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PRESIDENTS WELCOME

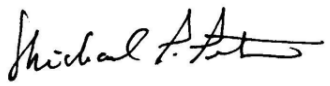
Dear Students:

On behalf of the faculty and staff, welcome to St. John's College, Santa Fe. You are joining a very special college with a distinctive educational program. Learning at St. John's College relies on conversation, dialogue, and civility. We are, both in concept and in fact, a community—a community of learning.

In the Student Handbook you will find guidelines on how best to participate in and nurture our community. Please read it carefully.

As president, I want you to know that you are welcome to meet with me informally, or to make an appointment through my assistant, Renée White, at extension 6098.

Thank you, and again, welcome. All of us at the College look forward to learