mexico (N.M. Stat. Ann. § 30-3A- 3, *et seq.*), as applicable.

II. Title IX Sexual Harassment includes sexual assault, sexual harassment, quid pro quo sexual harassment, dating violence, domestic violence, and stalking as defined herein.

JJ. The Title IX Coordinator is the senior College administrator who oversees the College’s compliance with Title IX. The Title IX Coordinator is responsible for administrative response to reports and Formal Complaints of Title IX Sexual Harassment and other conduct prohibited under this Policy. The Title IX Coordinator is available to discuss the Policy, coordinate Supportive Measures, explain College policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators to facilitate these responsibilities. Any member of the College community may contact the Title IX Coordinator with questions.

KK. Investigators are neutral and impartial fact-finders who gather evidence during the investigation. The investigators are responsible for completing an investigation report at the conclusion of the investigation. The Title IX Deputy Coordinators may

supervise and advise the Title IX investigators when conducting investigations and update the Title IX Coordinator as necessary to ensure compliance with Title IX. Investigators need not be employees of the College.

- LL. Hearing Officer(s)** are responsible for conducting the hearing in an orderly manner, controlling the conduct of all participants and attendees of the hearing, and rendering a written determination regarding responsibility of the Respondent's alleged conduct charges in an impartial, neutral, and objective manner. Hearing Officer(s) need not be employees of the College.

Prohibited Conduct

Any conduct that is defined as Title IX Sexual Harassment, Retaliation or Intimidation under this policy is considered prohibited conduct. Respondents who are alleged to have violated this policy will be charged with one or more of the following types of Title IX Sexual Harassment:

- M. Sexual Assault:
 - v. Rape
 - vi. Fondling
 - vii. Incest
 - viii. Statutory Rape
- N. Quid Pro Quo Sexual Harassment
- O. Sexual Harassment
- P. Dating Violence
- Q. Domestic Violence
- R. Stalking
- S. Retaliation
- T. Intimidation

Retaliation and Intimidation

The College prohibits Retaliation against or Intimidation of those who make or are the subject of a complaint or third-party report of Title IX Sexual Harassment or who participate in the investigation or disciplinary/resolution process. However, if an investigation results in a finding that the Reporting Party or Complainant knowingly accused another falsely of an act of Title IX Sexual Harassment, the Reporting Party will be subject to appropriate sanctions, which may include termination of employment or, in the case of students, dismissal from the College.

Consistent with Title IX, the College will take steps to prevent Retaliation and Intimidation, and will take strong responsive action if Retaliation or Intimidation occurs. Any Retaliation, Intimidation, or reprisal directed toward any party or witness as a result of their role in the investigation process is strictly prohibited, is itself a violation of this Policy, and should be reported immediately to a Title IX Coordinator or Deputy Title IX Coordinator.

Reporting Options

Any member of the College community who believes that they have witnessed, experienced, or are aware of conduct that constitutes a violation of this policy is encouraged to talk to somebody about what happened.

For any individual subject to or witness to Title IX Sexual Misconduct of any type, the first step is always the same: get to a safe place as soon as possible. If emergency assistance is required, call Public Safety or Local Emergency Services by dialing 911.

- In Santa Fe: Dial “0” from a campus phone or call 505-984-6000
- In Annapolis: Dial “x2000” from a campus phone or call 443-336-2348

If you have been affected by a violation of this Policy, and wish to seek emergency medical treatment, the following medical centers are equipped with evidence collection kits and staff specially trained to conduct forensic examinations:

- In Santa Fe: Christus St. Vincent Regional Medical Ctr, 455 St. Michaels Drive, Santa Fe, NM, 505-913-3361
- In Annapolis: Anne Arundel Medical Center, 2001 Medical Parkway, Annapolis, MD 443-481-1000

If any individual has been subject to or witnessed any type of Title IX Sexual Harassment, the following options are available. Individuals may pursue some or all of these options simultaneously:

- Seek confidential support and counseling from staff in the Counseling Center (Annapolis) or Therapy Services (Santa Fe). An after-hours confidential resource can be accessed by calling Public Safety.
- Report the incident to or file a complaint with the College through a Title IX Coordinator or Deputy Title IX Coordinator listed in this policy. Reports can also be made to Public Safety.
- Notify law enforcement authorities and file a criminal complaint. Public Safety and/or a Title IX Coordinator or Deputy Title IX Coordinator are available to assist in this process.

Confidential Resources/Persons

A report to a confidential resource listed below is not considered a report to the College and will not result in an investigation or any remedial or disciplinary action. Confidential resources are available to support emotional and physical needs only.

The following resources are considered confidential for students:

- Annapolis Campus
 - Harrison Health Center, including Counseling Services, at x2553 from a campus phone or 410-626-2553
 - Anne Arundel County sexual assault hot line at 410-222-7273
 - Anne Arundel Medical Center at 443-481-1000
- Santa Fe Campus
 - Student Health Office at x6418 from a campus phone or 505-984-6418
 - Therapy Services at x6419 from a campus phone or 505-984-6419
 - Solace Crisis Treatment Center at 505-986-9111
 - Christus St. Vincent Regional Medical Center at 505-913-3361

The following resources are considered confidential for employees:

- Annapolis Campus
 - Employee Assistance Program offered by Business Health Services at 800-327-2251
 - Anne Arundel County sexual assault hot line at 410-222-7273
 - Anne Arundel Medical Center at 443-481-1000
- Santa Fe Campus

- Employee Assistance Program offered by The Solutions Group at 505-254-3555
- Solace Crisis Treatment Center at 505-986-9111
- Christus St. Vincent Regional Medical Center at 505-913-3361

NOTE: While the above confidential resources may maintain an individual's confidentiality vis -à-vis the College, they may have reporting or other obligations under state law, such as mandatory reporting to the state in the case of abuse of minors; threat of imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case. At the beginning of any conversation, individuals may want to consider asking resources to describe their level of confidentiality.

Reporting to the College

Title IX Coordinators and Deputy Title IX Coordinators have been trained to receive and respond to alleged violations of this policy and Reporting Parties are encouraged to seek out these resources when making reports.

Annapolis Campus

- Title IX Coordinator:
 - Danielle Lico, Executive Director Campus Wellness
Danielle.Lico@sjc.edu
410-626-2530
- Deputy Title IX Coordinators
 - Sue Gelenter, Director Human Resources
Sue.Gelenter@sjc.edu
410-626-2504
 - Taylor Waters, Director of Student Services
Taylor.Waters@sjc.edu
410-626-2512

Santa Fe

- Title IX Coordinator
 - Christine Guevara, Executive Director of Campus Health and Wellness
Christine.Guevara@sjc.edu
505-984-6128
- Deputy Title IX Coordinators

- Aaron Young, Director of Human Resources
Aaron.Young@sjc.edu
505-984-6140

Reporting Parties are encouraged to make reports of alleged violations of the Title IX Sexual Harassment Policy to the Title IX Coordinator or a Deputy Title IX Coordinator. Given the size and intimate nature of the College environment, all employees of the College, (including staff, administrators, faculty, and Resident Advisors) - with a few limited exceptions - are required to promptly report allegations of violations of this policy that they observe or learn about to a campus Title IX Coordinator or Deputy Title IX Coordinator. Employees who knew about but did not report allegations of violations of this policy may be subject to disciplinary action.

Note, however, that employees are not required to report information about violations of this policy learned through public awareness events such as "Take Back the Night" or other forums at which individuals disclose experiences with sexual violence or other violations of this policy.

The Title IX Coordinator and, through delegation of authority the Deputy Title IX Coordinators, are the only people with the authority to implement corrective measures on behalf of the College. These are the only people to whom formal complaints can be made.

Confidentiality

The College understands that Reporting Parties may report an incident but request confidentially. The College also understands that some Complainants may not wish to pursue an investigation or that they may wish to pursue an investigation in a more limited way due to confidentiality concerns. In such instances, the Title IX Coordinator will weigh the request against the College's obligation to provide a safe, non-discriminatory environment for all students, employees, and others, including the Reporting Party.

In weighing a request for confidentiality or a request that no additional actions be taken by the College, the Title IX Coordinator will consider a number of different factors, including, but not limited to:

- The details of the reported incident;
- The age of the Complainant;
- Whether the incident involved physical violence or the use of a weapon; and
- If the report reveals a pattern of behavior at a specific location or by a Respondent.

Consideration of these factors could lead the College to investigate and, if appropriate, pursue action against the Respondent. If none of these factors indicates the need to initiate an immediate investigation, the College will likely respect the request for confidentiality. It is important to note that requests for confidentiality, if honored, may limit the College's ability to respond to a report in a meaningful way. If the College determines that it cannot maintain a Complainant's confidentiality, the Complainant will be notified prior to an investigation.

Anonymous Reports

Anonymous reports of violation of the Policy may be made by calling the College's Compliance Hotline administered by Lighthouse Services at 844-490-0002 (or for services in Spanish, 800-216-1288). Reports will be forwarded to a Title IX Coordinator or Deputy Title IX Coordinator on the appropriate campus.

It should be noted that the College's ability to investigate or act upon anonymous reports may be limited.

Required Disclosures

As is required under the Clery Act and the 2013 Amendments to the Violence Against Women Act, the College is required to collect non-identifying statistical information about certain crimes, including any alleged Title IX Sexual Harassment, Dating Violence, Domestic Violence, or Stalking, as required by state and federal law. These statistics are shared with Public Safety for inclusion in the Daily Crime Log and in the Annual Security Report.

The College is also required to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the College community. These notifications will not contain any identifying information about the Reporting Party and/or Complainant.

Certain members of the College community are considered mandatory reporters under state law and, as such, are required to notify local authorities about suspected abuse of minors, including sexual abuse.

Reporting to Law Enforcement

The College encourages (but does not require) Complainants to pursue criminal action for incidents of Title IX Sexual Harassment that may also be crimes under applicable law. The Title IX Coordinator or Deputy Title IX Coordinator will inform the Complainant of the possibility of bringing criminal charges. If the Complainant decides to proceed with a criminal charge, officials of the College will cooperate with the police investigation. At the request of the Complainant, College officials will also assist the Complainant in bringing the allegation to the proper law enforcement authorities.

It is important to emphasize that law enforcement's decision to prosecute or not to prosecute a Respondent is not determinative of whether a violation of this Policy has occurred; similarly, the outcome of any criminal prosecution is not determinative of whether a violation has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Regardless of whether a criminal complaint is filed, the College will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual (Complainant, Reporting Party, Respondent, and/or witnesses) refuses to participate in the College process does not mean that the disciplinary process will not take place if the College deems it appropriate to move forward with that process. Similarly, a party's withdraw/departure from the College does not necessarily mean that the process will end.

In criminal cases, the preservation of evidence is critical and should be done properly and promptly (as soon as possible, but typically within 5 days). In cases of rape or other forms of sexual assault, it is important not to shower, change clothes, or even brush one's hair, as physical evidence may be lost. In cases of violence or physical abuse, it is important to document injuries, including by taking photographs.

False Allegations

Anyone who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the College civility policy. Similarly, a person who is later proven to have intentionally given false information during the course of an investigative or disciplinary process may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. No complaint will be considered

“false” solely because it cannot be corroborated.

Amnesty

The College encourages reporting and recognizes that a Reporting Party, Complainant, or witness who has been drinking or using drugs at the time of the incident may be hesitant to make a report or participate in an investigation because of potential consequences for their own conduct. Students who report alleged violation of the policy, either as a Reporting Party, Complainant, or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident. The College may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Amnesty for a student who reports Sexual Misconduct may extend to other violations of the College's policies and practices, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not apply if someone is found to have possessed, used, provided, or administered alcohol or other drugs for the purpose of facilitating sexual assault or harm to others.

Complaint Process and Investigation

The purpose of this policy and the activities of the Title IX Coordinator and Deputy Title IX Coordinators is to stop, remediate the effects of, and prevent the recurrence of Title IX Sexual Harassment, as defined within this policy. All complaints and investigations will be handled in a prompt, thorough and impartial manner. Additionally, Complainants and Respondents are entitled to treatment with dignity, respect, and sensitivity by the College during all phases of the Complaint Process and Investigation.

- C. Complaint Intake** – Following receipt of notice of a violation or of a complaint, the Title IX Coordinator or Deputy Title IX Coordinator will contact the Reporting Party and Complainant, if not the Reporting Party, and provide information regarding rights, options, and how to get immediate confidential help.

An initial determination is made by a Title IX Coordinator or Deputy Title IX Coordinator as to whether a policy violation may have occurred or whether Informal Resolution might be appropriate. If the complaint does not appear to allege a policy violation, or if Informal Resolution is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to full investigation.

A Title IX Coordinator or Deputy Title IX Coordinator will meet with the Complainant for an initial intake meeting. At this meeting, the Coordinator will provide the Complainant with an understanding of the Title IX Sexual Harassment reporting and investigation process, the resources available, and answer any questions. The intake meeting may also involve a discussion of any accommodations/interim measures that may be appropriate. The Complainant will be notified about their right to have an advisor of their choice present at this meeting.

D. Filing a Formal Complaint – Pursuant to regulations issued by the Department of Education, in order for the College to move forward, the Complainant is required to file a Formal Complaint with the Title IX Coordinator or a Deputy Title IX Coordinator. The Formal Complaint is required to include, at minimum, the following information:

- A stated desire to move forward with an investigation into the incident as outlined in this policy;
- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);
- Name(s) of the Respondent(s) involved in the alleged incident(s); and
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an initial interview.

Formal Complaints may be initiated by the Title IX Coordinator in instances where there is information presented to the College that identify the same Respondent has engaged in serial offenses or if the information presented constitutes an ongoing risk to the College community, such as where the incident involved violence or the use of a weapon. The Title IX Coordinator is required by federal law to initiate a Formal Complaint in these instances without regard to the wishes of the complaining party(ies).

H. Decline to File a Formal Complaint or Requests Confidentiality – If the Complainant does not wish to pursue a Formal Complaint and/or requests the complaint remain confidential, the College's ability to respond may be limited. The College reserves the right to issue a no contact order and take other reasonably necessary measures, including interim measures, to ensure the safety of the Complainant or others. If the College determines that it cannot maintain a Complainant's confidentiality, the Complainant will be notified prior to an investigation.

I. Mandatory and Discretionary Formal Complaint Dismissals – Under Title IX regulations, colleges are required to distinguish between prohibited conduct that is “under Title IX” and prohibited conduct that is a violation of College policy. Under Title IX, the College must dismiss a Formal Complaint or the part of the allegations in a Formal Complaint, if applicable, where:

- Sexual Harassment is alleged and where:
 - The conduct alleged does not meet the definition of Title IX Sexual Harassment;
 - The alleged conduct did not occur in the University’s education program or activity; or,
 - The alleged conduct did not occur against a person in the United States.

A dismissal under this provision only applies to allegations of Title IX Sexual Harassment. The College may investigate allegations of prohibited conduct under other conduct and disciplinary procedures of the College, including the College’s Sexual Misconduct Policy.

The College may dismiss a Formal Complaint, at its discretion, for any of the following circumstances:

- If the Complainant requests in writing to dismiss a Formal Complaint (e.g. withdraws the Formal Complaint or any allegations therein);
- If the Respondent no longer employed by or enrolled at the College at the time the Formal Complaint is filed; or
- Any specific circumstances that prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or any allegations therein.

If the College dismisses a Formal Complaint, the College will provide both parties a written notice of the dismissal and the reason(s) for the dismissal. The Complainant will have ten (10) business days from notification that the complaint will not move forward to an investigation to submit a written appeal to the Title IX Coordinator. If the Title IX Coordinator does not receive an appeal, the matter will be closed. If the Title IX Coordinator receives a timely appeal, the appeal will be shared with the Appeal Officer.

For cases on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Personnel on the Annapolis Campus. For cases on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. The Complainant will not meet with the Appeal Officer and

should not communicate with them directly. The appeals process is conducted in writing through the Title IX Coordinator. The Appeal Officer will evaluate the appeal based on the Formal Complaint and any additional information submitted by the Complainant during the appeal process. The Appeal Officer may uphold the decision of the Title IX Coordinator or refer the matter for investigation.

J. Notification of Investigation/Charge Letter – Once the Title IX Coordinator or Deputy Title IX Coordinator receives the Formal Complaint not subject to dismissal, a Managing Coordinator will be assigned. The Managing Coordinator will send the Respondent a Notification of Investigation/Charge Letter that contains, at minimum, the following information:

- Date(s) or approximate date(s) of the alleged incident(s);
- Time(s) or approximate time(s) of the alleged incident(s);
- Name(s) of the Complainant(s) involved in the alleged incident(s);
- Details of the alleged incident(s) sufficient to permit the Respondent(s) to prepare for an investigation;
- Alleged conduct violation(s);
- Range of potential sanctions; and
- A copy of the Formal Complaint.

The Managing Coordinator will notify the Respondent of their right to have an advisor of their choosing present with them at this meeting. The name(s) of the investigators will be provided as soon as investigators are assigned.

The Complainant will also be provided with a copy of the Notification of Investigation/Charge Letter. The name(s) of the investigators will be provided as soon as investigators are assigned.

K. Informal Resolution – Based upon the information presented by the parties, the Managing Coordinator will review the possibility of an Informal Resolution. An Informal Resolution will only be presented if:

- The Complainant requests an informal mechanism;
- The Complainant, Respondent, and Title IX Coordinator, on behalf of the College, agree to an Informal Resolution in writing;
- The alleged misconduct does not involve Sexual Assault;
- The complaint does not involve allegations that an employee sexually harassed a student.

Should an Informal Resolution be agreeable to both parties, the Title IX Coordinator will facilitate the process, and communicate with the parties. Informal Resolutions of a Formal Complaint will be concluded within 60 days of notice to the College that both parties wish to proceed with the Informal Resolution process. Such notice that the parties wish to proceed with an Informal Resolution process will “pause” the counting of the timeframe to conclude the Procedures of this Policy, should the Informal Resolution process fail and the parties continue with the Investigation. Either party may end the Informal Resolution process at any time and request an investigation, and the Title IX Coordinator retains discretion to terminate the Informal Resolution process.

Any final resolution pursuant to the Informal Resolution process will be documented and kept for seven years as required by law. However, no recording of the Informal Resolution process will be made and all statements made during the Informal Resolution process and may not be used for or against either party (and the Hearing Officer and Appellate Officer may not consider any such statement made during Informal Resolution) should the complaint move forward to an investigation. Failure to comply with an Informal Resolution agreement may result in disciplinary action or referral for Formal Resolution.

In such cases where a final resolution is agreed upon, and the terms of the agreement are implemented, the matter will be considered resolved and closed. Agreements reached through Informal Resolution are considered final, and cannot be referred for Formal Resolution. Accepting an informal resolution does not mean that the respondent admits responsibility for a policy violation; nor does it mean that there has been a finding of a policy violation.

Informal Resolutions cannot include a transfer of the Respondent to the other campus unless there is concurrence on the part of the Sexual Misconduct Coordinators on both campuses. The college is not obligated to accept resolutions negotiated between the parties without the inclusion of the Sexual Misconduct Coordinator representing the interests of the college.

L. Investigation –

Investigator

In cases where the Title IX Coordinator determines that a Complaint appears to allege a policy violation and the Complainant wishes to pursue a formal complaint, or the

Title IX Coordinator decides that the College should pursue a Formal Complaint, then the Title IX Coordinator appoints trained, impartial individual(s) to conduct the investigation. In the event that the Title IX Coordinator designates more than one investigator, both investigators will not necessarily attend every interview.

The Title IX Coordinator may appoint an investigator external to the College; any investigator may serve as a single investigator or as a co-investigator.

The investigation will be prompt, thorough, and impartial. The College will strive to complete all investigations within 60 business days; should an extension be required the parties will be notified. Depending on the nature and severity of the complaint, and after an individualized assessment of each case, the College reserves the right to intermily suspend the Respondent and otherwise restrict their access to campus during the course of the investigation where the individualized assessment finds that the Respondent represents an immediate threat to a person's physical health or safety arising from the allegations of sexual harassment. Before issuing an interim suspension, the College will consider the appropriateness of other supportive measures short of interim suspension or removal.

In all cases in which an interim suspension is imposed, the student will be given the opportunity to meet with the Assistant Dean and Title IX Coordinator or their designees prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Assistant Dean and Title IX Coordinator or their designees has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion.

Communication and Confidentiality

The investigator, either through the Managing Coordinator or independently, is responsible for communications with the parties regarding the progress of the investigation. This includes the date, time, and location of each interview the party is required or permitted to attend. The parties will also be notified of their right to have an advisor of their choice present at any meeting or other proceeding under this Policy.

Parties will have the opportunity to review any documentary evidence that may be used in determining the outcome of the investigation before such a determination is reached. Specifically, each party will be given the opportunity to review written

summaries of any witness interviews, including interviews of the other party, as described in greater detail below. It is important to note that any character evidence, personally identifiable information, and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted.

Parties and witnesses are expected to maintain confidentiality regarding the proceedings under this Policy, provided that the parties may speak to advisors, confidantes, parents, counselors, and law enforcement authorities regarding the matter, and may speak to others for the purposes of seeking, obtaining, or presenting evidence, or otherwise preparing for the meetings and proceedings described in this Policy.

The parties are reminded that, in addition to this Policy's prohibition on Retaliation and Intimidation, the College's civility policy remains in effect with respect to the parties' dealings with one another, witnesses, and third parties related to the proceedings under this Policy. Any documentary evidence, witness summaries, or other documents reviewed by the parties must be kept confidential, and may be used only for the purposes of the proceedings under this Policy. Should either party, third-parties on their behalf, whether or not the party is aware of the action of the third-party, share, post, or otherwise disclose any of the documentary evidence, witness summaries, or other documents reviewed as part of the Complaint, other than as permitted under this Policy, additional disciplinary action may be taken by the College.

Advisor of Choice

The Managing Coordinator will notify all parties that each is permitted, if they wish, to have an advisor of their choice present at any meeting or other proceeding under this Policy. Parties may change their advisor at any point during the process. Advisors may be attorneys.

Meetings/proceedings will be scheduled not less than three (3) business days in advance, except at the request of a party. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigator at least twenty-four (24) hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate actively in the investigation, or communicate with anyone other than the person being advised. Should the case proceed to a hearing, the Advisor for each party will question those who participate in the hearing. Advisors are expected to conduct themselves in a

professional manner at all times and respect the decisions made by the Hearing Officer. Advisors who fail to comply with these rules will be asked to leave and will not be permitted to attend future meetings/proceedings. Should this occur, the impacted party will be able to select another person to serve as their advisor.

Should a party not select an advisor, the College will provide an advisor to that party prior to the hearing, if not sooner, based on the wishes of that party.

Parties initiating this Policy on the Annapolis Campus are encouraged to review Section XIV which outlines specific information about attorneys and advocates available within the State of Maryland.

Evidence Collection

The investigator will interview the parties, as well as all relevant witnesses, gather any relevant evidence (such as texts/emails, social media postings, surveillance video, photos), and consider all relevant evidence. The investigator retains discretion to determine how to conduct the investigation and what information is necessary and relevant. Although formal rules of evidence will not apply, the investigator will not consider character evidence, incidents not directly related to the possible violation unless they tend to show a pattern, past sexual history (except as provided below), or sexual character of either party, unless such information is determined to be highly relevant by the Title IX Coordinator. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.

During the investigation, the parties will have an equal opportunity to share information and request that witnesses be interviewed. The parties will *not* be interviewed together or be required to meet.

The investigator is a neutral fact-finder, who, during the course of the investigation, may gather information in multiple ways. The investigator may collect documents and other information and may also interview witnesses or other people with relevant information beyond those identified by the parties. The interviews are not required to be in-person.

The investigator may decline to gather information if:

- the request seeks information about the Complainant or Respondent's past sexual history with anyone other than the other party except to:
 - a. Prove the source of injury;

- b. Prove prior sexual misconduct;
 - c. Support a claim that a student has an ulterior motive; or
 - d. Impeach a student's credibility after that student has put his or her own prior sexual conduct at issue.
- the request seeks information about either party's mental health history, unless that party consents;
 - the request seeks information that is unreasonably duplicative;
 - the request is unlikely to yield relevant evidence;
 - the request seeks information that the requesting party could obtain from another source with greater convenience or less burden;
 - the request unreasonably invades the privacy interests of a party or witness or seeks information protected by federal or state law; or
 - the burden of complying with the request is likely to substantially outweigh the benefit of the information as relevant evidence in the hearing.

Witness Statements and Summary of Evidence

The investigator will prepare Witness Statements and a draft "Summary of Evidence" that includes all of the evidence to be considered at the conclusion of an investigation, including, but not limited to, any documents and/or materials gathered during the investigation, statements by witnesses, and statements by the parties (including any evidence upon which the investigator does not intend to rely in creating the final investigation report). The Parties will be provided with the opportunity to review all witness statements, including the statement of the other party, and send to the investigator questions to be posed in response. Parties will be given ten (10) days to review and respond to witness statements and the draft Summary of Evidence.

Parties may be provided with witness statements throughout the course of the investigation or after all of the witnesses have been interviewed. In cases where the parties are provided with all of the witness statements at once, additional time to review the materials may be provided at the sole discretion of the Managing Coordinator.

Based on the written responses submitted, the investigator(s) will make any necessary revisions, and finalize the report. The investigator(s) will document the rationale for any changes made as a result of the parties' submissions.

The Managing Coordinator will provide the final investigation report to the parties

at least 10 business days before the complaint is to be reviewed by a hearing panel, as described below.

M. Potential Outcomes of Investigation: Post Investigation Dismissal, Non-Hearing Resolution or Referral for a Hearing

Following an investigation, or possibly during the investigation in the event of a Non-Hearing Resolution or withdrawal of the complaint, the Title IX Coordinator will adopt one of the following options:

Post Investigation Dismissal

If the Title IX Coordinator concludes that a reasonable Title IX Sexual Harassment Hearing Panel (“Hearing Panel”) could not find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, the complaint would be dismissed pursuant to this policy and the dismissal can be appealed as outlined in Section IX.D.

Non-Hearing Resolution

If the Title IX Coordinator concludes that a reasonable Hearing Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred, but there is not a significant dispute among the parties and the Title IX Coordinator about the proper outcome of the matter (including administrative remedies and disciplinary sanctions), the Title IX Coordinator may suggest to the parties a resolution without a hearing. In no case shall the parties be required to engage in discussions together regarding a proposed resolution.

- A non-hearing resolution is not available if a party objects to such a resolution.
- A non-hearing resolution will result in a formal document signed by the parties and the Title IX Coordinator that summarizes the incident that led to the complaint, any disciplinary and/or administrative sanctions and remedies agreed to, and any other information relevant to the resolution of the complaint.
- The administrative remedies and disciplinary sanctions will have the same force and effect as though they were imposed following a review panel.
- Transfer of campuses is not permitted as a remedy unless approved by the Title IX Coordinators on both campuses.
- Non-hearing resolutions cannot be appealed.

Referral to a Title IX Sexual Harassment Hearing Panel

If the Title IX Coordinator concludes that a Sexual Misconduct Hearing Panel could find by a preponderance of the evidence that the alleged Prohibited Conduct occurred and that a non-hearing resolution is either not possible or not appropriate based on the investigation, the matter will be referred to a Hearing Panel for adjudication.

THE TITLE IX SEXUAL HARASSMENT HEARING PANEL

The Hearing Panel is responsible for evaluating the information gathered by the investigator and the testimony offered by those who participate at the hearing, and determining whether a violation of this Policy occurred and the appropriate sanction(s).

A. Panel Composition

Each Hearing Panel includes two members. One panel member will be an employee of the College and the other will be external to the College. The panel member external to the College will serve as the Hearing Officer. All Panel members will receive appropriate training on the Title IX Sexual Harassment Policy and on sexual misconduct. Panel members will be determined by the Managing Coordinator, in conjunction with the Title IX Coordinator.

B. Challenging Panel Members

Either party may challenge a Panel member for an alleged lack of fairness or objectivity (including allegations of bias or conflict of interest). A party challenging a Panel member must submit a written challenge to the Managing Coordinator stating with specificity the reasons for the challenge. The challenge must be submitted within forty-eight (48) hours after a party is notified of the names of the Panel members. The Title IX Coordinator will determine if a Panel Member needs to be replaced.

C. Panel Process

- The Hearing Officer will rule on all procedural matters and on objections regarding exhibits and testimony of participants at the hearing, may question the parties and any witnesses, and is entitled to have the advice and assistance of legal

counsel. The other Hearing Panel member will ask questions through the Hearing Officer.

- Each party will have access to all of the evidence from the investigation, including a copy of the completed investigation report
- At the request of either party, the College will arrange for the hearing to occur with the parties located in separate rooms with technology enabling the hearing officer and the parties to simultaneously see and hear the participants answering questions. Participants may appear at the hearing virtually, and are not required to be physically present at the same physical location of the hearing.
- Each party may make opening statements. Closing statements are not permitted.
- No person will be required to disclose information protected under a legally recognized privilege. The Hearing Officer must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.
- Each party may have an advisor of their choice at the hearing. If a party does not have an advisor, the College will provide one. Advisors are not permitted to actively participate in the hearing, except for asking questions of those who elect to participate. In addition, witnesses may have an advisor of their choice at the hearing.
- At least ten (10) days prior to the hearing, the parties and their advisors will be notified of the hearing date, time, and location. Please note that hearing may be conducted virtually, in which case parties will be provided with relevant electronic information.
- In advance of the hearing, parties will be required to identify witnesses to be called at the hearing, as well as to provide a brief written explanation of the information each witness would be asked to provide, such that the Hearing Officer can determine their relevance. The Hearing Officer has the discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant, provided the Hearing Officer will explain to the parties the basis for any such relevancy decisions. At the Hearing Officer's discretion, pre-hearing meetings may be scheduled with each of the parties and their advisers to explain the hearing protocol.
- The Hearing Officer may, at the Hearing Officer's discretion, ask questions during the hearing of any party or witness and will be the first person to ask questions of any party or witness. Each party's advisor will have an opportunity to ask relevant questions and follow-up questions of the other party and of any witnesses that participate in the hearing, including questions that challenge credibility. Each advisor has the ability to ask questions directly, orally, and in

real time at the hearing. The parties will not be permitted to personally ask questions of the other party or any witnesses that participate in the hearing. The advisors may ask questions under the following procedure:

- The advisor will ask a question of the applicable participant.
- Before the participant answers a question, the Hearing Officer will rule as to whether the advisor's question is relevant to the alleged charges (questions that are intended to be abusive or harass a party or witness will be considered irrelevant).
- If the Hearing Officer rules the advisor's question is not relevant, then the Hearing Officer must explain any decision to exclude a question as not relevant. If the Hearing Officer allows the question as relevant, the participant will answer it.
- A Complainant's sexual predisposition or prior sexual behavior is not relevant except where questions and evidence about a Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the alleged conduct charged by the Complainant or if the questions or evidence concern specific incidents of the Complainant's prior sexual behavior with the Respondent and are offered to prove the Complainant's consent of the alleged conduct.
- The Hearing Panel will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.
- The hearing will be recorded in audio or audiovisual format and may be transcribed at the discretion of the College. The recording or transcript, if applicable, will be available for the parties to inspect and review, upon request.

D. Written Determinations

The deliberations of the Panel are private and closed to the parties and public.

The Panel shall determine whether a violation of this Policy occurred using the preponderance of the evidence standard.

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The Hearing Panel shall make a determination, by a preponderance of the evidence, whether the Respondent has violated the policy. The Hearing Officer shall write a written determination, which

will contain:

9. The allegations potentially constituting Title IX sexual harassment;
10. A description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing). The Hearing Officer may rely on the information included in the final investigation report as documentation of the procedural steps taken from the receipt of the formal complaint through the start of the Hearing;
11. Findings of fact supporting the determination;
12. Conclusions regarding the application of this policy to the facts;
13. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed if there has been a finding of responsibility, and whether any remedies designed to restore or preserve equal access to the College's education program or activity or working environment will be implemented; and
14. Relevant appeal information for the parties.

Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and an explanation of the determination of appropriate sanctions will be included by the Hearing Officer in the written determination.

The parties and their advisers will simultaneously be provided with the written determination via electronic format.

E. Sanctions

If the Panel determines that a violation has occurred, the Panel shall then determine the appropriate sanction(s). Members of the College community who are determined to have violated this Policy may be subject to sanctions depending on the nature and severity of the offense, regardless of whether the Title IX Sexual Harassment is the subject of a criminal investigation or results in a criminal conviction.

The goal of sanctions is to (1) end the misconduct; (2) remedy its effects on the reporting party and/or the College community; and (3) take reasonable steps calculated to prevent its recurrence.

Sanctions for Title IX Sexual Harassment may range from mandated education, a formal warning, probation, suspension, expulsion (for students), or corrective action up to and including termination (for employees).

Sanctions may also require that existing support measures stay in place for a prescribed period of time. Likewise, sanctions may involve the imposition of new remedies, such as no contact orders, disciplinary probation, housing placement, or academic adjustments, based upon the facts developed during the investigation and the conclusions reached in the case. Transfer of campuses may not be imposed as a sanction in any circumstances.

Specific sanctions include, but are not limited to: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the College, with or without the refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees; commencement of procedures to terminate appointment by reason of "failure to perform teaching duties in a satisfactory manner" or for "moral turpitude," as provided in Polity Article IV (6) (a) (i) and (ii), in the case of tutors; disciplinary probation; no-contact orders or prohibitions from entering certain parts of campus or attending certain campus events; and mandatory education on issues related to Title IX Sexual Harassment, including, but not limited to, prevention and awareness, victims' rights, and appropriate behaviors.

Upon a finding that a student is responsible for engaging in Rape as defined in III.O above, the Respondent will ordinarily be suspended for ***a minimum of two (2) calendar years***, or a longer period up to and including expulsion, if one or more of the following factors are found by a preponderance of the evidence.

11. Proven history of prior Title IX Sexual Harassment or sexual misconduct by the Respondent;
12. Whether the Respondent has a proven history of violating no contact orders or restraining orders;
13. Whether the prohibited conduct involved the use of physical force, including but not limited to restraining, strangling, hitting, punching, slapping, or kicking;
14. Whether the prohibited conduct involved the use of a weapon;
15. Whether the Respondent facilitated the prohibited conduct through the use of drugs, alcohol, or other intoxicants;

16. Whether the prohibited conduct occurred by knowingly taking advantage of the incapacitation of the Complainant;
17. Whether the prohibited conduct involved multiple victims;
18. Whether the prohibited conduct was committed by multiple individuals acting together;
19. Whether the prohibited conduct included the recording, photographing, transmitting, viewing, or distributing of intimate or sexual images without consent;
20. Whether the Respondent threatened violence against the Reporting Party, Complainant, or others.

Engaging in any other prohibited activity under this policy may result in a sanction greater than this minimum suspension period, even absent any of the factors noted above.

If either party (or their surrogates) is found to have engaged in Retaliation or Intimidation, they may be subject to sanctions beyond those articulated by the Panel by the Assistant Dean, Dean, or Director of Human Resources depending on the nature and severity of the offense and the individual's disciplinary record.

The Hearing Panel will determine sanctions solely for the case being adjudicated under this Policy. Additional or more severe sanctions may be imposed by the Title IX Coordinator, Dean, Assistant Dean, or Director of Human Resources for related violations and/or after a review of the disciplinary and/or employee file of the Responding Party.

Both the Complainant and the Respondent shall be notified in writing of the outcome of the investigation and the rationale of the Panel in reaching the outcome. The parties shall also be notified in writing of any sanction imposed on the Respondent as a result of a violation of this Policy.

The Panel process ordinarily concludes within fifteen (15) days of the date of the hearing.

Interim support measures put in place during the investigation may be continued or implemented as part of sanctions. Even if a Respondent is found *not responsible*, in the discretion of the Title IX Coordinator, support measures may remain in place depending on the circumstances.

Appeals

The Complainant and the Respondent have equal rights to an impartial appeal. Appeals shall be limited to the following grounds:

- There was a material deviation from the procedures that affected the outcome of the process;
- There is new and relevant information that was unavailable, with reasonable diligence and effort that could materially affect the outcome.
- The Title IX Coordinator, investigator(s), or hearing officer had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter.

Generally, the original decision, including sanctions, remains in effect throughout the appeal period.

Both the Complainant and the Respondent will have five (5) business days from written notification of an outcome to submit a written appeal to the Title IX Coordinator. If the Title IX Coordinator receives no timely appeals, both parties will be notified that the original decision stands.

If and when the Title IX Coordinator receives a timely appeal, the appeal will be shared with the non-appealing party who may, but need not, provide a written response within five (5) business days of receiving a copy of the appeal. This response is a right, but not a requirement. The decision by a party not to respond to the other party's appeal does not indicate agreement with that appeal.

For cases adjudicated on the Santa Fe Campus, the person reading the appeal (Appeal Officer) will be the Director of Human Resources on the Annapolis Campus. For cases adjudicated on the Annapolis Campus, the Appeal Officer will be the Director of Human Resources on the Santa Fe Campus. Parties will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Title IX Coordinator. Therefore, when submitting documents in the appeal process, parties should include any and all information they would like to have considered.

The Appeal Officer will evaluate the appeal based on the record considered by the Panel. Any information or materials that were previously submitted and determined to contain personally identifiable information and/or information that is irrelevant to the complaint, including information that is not permitted by law and character evidence, will not be considered by the

Appeal Officer.

The Appeal Officer is not expected to conduct a full review of the case. This is not an opportunity for the Appeal Officer to substitute their judgment for that of the Panel. Rather, they may only make changes to the original outcome when at least one of the specified grounds for appeal is met. The changes made should directly pertain to the appeal grounds that were met.

The Appeal Officer may a) determine that no grounds for appeal have been met; thus, the original decision stands; b) determine that grounds for appeal have been met, and choose to remand the matter back to the Panel to address the appealed aspects of the case; or c) may make a new finding of fact, finding of responsibility, and/or (as appropriate) sanction(s). The Appeal Officer's decision will be made based on the preponderance of the evidence standard. The Officer's decision is final, and no further appeal is permitted.

Absent unusual circumstances, the Title IX Coordinator will provide the outcome of the appeal in writing to the Complainant and Respondent within fifteen (15) business days from the Appeal Officer's receipt of the appeal.

Withdrawal from St John's College Prior to the Conclusion of the Title IX Sexual Harassment Process

If a student Respondent withdraws from St. John's College after a formal complaint has been filed but before the formal or informal resolution process has been completed, the college reserves the right to proceed to the conclusion of the Title IX Sexual Harassment Process and, if found responsible, the student Respondent will not be permitted to return unless and until all sanctions have been satisfied. In the event the college determines to complete the Title IX Sexual Harassment Process, the Respondent may participate fully in the process despite their withdrawal. Alternatively, the college may dismiss the formal complaint, in which case the Respondent's academic file will include a letter from the Title IX Coordinator reflecting the charges pending and the status of the process at the time of withdrawal. If a student Respondent withdraws after a panel found that person responsible for violating the Policy, the college will move forward and implement the sanction(s) even though the student is not enrolled at the time the sanction(s) are implemented (subject to Respondent's right to participate in the appeal process before the sanctions are implemented).

Should an employee Respondent decide to resign or otherwise leave the College and not participate in the investigation, St. John's College may opt to proceed with the investigation without the employee to a reasonable resolution and the employee may not be permitted to

reapply for employment or to otherwise participate in the St. John's College community if a policy violation is found or if the investigation is impeded or impossible due to the employee's lack of participation.

Reinstatement of Students After Disciplinary Suspension for Any Sexual Misconduct

Any reinstatement following a period of suspension for any violation is conditional. Students who wish to return to St. John's College following a term of disciplinary suspension for Title IX Sexual Harassment must demonstrate that they are prepared to return to the College and meet behavioral expectations. *Reinstatement is not automatic.*

Students who request to be reinstated following disciplinary suspension for Title IX Sexual Harassment must obtain clearance from the Title IX Coordinator and the Assistant Dean on the campus where they were last enrolled. Such requests must be submitted in writing at least eight (8) weeks prior to the beginning of the semester.

Any student who has outstanding sanctions must complete them prior to reinstatement. Students who are being reinstated after suspension for Title IX Sexual Harassment will have the following requirements:

- Disciplinary probation: Students who are reinstated after suspension will be placed on disciplinary probation for the remainder of their time at St. John College. Students on disciplinary probation are restricted from certain leadership positions/opportunities within the College. Students who violate any policies of the College or exhibit behavior prohibited by the College may face more serious disciplinary sanctions, including immediate dismissal from the College with no reimbursement of fees or tuition.
- Academic work: Any academic work completed elsewhere during the term of suspension will not be transferred into St. John's College.
- Proof of good standing: If a student has attended another institution of higher learning during the period of suspension, they will be required to provide (1) proof of good disciplinary standing from each institution attended; (2) a copy of their student conduct record from each institution attended.
- Financial aid/scholarships: Students who are seeking reinstatement from suspension must work with the Financial Aid Office to determine, what, if any, impact their

suspension may have on any scholarship or financial aid.

- Complaints of misconduct: Prior to reinstatement, a student must notify the College if they have been the subject of any complaints of misconduct during the period of suspension, whether at an educational institution, through law enforcement, employment, or otherwise. Failure to notify the College of any complaints of misconduct will result in immediate expulsion should such complaints later come to light.
- Re-entry meeting: Students applying for reinstatement must schedule a meeting with the Title IX Coordinator and the Assistant Dean prior to the desired term of re-enrollment to review the student's progress, assess readiness to return, and discuss expectations for re-entry.
- Check In: Depending on the circumstances, the Title IX Coordinator and/or Assistant Dean may require the returning student to check in periodically to assess the student's transition and compliance.

If at the time of reinstatement the Complainant is still an enrolled student, the Title IX Coordinator or Deputy Title IX Coordinator will promptly notify the Complainant (1) if the Respondent requests reinstatement following a period of suspension for Sexual Misconduct; (2) of the reinstatement decision; and (3) when the Respondent is expected to return to campus.

The Title IX Coordinator or Deputy Title IX Coordinator will be available to meet with the Complainant prior to the student's reinstatement to discuss whether support measures are required.

The processes and potential for support measures outlined in this section may differ depending on the wishes of the Complainant concerning receipt of such notifications and the then-current status of the Complainant (i.e., whether or not they remain affiliated with St. John's College) which may affect the ability to implement certain accommodations.

Documentation

The College (through the appropriate office) will retain all of the documentation generated as the result of a complaint for seven years, in accordance with state and federal records laws and College policy. All documentation of records are private and confidential to the

extent possible under law. Student records are disciplinary records under FERPA. Employee records of the Grievance Process are subject to the Freedom of Information Act (FOIA).

Campus-Specific Considerations: Annapolis

Within the state of Maryland, student parties in Title IX Sexual Harassment cases are provided with specific rights and access to a licensed attorney, an advocate supervised by an attorney, or a trained advocate to be paid for, at least in part, by the Maryland Higher Education Commission.

Student parties are entitled to have assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate:

- At all meetings, hearings, and interviews associated with the complaint;
- To provide private consultations with the student during hearings, meetings, and interviews, except during question of the student at a hearing; and
- To assist with the student's exercise of any right during the proceedings.

In addition to assistance by a licensed attorney, an advocate supervised by an attorney, or a trained advocate, the student is entitled to have a personal supporter of the student's choice at any hearing, meeting, or interview during the proceedings. Students are not entitled to have more than two people at any hearing, meeting, or interview.

This resource is available to all current and former students who make or respond to a complaint on which a formal sexual assault investigation is initiated and who was enrolled as a student at the institution at the time of the incident that is the basis of the complaint. This resource is not a requirement and students can knowingly and voluntarily choose not to have counsel.

Before the start of any formal proceedings under the policy, student Complainants and Respondents will be notified in writing as to the student's right to the assistance of an attorney or advocate, legal service organizations and referral services available to the student, and the student's right to have a personal supporter at any hearing, meeting, or interview.

For information on how to retain a licensed attorney, an advocate supervised by an attorney, or a trained advocate, students are encouraged to visit the Maryland Higher Education Commission website www.mhec.state.md.us.

Effective Date

This Policy will govern any complaints received on or after August 15, 2022.

Discrimination and Harassment Policy

As an institution of higher education, St. John's College (the College) is committed to providing programs, activities, and an educational environment that is free from harassment and discrimination. In a small and intimate community such as ours, such misconduct is even more destructive of trust and amity than it would be in a larger setting. As a leader in liberal arts education, the College highly values the environment that results when students, faculty, and staff from different backgrounds come together to discuss the ideas and ideals that are the cornerstone of a St. John's education.

This is further clarified in the Statement of the St. John's College Program, which reads:

The aim of the education offered by St. John's College is the liberation of the human intellect. This is an education for all, regardless of a person's race, sex, national or ethnic origin, age, religion, disability, marital status, sexual orientation, or gender identity and expression. By reading great books and struggling together with the fundamental questions that they raise, students and their teachers learn from their differences and discover more deeply their shared humanity. In this and other ways, a diversity of background and experience enriches our community of learning.

I. Policy Statement

St. John's College is committed to providing a safe and non-discriminatory educational and working environment for all members of the College community. To that end, the College seeks to provide community members with an environment that is free from discrimination and harassment based on age, ancestry or national origin, color, disability, gender identity, genetic information, marital status, military/veteran status, race, religion, sex, sexual orientation, or other legally protected characteristic. Allegations of sex and/or gender based harassment are handled under the Title IX Sexual Harassment Policy or the College Sexual Misconduct Policy while allegations of sex and/or gender based disparate treatment or impact discrimination fall under this Policy.

II. Applicability and Scope

Who ("Covered Individuals") - This Policy applies generally to:

All members of the College community including all students, faculty, staff, recognized groups, and Board members; and provided that

At the time the complaint is filed, the Respondent is participating in or attempting to participate in the education program or activity of the College.

Where the Respondent is no longer participating in or attempting to participate in the education program or activity of the College, the Policy Coordinator may nevertheless determine that the Resolution Process under this Policy be applied when such action is consistent with the interests of the College in eliminating discrimination and harassment.

Where - This Policy applies to:

- Conduct that occurs on-campus or on other College property; or
- Conduct that occurs in connection with College programs or activities, whether on or off-campus, including academic, educational, extracurricular, athletic and other programs and activities; or
- Conduct that impedes equal access to any College educational program or activity or adversely impacts the education or employment of a member of the College community, regardless of where the conduct occurred.

What – This Policy applies to:

- All programs and activities of the College, as well as its educational policies, student-life policies, admission policies, employment policies, and any decisions arising in relation to such policies.
- All employment decisions, including those affecting hiring, promotion, demotion or transfer; training; recruitment; advertisement of vacancies; layoff and termination; and compensation and benefits.
- All decisions related to the College's relationship with students, including admission, housing, educational accommodation, evaluation, promotion, and student discipline.

This Policy applies regardless of an individual's age, ancestry or national origin, color, disability, gender identity, genetic information, marital status, military/veteran status, race, religion, sex, sexual orientation, or other legally protected characteristic.

Conduct that is considered inappropriate or unacceptable within the College community may nevertheless not amount to harassment or discrimination under this Policy. However, when appropriate the Policy Coordinator will report such conduct to the relevant internal department or authority to determine and implement appropriate responsive action.

Fundamental to the College's purpose is the free and open exchange of ideas. It is not, therefore, the College's purpose in promulgating this Policy to inhibit academic freedom or the free communication of ideas by members of the academic community. As a community dedicated to exploring the persisting human questions and committed to submitting individual opinions to the questioning of others, it is vital that all members of the community engaging in such activities do so in ways that are intelligently and critically appreciative of their common heritage and conscious of their social and moral obligation.

Members of the community are encouraged to raise questions regarding this Policy, and any questions concerning this Policy, discrimination, harassment, retaliation, or intimidation should be referred to Policy Coordinator identified herein.

III. Policy Definitions

- A. ***Anonymous Complaints.*** Complaints of discrimination, harassment and/or retaliation/intimidation filed with the College may be submitted anonymously, meaning that the Complainant may file the complaint or report without identifying themselves. Anonymous reporters are encouraged to speak with the Policy Coordinator so as to understand the potential limitations for an investigation being conducted based on an anonymous report.

- B. **Complainant:** The term “Complainant” refers to the alleged victim of discrimination, harassment and/or retaliation/intimidation, whether reported by the alleged victim or a third party.
- C. **Confidential Resources:** “Confidential Resources” are those who are not required to convey a report under this Policy.
- D. **Day:** When referenced within this Policy, “day” refers to a day on which classes are held. Timelines for the Resolution Process, when extending into the summer or other break periods, will be communicated to the parties as the process proceeds.
- E. **Discrimination:** The term “discrimination” means treating a community member or group less favorably than a similarly situated community member or group because they are a member of a “protected class” as defined herein. These same protections also apply to persons who are treated less favorably because of their affiliation or association with a “protected class” as defined herein.
- F. **Harassment:** For purposes of this Policy, “harassment” is defined as any type of behavior which is based on an individual’s membership in a “protected class(es)” that is:
a) unwelcome and (b) creates a “hostile environment.”
- G. Harassment when directed at an individual, or group of individuals, because of their membership in a “protected class(es)” or affiliation or association with a “protected class(es)” may include, but is not limited to:
a. Conduct, whether verbal, physical, written, graphic, or electronic that threatens, intimidates, offends, belittles, denigrates, or shows an aversion toward an individual or group;

- b. Epithets, slurs, and/or negative stereotyping, jokes, or nicknames;
- c. Written, printed, or graphic material that contains offensive, denigrating, and/or demeaning comments, and/or pictures; and
- d. The display of offensive, denigrating, and/or demeaning objects, e-mails, text messages, social media posts, and/or images.

A “hostile environment” results from unwelcome and discriminatory conduct that is so severe, pervasive, or persistent that it unreasonably interferes with, alters, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services or opportunities from the College’s education or employment programs and/or activities. A hostile environment can be the result of acts committed by any individual or individuals.

- H. **Intimidation:** “Intimidation” is any act to deter an individual from making a report of an alleged violation of this Policy or participating in the Resolution Process under this Policy by imposing fear through threats of physical or emotional harm to anyone.
- I. **Investigators:** Neutral and impartial fact-finders who gather evidence during the investigation, make determinations about findings, and recommend sanctions. The Policy Coordinator may supervise and advise the investigators when conducting investigations. Investigators need not be employees of the College.
- J. **Policy Coordinator:** The “Policy Coordinator” is the person designated by the College as being responsible for implementing this Policy. The Executive Director, Campus Wellness or designee, will serve in this role in most cases unless doing so poses a conflict of interest.

- K. ***Preponderance of the Evidence***: The “preponderance of the evidence” means it is more likely than not that a policy violation occurred, or did not occur, based on the evidentiary record. This is the evidentiary standard used when making determinations under this Policy.
- L. ***Protected Class***: A “protected class” is a group of people with a common characteristic who are legally protected from discrimination on the basis of that characteristic. The College, consistent with applicable law, prohibits discrimination on the basis of the following characteristics (as defined in applicable federal law, Maryland law, and/or New Mexico law):
- a. **Age**: “Age” means the number of years a person has been alive.
 - b. **Ancestry or national origin**: “Ancestry or national origin” means people from a particular country or part of the world, including ethnicity and accent, or because they appear to be of a certain ethnic background (even if they are not).
 - c. **Color**: “Color” means pigmentation, complexion, or skin shade or tone, including the lightness, darkness, or other color characteristic of the person.
 - d. **Disability**: “Disability” means a physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect, or illness; a mental impairment or deficiency; a record of having a physical or mental impairment; or being regarded as having a physical or mental impairment. “Disability” includes any degree of paralysis, amputation, or lack of physical coordination; blindness or visual impairment; deafness or hearing impairment; muteness or speech impediment; and physical reliance on a service animal, wheelchair, or other remedial appliance or device.
 - e. **Gender Identity**: “Gender identity” means the deeply felt, inherent sense of a person regarding the person’s gender, including gender-related identity, appearance, expression, or behavior, regardless of the person's assigned sex at birth, and regardless of whether the person identifies according to the male/female

gender binary. “Gender identity” may be demonstrated by consistent and uniform assertion of the person's gender identity; or any other evidence that the gender identity is sincerely held as part of the person's core identity.

- f. **Genetic Information:** “Genetic information” includes information about a person's genetic tests and the genetic tests of a person’s family members, as well as information about the manifestation of a disease or disorder in the person’s family members (i.e. family medical history).
- g. **Marital Status:** “Marital status” means being single, married, widowed, or divorced regardless of the sex of the other person.
- h. **Military/veteran status:** “Military/veteran status” refers to a person’s prior service, current service, or intent to join the uniformed United States’ military services.
- i. **Race:** “Race” includes discrimination on the basis of the physical or cultural characteristics associated with a certain race, such as skin color, facial features, hair texture, and hairstyles, including afro hairstyles, and protective hairstyles.
- j. **Religion:** “Religion” includes all aspects of religious observances, practice, and belief.
- k. **Sex:** “Sex” includes sex assigned at birth (male, female, or intersex), gender identity, pregnancy status, and sexual orientation.
- l. **Sexual Orientation:** “Sexual orientation” means a person’s attraction to those of the same sex or different sex, and includes the identification of an individual as to male or female homosexuality, heterosexuality, bisexuality or other sexual attraction.
- m. **Recognized Organization:** Any student organization, club, intramural sports team, or other group of students organized in a formal and/or identifiable way. Organizations may be held accountable under this Policy through the same Resolution Process outlined.

- M. **Resolution Process:** The process and procedures used by the College to address a complaint of discrimination and harassment. The “Resolution Process” is explained below.
- N. **Respondent:** The term “Respondent” refers to the person alleged to have committed discrimination or harassment in violation of this Policy. A Respondent may be a “Recognized Organization” as defined herein.
- O. **Responsible Employee:** “Responsible Employee” is a designation given to College employees who have a duty to refer instances of discrimination or harassment to the Policy Coordinator. This duty applies in instances where a “Responsible Employee” learns of acts or behaviors that may violate this Policy, or is asked about the College process for filing a complaint of discrimination or harassment as defined herein. All employees of the college are designated as “Responsible Employees” under this Policy with the exception of those designed as “Confidential Resources” and those who work in front-line positions within Dining Services and Buildings and Grounds. Student employees, with the exception of Resident Advisors, are not designated as Responsible Employees.
- P. **Retaliation:** Any act or attempted act to seek retribution against anyone who has reported an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, and discrimination.
- Q. **Supportive Measures:** The term “supportive measures” are measures designated to stop and prevent the recurrence of discrimination or harassment and protect the educational and living environment for the Complainant and the Respondent pending the outcome of the Resolution Process under this Policy. In all complaints, whether the Complainant moves

forward with the Resolution Process or asks that the complaint remain confidential, the College may implement reasonable supportive measures.

The range of supportive measures includes, but is not limited to, the imposition of a no-contact order instructing the parties to not contact one another; change in work schedule or job assignment; restrictions in access to the College facilities; change in housing; change in class/teaching schedule; restrictions on co-curricular activities; or any other remedy which can be tailored to the involved individuals.

IV. Prohibited Conduct

The College prohibits discrimination, harassment, and/or disparate treatment based on any protected characteristic, which includes age, ancestry or national origin, color, disability, gender identity, genetic information, marital status, military/veteran status, race, religion, sex, sexual orientation, or other legally protected characteristic.

The College also prohibits any form of retaliation and/or intimidation, or attempts thereof against a person who makes a complaint or report of discrimination or harassment, participates in any way in the investigation or resolution of such a complaint or report, or exercises their rights or responsibilities under this Policy or the law.

Sexual misconduct, which means “Title IX Sexual Harassment” (and includes Title IX sex and gender based harassment) and/or “Other Sexual Misconduct” (which includes non-Title IX sex and gender-based harassment), will be addressed under the Title IX Sexual Harassment Policy or the College Sexual Misconduct Policy (together the “Title IX/Sexual Misconduct Policies”). For complaints involving *both* allegations under the Title IX/Sexual Misconduct Policies and this Policy, the Executive Director, Campus Wellness will determine the appropriate procedures to be applied to the allegations.

In cases where both the Complainant and the Respondent are students, the Policy Coordinator, with concurrence of the Assistant Dean or Associate Dean, as appropriate, may decide the conduct is better addressed through the Civility Policy in Annapolis/Community Standards in Santa Fe. Should the alleged conduct be part of a larger conduct incident (for example, use of derogatory language during a physical altercation), the totality of the conduct will be addressed through the appropriate policy on each campus (the Civility Policy in Annapolis/Community Standards in Santa Fe).

Any person with a concern or complaint about a violation of this Policy is urged to contact the Dean, Associate Dean, Assistant Dean, Director of Human Resources, or the Policy Coordinator. Each member of the community is responsible for fostering mutual respect, for being familiar with this Policy, and for refraining from conduct that violates this Policy. Members of the community are prohibited from filing complaints or reports of discrimination, harassment and/or retaliation/intimidation that the person knows to be false.

V. Reporting Options

Any member of the College community who believes that they have witnessed, experienced, or are aware of conduct that constitutes a violation of this Policy is encouraged to talk to someone about what happened. For any individual subject to or witness to discrimination or harassment of any type, the first step is always the same: get to a safe place as soon as possible. If emergency assistance is required, call Public Safety or Local Emergency Services.

If any individual has been subject to or witnessed any type of discrimination or harassment, the following options are available. Individuals may pursue some or all of these options simultaneously:

1. All members of the campus community can report the incident to or file a complaint with the College by contacting the Policy Coordinator.
 - a. Staff may additionally speak with their supervisor and/or Human Resources.
 - b. Tutors and students may additionally speak with the Dean.
 - c. Students in Annapolis may additionally speak with the Assistant Dean or Associate Dean.

- d. Students in Santa Fe may additionally speak with the Director of Student Life or the Associate Dean.
2. An after-hours resource can be accessed by calling Public Safety.

Persons who feel as though they have experienced conduct that constitutes a violation of this Policy can also decide to directly address this conduct with the other party. While this is not a requirement under this Policy, it may be the most straightforward path to resolving minor conflicts or misunderstandings.

Confidential Resources

A report to a confidential resource listed below is not considered a report to the College and will not result in an investigation or any remedial or disciplinary action. The following resources are considered confidential resources:

1. For Students: The Health Center/Therapists
2. For Employees: The Employee Assistance Program

NOTE: The confidentiality of even confidential resources is subject to certain exceptions, such as reporting or other obligations under state law in cases of child abuse or imminent threats to safety. At the beginning of any conversation, individuals may want to consider asking resources to describe their level of confidentiality.

Reporting to the College

Complainants are encouraged to make reports of alleged violations of this Policy to the Dean, Associate Dean, Assistant Dean, Human Resources, and/or the Policy Coordinator. Given the size and intimate nature of the College environment, all employees of the College, (including staff, administrators, tutors, and Resident Advisors) - with a few limited exceptions – are designed as “Responsible Employees” under this Policy and, as such, are required to report possible violations of this Policy and to refer any member of the community to the Policy Coordinator when asked how to formally report discrimination or harassment. Employees who fail to make such a referral may be subject to disciplinary action.

The Policy Coordinator is the only person with the authority to implement corrective measures as outlined within this Policy on behalf of the College. No employee is authorized to investigate or resolve reports or complaints of discrimination, harassment and/or retaliation as defined herein.

Confidentiality

The College understands that Complainants may report an incident but request confidentially. The College also understands that some Complainants may not wish to pursue an investigation or that they may wish to pursue an investigation in a more limited way due to confidentiality concerns. In such instances, the Policy Coordinator will weigh the request against the College's obligation to provide a safe, non-discriminatory environment for all students, employees, and others.

In weighing a request for confidentiality or a request that no additional actions be taken by the College, the Policy Coordinator will consider a number of different factors, including, but not limited to:

- The details of the reported incident;
- The age of the Complainant;
- Whether the incident involved threats; and
- If the report reveals a pattern of behavior at a specific location or by a Respondent.

Consideration of these factors could lead the College to investigate and, if appropriate, pursue action against the Respondent. If none of these factors indicates the need to initiate an immediate investigation, the College will likely respect the request for confidentiality. It is important to note that requests for confidentiality, if honored, may limit the College's ability to respond to a report in a meaningful way. If the College determines that it cannot maintain a Complainant's confidentiality, the Complainant will be notified prior to an investigation.

Anonymous Reports

Anonymous reports of violation of the Policy may be made by calling the College's Compliance Hotline administered by Lighthouse Services at 844-490-0002 (or for services in Spanish, 800-216-1288). Reports will be forwarded to the Policy Coordinator. It should be noted that the College's ability to investigate or act upon anonymous reports will be limited.

Persons who wish to learn more about anonymous reporting are reminded that they should not disclose any information about their or another person's specific case when seeking to have their questions answered.

Required Disclosures

As is required under the Clery Act and the 2013 Amendments to the Violence Against Women Act, the College is required to collect non-identifying statistical information about certain crimes. These statistics are shared with Public Safety for inclusion in the Daily Crime Log and in the Annual Security Report. The College is also required to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the College community. These notifications will not contain any identifying information about the Reporting Party and/or Complainant.

Reporting to Law Enforcement or Other Government Agencies

The College encourages (but does not require) Complainants to pursue criminal action for incidents of discrimination and harassment that may also be crimes under applicable law. If the Complainant decides to proceed with a criminal charge, officials of the College will cooperate with the police investigation. At the request of the Complainant, College officials will also assist the Complainant in bringing the allegation to the proper law enforcement authorities.

It is important to emphasize that law enforcement's decision to prosecute or not to prosecute a Respondent is not determinative of whether a violation of this Policy has occurred; similarly, the outcome of any criminal prosecution is not determinative of whether a violation has occurred.

Proceedings under this Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Regardless of whether a criminal complaint is filed, the College will pursue its own internal processes to address the alleged conduct, and it expects that all those involved will participate in the process. The fact that an individual refuses to participate in the College process does not mean

that the disciplinary process will not take place if the College deems it appropriate to move forward with that process. Similarly, a party's withdraw/departure from the College does not necessarily mean that the process will end.

Inquiries or reports concerning discrimination, harassment and/or retaliation or the College's handling of such inquiries or complaints may be referred to the Department of Education's Office for Civil Rights. Employee reports may also be referred to the U.S. Equal Employment Opportunity Commission and/or the Maryland Commission on Civil Rights or New Mexico Human Rights Bureau.

False Allegations

Anyone who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action. Similarly, a person who is later proven to have intentionally given false information during the course of an investigative or disciplinary process may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. No complaint will be considered "false" solely because it cannot be corroborated.

Amnesty

The College encourages reporting and recognizes that a Complainant or witness who has been drinking or using drugs at the time of the incident may be hesitant to make a report or participate in an investigation because of potential consequences for their own conduct. Students who report alleged violations of the Policy, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident. The College may initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs. Amnesty for a student who reports discrimination or harassment may extend to other violations of the College's policies and practices, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not apply if someone is found to have possessed, used, provided, or administered alcohol or other drugs to facilitate a violation of this Policy. Amnesty ordinarily will not apply to employees.

Records and Documents

Records and documents generated related to a complaint associated with the Policy will be maintained in accordance with applicable policies, procedures, and legal requirements. This includes all reports of discrimination, harassment, retaliation and intimidation and related evidence, documents, records, and information pertaining to the investigation and resolution of the complaints.

VI. Procedures for Resolution and Investigation of Complaints

Supportive Measures

The Policy Coordinator will work with both parties to put supportive measures in place aimed at stopping and preventing the recurrence of discrimination or harassment and protect the educational and living environment for the Complainant and the Respondent pending the outcome of the procedures under this Policy. In all complaints, whether the Complainant files a Formal Complaint or asks that the complaint remain confidential, the College may implement reasonable supportive measures.

The range of supportive measures include, but are not limited to, the imposition of a no-contact order instructing the parties to not contact one another; change in work schedule or job assignment; restrictions in access to the College facilities, including but not limited to the Dining Hall or Residence Halls; change in housing; change in class schedule; restrictions on co-curricular activities; interim suspension/administrative leave; or any other remedy which can be tailored to the involved individuals.

Violations of no contact orders and failures to comply with other interim measures may result in disciplinary action pursuant to the student conduct code or relevant divisional policy for faculty and staff.

Resolution Process

The purpose of this Policy is to stop, remediate the effects of, and prevent the recurrence of discrimination, harassment, retaliation and intimidation as defined within this Policy. All complaints and investigations will be handled in a prompt, thorough and impartial manner. Additionally, Complainants and Respondents are entitled to treatment with dignity, respect, and sensitivity by the College.

A. Compliant Intake

Following receipt of notice of a violation or of a complaint, the Policy Coordinator will contact the Complainant, and provide information regarding the Policy.

An initial determination is made by the Policy Coordinator as to whether a policy violation may have occurred or whether Informal Resolution might be appropriate. If the complaint does not appear to allege a policy violation, or if Informal Resolution is agreed to by the involved parties and appears appropriate given the nature of the alleged behavior, then the complaint does not generally proceed to full investigation. A full investigation will almost always be pursued if there is evidence of a pattern of misconduct or a perceived or real threat of further harm to the community or any of its members.

The Policy Coordinator will meet with the Complainant for an initial intake meeting. At this meeting, the Policy will be reviewed, including Informal Resolution and the Investigative Process, and any questions will be answered. The intake meeting may also involve a discussion of any supportive measures that may be appropriate. The Complainant may be accompanied by an advisor for this meeting. Advisors cannot be attorneys and cannot participate directly in the meeting

If the Complainant does not wish to move forward and/or requests the complaint remain confidential, the College's ability to respond may be limited. The College reserves the right to issue a no contact order and take other reasonably necessary measures, including supportive measures, to ensure the safety of the Complainant or others. If the College determines that it cannot maintain a Complainant's confidentiality, the Complainant will be notified prior to an investigation

The Policy Coordinator may determine that a complaint will not move forward under this Policy. The College may dismiss a complaint, at its discretion, at any time during the Resolution Process for any of the following circumstances:

- If the Complainant requests in writing to dismiss a previously filed complaint;

- If the Respondent is no longer enrolled or employed by the College at the time the complaint is filed;
- Specific circumstances prevent the College from gathering evidence sufficient to reach a determination about the complaint or any allegation therein; or
- The conduct alleged does not meet the definition of any prohibited conduct under this Policy.

If the College dismisses a complaint, the College will provide both parties a written notice of the dismissal and the reason(s) for the dismissal. The Complainant will have ten (10) days from notification that the complaint will not move forward to an investigation to submit a written appeal to the Policy Coordinator. If an appeal is not received, the matter will be closed. If a timely appeal is received, the appeal will be shared with the Appeal Officer.

The Appeal Officer for all complaints under this Policy is the Vice President for Advancement. If a complaint involves a person under the supervision of the Vice President for Advancement, a different Appeal Officer will be appointed. The Complainant will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Policy Coordinator. The Appeal Officer will evaluate the appeal based on the complaint and any additional information submitted by the Complainant during the appeal process. The Appeal Officer may uphold the decision of the Policy Coordinator or refer the matter for investigation.

Dismissal of a complaint for failure to meet the definition of prohibited conduct under this Policy or an ultimate finding by the investigators at the conclusion of the Resolution Process that conduct does not rise to the definition of prohibited conduct does not preclude action by the College for violation of any other policy, including the College's Civility policy.

B. Notification of Complaint

Once a complaint has been filed and it has been determined that it will move forward, the Policy Coordinator will provide notice of the complaint and schedule a meeting with the Respondent. At this meeting, the details of the complaint and the Policy, including Informal Resolution and the Investigative Process will be reviewed, and any questions will be answered. The intake meeting may also involve a discussion of any supportive measures that

may be appropriate. Depending on the nature of the complaint, the name of the Complainant, or other details identifying the Complainant, may not be shared with the Respondent at this time. The Respondent may be accompanied by an advisor for this meeting. Advisors cannot be attorneys and cannot participate directly in the meeting.

C. Informal Resolution

Based upon the information presented by the parties, the Policy Coordinator will review the possibility of an Informal Resolution. An Informal Resolution will only be presented if:

- The Complainant requests an informal mechanism; and
- The Complainant, Respondent, and Policy Coordinator, with concurrence of the Dean, Associate Dean, Assistant Dean, or Director of Human Resources, as appropriate, on behalf of the College, agree to an Informal Resolution in writing.

Should an Informal Resolution be agreeable to both parties, the Policy Coordinator will facilitate the process, and communicate with the parties. The process of Informal Resolution does not involve fact-finding nor an admission of wrong-doing. In conducting the Informal Resolution, the Policy Coordinator will serve as a facilitator in reaching a path forward that is agreeable to both parties and to the College. In some, limited cases, it may be determined that the Policy Coordinator will facilitate a meeting in which both parties participate, but this is not a necessary nor common requirement of an Informal Resolution. The Policy Coordinator will seek concurrence of the Dean, Associate Dean, Assistant Dean, or Director of Human Resources before finalizing any Informal Resolution.

Informal Resolutions of a complaint will ordinarily be concluded within 60 days of notice to the College that both parties wish to proceed with the Informal Resolution process. Such notice that the parties wish to proceed with an Informal Resolution process will “pause” the counting of the timeframe for compliant resolution under this Policy, should the Informal Resolution process fail and the parties continue with the Investigation. Either party or the Policy Coordinator, on behalf of the College, may end the Informal Resolution process at any time and request an investigation.

Any final resolution pursuant to the Informal Resolution process will be documented and signed by all parties, including the Policy Coordinator on behalf of the College. However, no recording of the Informal Resolution process will be made and all statements made during the Informal Resolution process may not be used for or against either party should the complaint move forward to an investigation. Failure to comply with an Informal Resolution agreement may result in disciplinary action or additional action under this Policy.

D. Investigation

Investigator

In cases that proceed to Investigation, the Policy Coordinator will appoint an investigator or dual investigators. The investigator will be dependent on the status of the Respondent (see below). The Policy Coordinator may appoint an equal co-investigator. An investigator appointed by the Policy Coordinator may be external to the College.

- In cases where the Respondent is an employee, the Director of Human Resources will ordinarily serve as one of the investigators.
- In cases where the Respondent is a tutor, the Dean will ordinarily serve as one of the investigators.
- In cases where the Respondent is a GI student, the Director, Student Services in Annapolis/the Director, Student Life in Santa Fe will ordinarily serve as one of the investigators.
- In cases where the Respondent is an undergraduate student, the Associate Dean will ordinarily serve as one of the investigators.
- Due to conflict, unavailability, or other reason it is not appropriate for an investigator to serve in a particular case, alternative investigators other than those described above may be appointed.

During the investigation, where dual investigators are appointed, both investigators need not be present at all interviews of meetings.

The investigation will be prompt, thorough, and impartial. The College will strive to complete all investigations within 60 business days; should an extension be required, the parties will be notified. Depending on the nature and severity of the complaint, and after an individualized assessment of each case, the College reserves the right to restrict the

Respondent's access to campus during the course of the investigation. Nothing in this Policy prevents the College from terminating an employee, expelling a student, or taking other appropriate action in lieu of proceedings under this Policy where the Respondent's conduct violates other policies or standard of the College. Nothing in this Policy alters the at-will nature of an employee's employment.

Communication and Confidentiality

The investigator(s) are responsible for communications with the parties regarding the progress of the investigation. This includes the date, time, and location of each interview the party is required or permitted to attend.

The investigator(s) are responsible for providing the parties with the opportunity to review any documentary evidence that may be used in determining the outcome of the investigation before such a determination is reached. Specifically, the investigator(s) will provide each party with the opportunity to review written summaries of any witness interviews, including interviews of the other party. It is important to note that any character evidence, personally identifiable information, and/or information that is irrelevant to the complaint, including information that is not permitted by law, will be redacted.

Parties and witnesses are expected to maintain confidentiality regarding the proceedings under this Policy, provided that the parties may speak to confidantes, parents, counselors, attorneys, and law enforcement authorities regarding the matter, and may speak to others for the purposes of seeking, obtaining, or presenting evidence, or otherwise preparing for the meetings described in this Policy. With respect to employees of the College, nothing in this paragraph in any way prohibits or is intended to restrict or impede the employee from discussing the terms and conditions of employee's employment with coworkers or otherwise disclosing information as permitted by law.

The parties are reminded that, in addition to this Policy's prohibition on Retaliation and Intimidation, other College policies regarding expectations for behavior remain in effect with respect to the parties' dealings with one another, witnesses, and third parties related to the proceedings under this Policy. Any documentary evidence,

witness summaries, or other documents reviewed by the parties must be kept confidential, and may be used only for the purposes of the proceedings under this Policy. Should either party, or third-parties on their behalf, whether or not the party is aware of the action of the third-party, share, post, or otherwise disclose any of the documentary evidence, witness summaries, or other documents reviewed as part of the complaint, other than as permitted under this Policy, additional disciplinary action may be taken by the College.

Advisor of Choice

The Policy Coordinator will notify all parties that each is permitted, if they wish, to have an advisor present at any meeting or other proceeding under this Policy. Parties may change their advisor at any point during the process. Advisors may not be attorneys. When selecting an advisor, special care should be made to identify any conflicts of interest in advance and to discuss potential conflicts with the Policy Coordinator.

Meetings/proceedings will be scheduled not less than three (3) business days in advance. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigator(s) at least twenty-four (24) hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate actively in the investigation, or communicate with anyone other than the person being advised. Advisors are expected to conduct themselves in a professional manner at all times and respect the decisions made by the investigator(s). Advisors who fail to comply with these rules will be asked to leave and will not be permitted to attend future meetings. Should this occur, the impacted party will be able to select another person to serve as their advisor.

Evidence Collection

The investigator(s) will interview the parties, as well as all relevant witnesses, gather any relevant evidence (such as texts/emails, social media postings, surveillance video, photos), and consider all relevant evidence. The investigator(s) retains discretion to determine how to conduct the investigation and what information is necessary and relevant, including which witnesses to interview. Although formal rules of evidence will not apply, the investigator(s) will not consider character evidence or incidents not directly related to the possible violation unless they tend to show a pattern, unless such information is

determined to be highly relevant by the Policy Coordinator. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect.

The investigator(s) is a neutral fact-finder, who, during the course of the investigation, may gather information in multiple ways. The investigator(s) may collect documents and other information and may also interview witnesses or other people with relevant information beyond those identified by the parties. The interviews are not required to be in-person.

The investigator(s) may decline to gather information if:

- the request seeks information about either party's mental health history, unless that party consents;
- the request seeks information that is unreasonably duplicative;
- the request is unlikely to yield relevant evidence;
- the request seeks information that the requesting party could obtain from another source with greater convenience or less burden;
- the request unreasonably invades the privacy interests of a party or witness or seeks information protected by federal or state law; or
- the burden of complying with the request is likely to substantially outweigh the benefit of the information as relevant evidence in the hearing.

Final Investigative Report

Upon finalizing the investigation, the investigators will prepare a Final Investigative Report. The report will include the investigator's findings of fact, analysis of the facts based upon the preponderance of the evidence standard, a determination as to whether the Respondent is responsible for the alleged violation(s) by a preponderance of the evidence, and recommended sanctions associated with this complaint.

The full report will be provided to the Policy Coordinator who will ensure that the recommended sanctions are in-line with other similar cases. If recommended sanctions are not in-line with other similar cases, the Policy Coordinator will confer with the investigator(s). Once the investigator(s) determine final sanctions, with concurrence from the Policy Coordinator, an outcome letter will be generated and shared with the parties; the Final Investigative Report will also be shared with the parties.

Please note that termination from employment may require additional steps and processes. In cases where termination from employment is a recommended sanction, the Policy Coordinator will confer with the appropriate department(s) to determine what next steps, if any, are required.

Where an investigation has identified a concern regarding a College policy, procedure, or other measure which has a broader impact beyond the particular circumstances of the Complainant and the complaint, the Policy Coordinator will be responsible for addressing the concern with the appropriate College official.

E. Appeals

The Complainant and the Respondent have equal rights to an impartial appeal. Appeals shall be limited to the following grounds:

- There was a material deviation from the procedures that affected the outcome of the process;
- There is new and relevant information that was unavailable, with reasonable diligence and effort that could materially affect the outcome;
- The Policy Coordinator or one of both of the investigators had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter.

Generally, the original decision, including sanctions, remains in effect throughout the appeal period, although the Policy Coordinator has discretion to stay enforcement of the sanctions.

Both the Complainant and the Respondent will have five (5) days from written notification of an outcome to submit a written appeal to the Policy Coordinator. If the Policy Coordinator receives no timely appeals, both parties will be notified that the original decision stands.

If and when the Policy Coordinator receives a timely appeal, the appeal will be shared with the non-appealing party who may, but need not, provide a written response within five (5) days of receiving a copy of the appeal. This response is a right, but not a requirement. The decision by a party not to respond to the other party's appeal does not indicate agreement with that appeal.

The Appeal Officer for all complaints under this Policy is the Vice President for Advancement. The only exception is if the Respondent is an employee of the College (tutor or staff member) and one of the recommended sanctions includes the termination of the employee. In these cases, the Appeal Office is the President of the Campus. If a complaint involves a person under the supervision of the Vice President for Advancement, a different Appeal Officer will be appointed. The Complainant will not meet with the Appeal Officer and should not communicate with them directly. The appeals process is conducted in writing through the Policy Coordinator. The Appeal Officer will evaluate the appeal based on the appeal and response, documentary evidence collected during the investigation, and Final Investigative Report and any additional information submitted during the appeal process.

Any information or materials that were previously submitted and determined to contain information that is irrelevant to the complaint, including information that is not permitted by law and character evidence, will not be considered by the Appeal Officer.

The Appeal Officer is not expected to conduct a full review of the case. This is not an opportunity for the Appeal Officer to substitute their judgment for that of the investigators. Rather, they may only make changes to the original outcome when at least one of the specified grounds for appeal is met. The changes made should directly pertain to the appeal grounds that were met.

The Appeal Officer may a) determine that no grounds for appeal have been met; thus, the original decision stands; b) determine that grounds for appeal have been met, and choose to remand the matter back to the investigators to address the appealed aspects of the case; or c) determine that grounds for appeal have been met, and make a new finding of fact, finding of responsibility, and/or (as appropriate) sanction(s). The Appeal Officer's decision will be made based on the preponderance of the evidence standard. The Appeal Officer's decision is final, and no further appeal is permitted.

Absent unusual circumstances, the Policy Coordinator will provide the outcome of the appeal in writing to the Complainant and Respondent within fifteen (15) days from the Appeal Officer's receipt of the appeal.

F. Withdrawal from St John's College With Charges Pending

If a student Respondent withdraws from St. John's College while any aspect of this Policy is in progress, and before any findings have been made, the Respondent's academic file will include a letter from the Policy Coordinator reflecting that the student withdrew pending an investigation under this Policy. If a student Respondent withdraws after an investigation found that person responsible for violating the Policy, but before a sanction was implemented, the student's academic file will include a letter from the Policy Coordinator reflecting that the student withdrew pending disciplinary sanctions under this Policy. Should a student decide to withdraw and not participate in the Resolution Process, St. John's College may opt to proceed without the student to a reasonable resolution and the student will not be permitted to return unless all sanctions have been satisfied.

Should an employee Respondent decide to resign or otherwise leave the College and not participate in the Resolution Process, St. John's College may opt to proceed with the investigation without the employee to a reasonable resolution and the employee may not be permitted to reapply for employment or to otherwise participate in the St. John's College community if a policy violation is found or if the investigation is impeded or impossible due to the employee's lack of participation.

Family Educational Rights and Privacy Act of 1974 (as Amended) FERPA

The Family Educational Rights and Privacy Act (FERPA) was enacted by the United States Congress in 1974 setting forth requirements regarding the privacy of student records. Any educational institution that receives funds under applicable programs administered by the U.S. Secretary of Education must comply with FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

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- The right to inspect and review the student's education records.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Definitions

Student: Any individual who is or has been in attendance at St. John's College.

Educational Records: Any record (in handwriting, print, video or audiotapes, paper, film, computer or other medium) maintained by St. John's College or an agent of the college (including all staff and faculty) that is directly related to a student, except as listed below.

Educational Records are **not**:

- A record made by a staff or faculty member if it is kept in the sole possession of the maker of the record, is used only as a personal memory aid, and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by the St. John's College public safety office for law enforcement purposes.
- An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- Records made or maintained by a physician, psychiatrist, psychologist or other recognized professionals or paraprofessionals if the records are used only for the treatment of a student and made available only to those persons providing treatment.
- Records that contain information about an individual after he or she is no longer a student at the college.

Annual Notification

All students (including January Freshmen and Graduate Students) will be notified of their FERPA rights annually by publication in the *Student Handbook* and through their MySJC portal/Registrar page.

Where to Find the Federal Regulations Describing the FERPA

A copy of the regulations is on file in the Office of the Registrar or at the website: ed.gov/offices/OM/fpco/ferpa

To comply with FERPA, the college has formulated the following policy:

THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS.

Following are the procedures for the inspection/review of records:

1. Students may inspect and review their education records upon request to the college registrar. The student should submit to the registrar a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The registrar will make arrangements for access as promptly as possible (but within 45 days) and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.
2. Limitation on Right to Access: The college reserves the right not to permit a student to inspect the following records:
 - Financial records of the student's parents.
 - Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before July 1996.
3. Copies: The college is not required to make copies of records unless the student otherwise would be effectively prevented from exercising his or her right to review and inspect the records (e.g., a former student who lives more than 100 miles from Santa Fe). If copies are provided, the fee will be 25 cents per page. Please note that while the student has a right to

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review and inspect records, the college will not forward copies of records to third parties if the student has outstanding obligations of any kind to the Financial Aid or Treasurer's offices. In addition, the college reserves the right to hold the transcripts of students who have outstanding loan obligations at other institutions that participate in federal financial aid programs or if there is an unresolved question of academic dishonesty or other disciplinary infraction involving the student.

4. Type, location and custodians of education records:

<i>Type</i>	<i>Location</i>	<i>Custodian</i>
Admission	Office of the Registrar	Registrar
Academic	Office of the Registrar	Registrar
Financial	Office of the Treasurer; Financial Aid Office	Treasurer Director of Financial Aid
Health	Student Health Center	Director of Health/Wellness
Office of Personal & Professional Development	Office of Professional & Personal Development (OPPD)	Director of OPPD
Disciplinary	Student Life; Registrar (Academic)	Assistant Dean; Director of Student Life
Absence	Office of the Assistant Dean	Assistant Dean

Some records are not included in the types listed above, such as copies of correspondence in offices not listed. The Registrar will collect such records, direct the student to their location, or otherwise make them available for inspection and review.

THE RIGHT TO REQUEST THE AMENDMENT OF THE STUDENT'S EDUCATION RECORDS THAT THE STUDENT BELIEVES ARE INACCURATE, MISLEADING, OR OTHERWISE IN VIOLATION OF THE STUDENT'S PRIVACY RIGHTS.

Following are the procedures for requesting the amendment of records:

1. A student must ask the dean or an appropriate official of the college to amend a record. In so doing, the student should identify the part of the record to be amended and specify why

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the student believes it is inaccurate, misleading, or in violation of the student's privacy rights.

2. The dean or an appropriate official of the college shall decide within a reasonable time whether or not to amend the record as requested. If the college decides not to amend the record, it will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request of the student for a hearing, the college will arrange for a hearing within a reasonable time and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by an official of the college who does not have a direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The dean or an appropriate official of the college will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If, as a result of the hearing, the college decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If, as a result of the hearing, the college decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records for as long as the contested portion is maintained. Whenever the college discloses the contested portion of the record, it will also disclose the statement.

THE RIGHT TO CONSENT TO DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN THE STUDENT'S EDUCATION RECORDS, EXCEPT TO THE EXTENT THAT FERPA AUTHORIZES DISCLOSURE WITHOUT CONSENT.

In general, the college will disclose personally identifiable information from a student's education records only with the written consent of the student. However, records may be disclosed without consent under the following conditions:

1. The disclosure is to other college officials who have a legitimate educational interest in the records.
 - a. A college official is:
 - i. A person employed by the college in an administrative, supervisory, academic or research, or support staff position, including health or medical staff;
 - ii. A person elected to the Board of Visitors and Governors;
 - iii. A person engaged by or under contract to the college, such as attorney or auditor; or
 - iv. A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another college official in performing his or her tasks.
 - b. A college official has a legitimate educational interest if the official is:
 - i. Performing a task within the scope of his or her job duties or engagement;
 - ii. Performing a task related to a student's education;
 - iii. Performing a task related to the discipline of a student;
 - iv. Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid;
 - v. Maintaining the safety and security of the campus.
2. The disclosure is to officials of another school in which a student seeks or intends to enroll.
3. The disclosure is to certain officials of the U.S. Department of Education, U.S. Comptroller General, U.S. Attorney General, or state and local educational authorities, in connection with an audit or evaluation of certain state or federally supported education programs.

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4. The disclosure is in connection with financial aid for which the student has applied or which the student has received, in order to determine eligibility for, amount of, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. The disclosure is to certain state and local officials or authorities concerning the juvenile justice system.
6. The disclosure is to organizations conducting certain studies for or on behalf of the college.
7. The disclosure is to accrediting organizations to carry out their functions.
8. The disclosure is to parents of an eligible student who is claimed as a dependent for income tax purposes. The policy of the college is not to release such information to the parents without the consent of the student except under extraordinary circumstances, and for drug and alcohol violations as described in item 15.
9. The disclosure is to comply with a judicial order or lawfully issued subpoena; the college will make a reasonable attempt to notify the student that it intends to comply with the order or subpoena, unless otherwise directed by the order or subpoena.
10. The disclosure is to a court in a legal action brought by the college against a parent or student.
11. The disclosure is to appropriate parties in connection with a health or safety emergency.
12. The disclosure is information that the college has designated as “directory information” (see below).
13. The disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, provided that only the final results of a college disciplinary proceeding with respect to the alleged crime or offense may be disclosed (whether or not the student was found responsible for the violation).
14. The disclosure consists of the final results of a college disciplinary proceeding (after October 7, 1998) against a student who is an alleged perpetrator of a crime of violence or non-forcible sex offense where the student was found responsible for a violation of the college’s rules or policies with respect to the allegation, provided that the disclosure may not identify any other student, including a victim or witness, without the prior written consent of that other student.
15. The disclosure is to a student’s parent regarding the student’s violation of any law or college rule or policy governing the use or possession of alcohol or a controlled substance if the college has determined that the student committed a disciplinary violation with respect to

that use or possession, provided that the student is under the age of 21 at the time of the disclosure to the student's parents.

16. The disclosure is in connection with an ex parte order issued at the request of the U.S. Attorney General in connection with investigation or prosecution of terrorism (USA Patriot Act).
17. The disclosure is of information provided to the college concerning registered sex offenders.

A person to whom the college discloses educational record information may not re-disclose the information without the consent of the student, unless otherwise permitted under FERPA. Questions regarding this notification and FERPA can be directed to the Office of the Registrar, St. John's College, Santa Fe, 505-984-6075; santafe.registrar@sjc.edu.

Record of Requests for Disclosure

The college will maintain a record of requests for access to and disclosure of personally identifiable information from a student's educational records as required by FERPA. The record may be reviewed by the student.

Directory Information

In compliance with the Family Educational Rights and Privacy Act, the college designates the following categories of information with respect to each student presently or previously attending the college as directory information which may be disclosed by the college at its discretion, without the student's prior written consent the student's name, home address and home telephone number, local/campus address and local/campus telephone number, email addresses, photography/videography, dates of attendance, field of study, participation in officially recognized activities and sports, full-time or part-time status, class level (freshman, sophomore, junior, senior, graduate institute), degrees (including dates conferred), awards and honors received, essay titles, award essays and senior essays, hometowns, previous institution(s) attended.

Current students have a right to inform the college within two weeks of fall registration and within one week of spring and summer registrations that any or all of the above information about the student should not be designated as directory information. Students also have the right to file a

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complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 20202-4605

ed.gov/policy/gen/guid/fpco/ferpa

Drug Abuse Prevention Program

The Higher Education Amendments of 1986 require that in order to participate in federal financial aid programs every post-secondary institution must have a drug abuse prevention program in place by July 1, 1987. This program must be accessible to any officer, employee, or student of the institution.

The following information is made available to students in compliance with federal law:

Hotlines

Mobile Crisis Response of Santa Fe (24 hours)	505-820-6333
Crisis Response (toll free)	888-920-6333
Solace Crisis Treatment Center (24 hours)	505-988-1951
Solace Crisis Treatment Center (toll free)	800-721-7273
New Mexico Suicide Line (toll free)	800-273-8255
Trevor Project	866-488-7386

12-Step Programs

Alcoholics Anonymous (Central Office)*	505-982-8932
Alcoholics Anonymous Hotline	505-231-5295
Narcotics Anonymous Helpline	505-984-2098
Narcotics Anonymous Helpline (toll free)	800-258-2971

*505 Camino de Los Marquez

Meetings of Alcoholics Anonymous are held daily at various locations in and around Santa Fe. Call or stop by for a weekly schedule; or, go to santafeaa.org.

For 12-Step programs not listed above please call Alcoholics Anonymous at 505-982-8932 or consult your telephone directory.

Substance Abuse Treatment Center

In patient services can be found at Santa Fe Recovery Center (505-471-4475). Residential alcohol detox, short, and long term treatment services at 4100 Lucia Lane

*The Alcoholics Anonymous Central Office has additional information on treatment centers in New Mexico. Please contact 505-982-8932 for information.

If you are concerned about the possibility of yourself or a friend having a problem with alcohol consumption, please contact the Student Health Office to discuss your concerns confidentially with a healthcare provider.

Additional Resources

sossobriety.org

moderation.org

Copyright P2P Overview

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material.
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.
- This document outlines St. John’s College’s policy to comply with these requirements.

Annual Disclosure

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at St. John’s College. We use a wide variety of methods to inform our community about the law and St. John’s College’s response to copyright infringement claims:

- In order to use college computing resources, all members of the St. John’s College community endorse the Appropriate Use Policy that includes a section on copyright compliance.
- All entering students are required to read the Appropriate Use Policy and sign a card that they have read and understand the policy and will abide by it.
- Stories are placed in the school newspaper and posters are mounted in student computer labs and elsewhere to discourage illegal file sharing.
- Beginning fall 2010, ITS will send an email to all students regarding illegal distribution of copyrighted materials.
- Computing support staffs, including student Help Desk workers, are regularly trained on the college position with respect to copyright issues. Student workers provide an important channel for communicating with the student community.

- St. John's College's policies and procedures concerning the Digital Millennium Copyright Act and our response to infringement claims are published in the Appropriate Use Policy.
- Periodically, all college employees receive email from the president or other officers regarding copyright infringement and related issues.

Effectively Combat the Unauthorized Distribution of Copyrighted Material

St John's College does not allow P2P file sharing from the college network. We currently employ bandwidth-shaping technology (Palo Alto) to prioritize network traffic.

Appropriate Use Overview

This policy affects the students, faculty, and staff of St. John's College and use of all of the information technology systems belonging to the college.

The St. John's College Information Technology System includes: computers, communications networks, computer accounts, web pages, network access, central computing facilities, and related services. Access to and use of the college Information Technology System is a privilege granted to currently enrolled students, faculty, and staff. As a user of the Information Technology System, you have two basic rights:

- Privacy, and
- A fair share of resources.

In turn, you bear citizenship responsibilities to preserve these rights for your fellow technology system users. This statement of rights and responsibilities is grounded in the community standards and policies outlined in the college's student, tutor and staff handbooks.

All computer accounts and files belong to somebody.

Your Right: Privacy. No other user may browse, access, copy or change your computer files without your authorization.

Your Responsibility: To uphold your right to privacy and that of your fellow users by not allowing another individual to use your computer account, and by not using another person's account or attempting to gain access to their files without authorization.

Accessing others' files or monitoring their computer or network use – except by technology staff for system troubleshooting, maintenance, or security purposes – constitutes a violation of privacy. Ability to access a file does not grant permission to do so.

You are responsible for any use of your account; therefore, you need to take all reasonable precautions, including maintaining a secure password and always logging your account out, to prevent use of your account by others.

Information Technology System

The college Information Technology System, including Internet services, is a shared resource provided to St. John's students, faculty and staff. The services support the business of the college; teaching, learning, scholarship and administration. Recreational use of resources is not allowed to degrade System performance at any time.

Your Rights

Fair access. No other user may deny, diminish or disrupt your access through any means, including:

- Intentionally, recklessly or negligently damaging equipment and other physical resources;
- Intentionally, recklessly or negligently attempting to degrade, disrupt, or damage computer system and network performance, software, data or data transmission;
- Unduly consuming computing or network resources;
- Violating the privacy of your files and accounts;
- Masquerading as another user;
- Distributing material which violates applicable local, state, and federal laws;
- Distributing material which is demeaning or discriminatory via any electronic mail or other computer network facility;
- Making random or mass mailings; and
- Using resources for commercial or political purposes.

Your Responsibility

Is to uphold the right to fair access of your fellow users by properly utilizing resources and avoiding any detrimental effect on the work of others. You are responsible for the behavior of any computer you connect to the college network; therefore you need to take all reasonable precautions including running anti-virus and anti-spyware software and keeping their definitions current.

Your use of the St. John's College Information Technology System must comply with all federal, New Mexico, Maryland, and other applicable laws; all applicable contracts and licenses; and college policies as articulated in the student, faculty and staff handbooks. These laws, contracts, licenses and policies include:

- Laws governing libel, privacy, copyright, trademark, obscenity, and child pornography;
- The Electronic Communications Privacy Act, which prohibits eavesdropping on network data;
- The Computer Abuse Amendments Act, which prohibits spreading viruses or other harmful code;
- The Digital Millennium Copyright Act, which prohibits the distribution of copyrighted materials over the Internet for which the distributor does not have permission;
- The college's harassment policy;
- The college's non-profit status; and
- All applicable software licenses.

Copyrights

If a literary, musical, or artistic work is copyrighted, there are legal limits on who can copy or otherwise use that work. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Students are responsible for making sure that their use of copyrighted materials is appropriate and legal. If a student infringes on copyright using college resources, the college may be held liable. The assistant

dean, the director of IT, and the library director are available to answer questions about appropriate use of copyrighted materials.

Copyright infringement will be treated as a disciplinary matter, subject to disciplinary action up to and including expulsion. Legal penalties for copyright infringement include both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information can be found on the website of the U.S. Copyright Office at copyright.gov, and their FAQ's at copyright.gov/help/faq.

Policy Violations

Alleged violations of this policy, or violation of other college policies in the course of using the Information Technology System, may result in an immediate loss of privileges and may also result in the referral of the matter to the appropriate judicial authority as specified in each college handbook.

Campus Evacuation and Lockdown Procedures

Types of Evacuations

Building Evacuation

All-Campus Evacuation

Campus Lockdown

Building Evacuation

A building is sometimes evacuated in the event of a localized, on-campus emergency that is limited in scale, such as a building power-outage or a small fire affecting only that building. Individual

building evacuations occur when a building (fire) alarm sounds, or upon notification by Public Safety, Housing, or the Student Life Office.

1. Upon hearing an alarm or announcement of evacuation. Remain calm and leave by the nearest marked exit and alert others to do the same.
2. Once out of the building, proceed to the building evacuation rally point. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
3. Make yourself comfortable and help others if possible. Make sure you check in with the evacuation coordinator (usually the RA or SR).
4. Do not return to an evacuated building until told to do so by an authorized college official.

All-Campus Evacuation

For large-scale emergencies that affect the entire campus or local community, such as fire, flooding, wide-spread power outages, and severe storms, an all-campus evacuation may be announced by the president, the Santa Fe police and/or fire departments, or the director of public safety via the E2 Campus Alert System and/or mass email.

1. Upon hearing an alarm or announcement of evacuation, gather your essential items only, i.e.: phone, keys, a jacket, and bottle of water if possible. Remain calm and leave by the nearest marked exit and alert others to do the same.
2. Once out of the building, gather at the Student Activities Center parking lot for transport to an evacuation site.
3. Make yourself comfortable and help others if possible. Make sure you check in with the evacuation coordinator (usually the RA or SR).
4. Do not return to campus until told to do so by an authorized college official or via the E2 Alert System.

Campus Lockdown Event

In certain crisis situations, such as an active shooter on campus, Public Safety personnel or local police will declare a “lock down” and ask the occupants to barricade in place.

1. In the event of a lockdown, police will respond to campus and may have weapons drawn.
2. Lock and/or barricade doorways, turn off lights, silence cell phones, and follow police instructions.
3. Do not remain directly behind closed doors or in the line of sight from windows.

Note: As a preparatory measure, please familiarize yourself with the “Run, Hide, Fight” video in the *Safety & Security* section of the St. John’s College website for detailed information on how to proceed in an active-shooter situation.

Additional Information on Evacuation Procedures

EVACUATION COORDINATORS

An evacuation coordinator from each office/residence hall should be designated to ensure that all individuals are accounted for. Department directors and office managers are the default evacuation coordinators; in the residences the role is filled by the RAs and SRs. Once at the designated assembly point, coordinators should organize evacuees by group—residence, office, etc.—and take a headcount or roster of those present and report it to the switchboard.

TRANSPORTATION DURING AN EVACUATION

Santa Fe Prep has volunteered the use of its school busses to assist in an evacuation process (via phone notification). The Student Activities Center parking lot is the transportation staging area in most instances. In the absence of busses, the fleet vehicles kept at SAC should be used. Personal vehicles may be used. Follow the guidance offered by campus officials.

COMMUNICATION DURING AN EMERGENCY

Handheld radios, email, cell phones, and text messages should be used by appropriate personnel to communicate instructions and updates.

BUILDING EQUIPMENT

All buildings are equipped with these safety features:

- Mapped routes out of buildings (clearly displayed in each building)
- Fire extinguishers
- Emergency exit lighting

Assisting Disabled Persons in an Emergency

The college has a designated assembly station at the loading dock of Peterson Student Center for emergency first responders to locate persons with disabilities or who require further assistance in evacuations.

ASSISTING VISUALLY IMPAIRED PERSONS

Inform visually impaired persons about the emergency and offer to act as a sighted guide during the evacuation. Offer your arm and make sure to speak clearly and keep the person oriented to your location. Point out where any obstacles are located. When you reach the assembly location, ask if you can be of further assistance.

ASSISTING HEARING-IMPAIRED PERSONS

Individuals with impaired hearing may not be able to hear the audible signal of a fire alarm or emergency announcement. To alert them to an emergency evacuation, use an alternative warning system, i.e. writing a note to the person or turning a light switch on and off to get their attention. (Do not turn the light switch off and on if you smell natural gas or suspect an explosive condition in the area.)

ASSISTING AMBULATORY PERSONS USING WALKING AIDS

In evacuations, individuals with crutches, canes, or walkers may need assistance. If a person requires assistance—please ask; assistance will not be of use to everyone using a walking aid—they can be moved using a two-person, lock-arm position or by having the individual sit in a sturdy chair, preferably one with arms, to be lifted and carried.

ASSISTING NON-AMBULATORY PERSONS

When assisting a non-ambulatory person ask to be certain that they want assistance. Be aware that lifting them might be dangerous, as some individuals have reduced upper-trunk and neck strength. If the person has respiratory problems, immediately remove them from areas with smoke or vapors; if they use respirator they should be given priority assistance.

Non-ambulatory people's needs and preferences for assistance vary. Always consult with the person regarding:

- Their preferred method of being moved and the number of people needed (If a person must be carried more than three flights of stairs, a relay team is needed)
- The extension and movement of their limbs and extremities when moving them
- Their preferred position for being carried, i.e. forward or backward on stairs
- The appropriate aftercare, if they've been removed from their wheelchair

Remember to check the intended evacuation route for obstructions before transporting the individual. Delegate others to bring a wheelchair, removing it from the stairwell so it doesn't obstruct others. Reunite the person with their wheelchair as soon as it is safe to do so.

Emergency Services Resources

Santa Fe Emergency Services:

Type	Service	Phone
Fire, Police, Ambulance	General Emergency Number	911
Behavioral Health	Mobile Crisis Response of Santa Fe	505-820-6333
Sexual Violence, Trauma, SANE Exams	Solace Crisis Treatment Center	505-988-1951
Poison & Drugs	New Mexico Poison & Drug Information Center	800-222-1222

National Mental Health Emergency Services:

Type	Service	Phone
Suicide	National Suicide Hotline	888-920-6333
LGBTQ Youth Crisis/Suicide	Trevor Project	866-488-7386
Behavioral Health	Mobile Crisis Response of Santa Fe	505-820-6333
Sexual Violence, Trauma, SANE Exams	Solace Crisis Treatment Center	505-988-1951
Poison & Drugs	NM Poison & Drug Information	800-222-1222

Public Safety: Dial 0 from any college phone or 505-984-6000 if calling from off campus. Officers are on duty 24/7. Call Public Safety for emergencies, lockouts, to report trespassing/strangers, disturbances, or to request an escort.

Medical

Student Health Office: Michaela Randle (NP), and Kristy Bell (MA) – x6418

After Hours Care: Available at Aspen Medical Center, 3450 Zafarano Drive, Suite C, 466-5885 & St. Vincent Hospital Emergency Department 913-3934. For daytime urgent care needs, 7 days a week, you may also go to Ultimed, 707 Paseo de Peralta, 989-8707

Mental Health

Student Health Office: Santafe.therapists@sjc.edu or ext. 6420

After Hours Care: Please refer to Mental Health Emergency Services listed above or contact Public Safety to get in touch with a senior resident and Public Safety officer.

Campus Personnel

Executive Director of Campus Health & Wellness: Christine Guevara – ext. 6128

Director of Student Life: – ext. 6052

St. John's Code of Ethics

All members of the college community who are engaged in business transactions are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which they function. The college values integrity, honesty and fairness and strives to integrate these values into its teaching and business practices.

Definitions

- The term college means St. John's College.
- The term "member of the college community" (member) includes contractors, students, faculty members, staff members, and college officials who are engaged in business transactions on behalf of or in the name of the college. A person's status in a particular situation shall be determined by the Charter and Polity of the college.
- The term "college premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college.
- The term "organization" means any number of persons who have complied with the formal requirements for college recognition or registration.

Proscribed Conduct

1. Jurisdiction of the College Code of Ethics

The Code of Ethics shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that may affect the college community and/or employee's fitness to perform his/her professional responsibilities. Each member shall be responsible for his/her conduct throughout his/her employment relationship with the college.

2. Gifts, Favors, and Payments by the College:

Gifts, favors, and payments may be given to others at the college's expense, if they meet all of the following criteria:

- They are consistent with accepted business practices
- They are of sufficiently limited value and in a form that will not be construed as a bribe or payoff
- They are not in violation of applicable law and generally accepted ethical standards, and
- Public disclosure of the facts will not embarrass the college

3. Gifts, Favors, Entertainment and Payments Received by College Members:

Members shall not seek or accept for themselves or others any gifts, favors, entertainment, or payments without a legitimate business purpose nor shall they seek or accept personal loans (other than conventional loans at market rates from lending institutions) from any person or business organization that does or seeks to do business with or is a competitor of the college. In the application of this policy:

members may accept for themselves and members of their families common courtesies usually associated with customary business practices. These include but are not limited to:

- Lunch and/or dinner with vendors sometimes including spouses as long as the invitation is extended by the vendor.
- Gifts of small value from vendors such as calendars, pens, pads, coffee mugs, etc.
- Tickets to events (such as sports, arts, etc.) are acceptable if offered by the vendor and the vendor accompanies the associate to the event. These are not to be solicited by members of the college community and must be approved by the appropriate college officer.
- Overnight outings are acceptable under the condition that the individuals from either other companies or the vendor are in attendance. The member must have prior approval from the appropriate college officer.

- The receipt of alcoholic beverages is discouraged.
- Gifts of perishable items usually given during the holidays such as hams, cookies, nuts, etc. are acceptable.
- Honoraria for services performed in amounts that are consistent with generally accepted business practices.

4. Conduct – Rules and Regulations

Members of the college community are required to comply with basic standards of conduct that are generally applicable to all persons employed by the college. Failure to comply with the Code of Ethics may result in disciplinary action up to and including termination or suspension as outlined in the appropriate policy manual. The following types of conduct are deemed to be infringements of the Code of Ethics. This list is non-exhaustive and the college reserves the right to discipline members for conduct not listed below.

- Neglect of duty and/or lack of due care and/or diligence in the performance of duties.
- Theft, misappropriation, and/or unauthorized possession or removal of property belonging to the college, members of the college community, or other persons with whom the college has a business relationship.
- Concealing, falsifying, altering, misusing, or removing records including electronic data records.
- Direct or indirect misuse of college resources, including property leased to the college, for other than officially approved activities (including, but not limited to, employees, facilities, mail service, supplies, equipment, and college computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voicemail, telephone services, and other communication resources).
- Misuse or abuse of college resources, including funds, equipment or facilities. College resources must be reserved for business purposes on behalf of the college, and may not be used for personal gain; they should not be used for personal use except in a manner that is incidental and reasonable in light of the employee's duties. College resources include, but are not limited to, the use of college systems, such as telephone systems, data communication and networking services, and the domain for electronic communication forums; the use of college equipment; the use

of procurement tools such as purchasing cards and petty cash; the time and effort of other staff, students, and others at the college.

- Attempted or actual theft, unauthorized possession, and/or damage to property of the college, any person, or any other entity.
- Unauthorized use of institutional resources or facilities for personal, commercial, political, or other improper purposes. This includes release of college database information to anyone outside the college, or for a use that is not consistent with the purpose for which the information is held.
- Any violation of the College Computer Use policy such as theft, abuse, and/or misuse of computer facilities and resources.
- Violation of the rules and laws governing the use of copyrighted materials, patented ideas, licenses, proprietary information, and infringement of individual or college intellectual property. The college expects persons employed by the college to make proper attribution to the ideas and work of others.

Improper documentation, destruction, or making false statements, alterations, deletions or omissions on college forms, records or reports including but not limited to production records, employment applications, and medical records.

St. John's College Complaint Process

The 'Complaint Process' described below stands apart from grievances related to Title IX and Title IV; see "[St. John's College Sexual Misconduct Policy](#)" and "[Discrimination and Harassment Policy](#)" appendices in the Student Handbook for full details.

If a student feels aggrieved by an action taken or not taken by St. John's College with respect to its policies, procedures, or practices, the complainant can formally register the complaint. St. John's College believes in the fair treatment of all community members and will review complaints in a timely manner. All complaints will be reviewed impartially, and no student will face retaliation for bringing a complaint.

Please bring your complaint to the appropriate college official, as defined below. The New Mexico Higher Education Department requires that “students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution.”

Step 1 – Formal Complaint: A formal complaint should be presented in writing to the Office of the Assistant Dean, for undergraduate student complaints, or to the Associate Dean of Graduate Programs, for graduate student complaints. Within ten work days, a meeting will take place with the complainant, the Assistant Dean or the Associate Dean, and, if the complainant wishes, another member of the community who may serve as a witness to the meeting. This meeting serves to ensure that the complaint is fully understood and the outcomes desired by the complainant are clearly expressed. Within ten days of the initial meeting, the Assistant Dean or the Associate Dean will notify the complainant in writing of the actions the college will take to address the complaint.

(Complaints by staff members should be submitted to the Director of Human Resources. Complaints by faculty members should be submitted to the Dean. Complaints by alumni and members of the public should be directed to the President.)

If a student, the Assistant Dean, or the Associate Dean of Graduate Programs feel that the Assistant Dean or Associate Dean are not able to handle the complaint impartially, the student may register the complaint with the Dean, instead.

Step 2 – Formal Appeal: If the complainant feels that the issue has not been sufficiently resolved, the complainant may appeal to the President of the college. Ten days after the submission of the appeal, the President will make a determination and notify the complainant in writing.

Step 3 – Outside Resolution: Should that final action by the college not lead to a mutually acceptable resolution, the complainant may file the complaint with the New Mexico Higher Education Department at

New Mexico Higher Education Department
Private Postsecondary Schools Division
2044 Galisteo Street, Suite 4

Santa Fe, New Mexico
Phone: 505-476-8400

Notice of Non-Discrimination

St. John's College does not discriminate on the basis of age, ancestry or national origin, color, disability, gender identity, genetic information, marital status, military/veteran status, race, religion, sex, sexual orientation, or other legally protected characteristic in the administration of any of its educational programs and activities or with respect to admission or employment. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended, and with Section 504 of the Rehabilitation Act of 1973, as amended, for the Santa Fe Campus is Christine Guevara, Executive Director of Campus Health and Wellness, 1160 Camino Cruz Blanca, Santa Fe, NM, 505-984-6128. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended, and with Section 504 of the Rehabilitation Act of 1973, as amended, for the Annapolis Campus is Danielle Lico, Executive Director of Campus Wellness, 60 College Ave., Annapolis, MD, 410-626-2530.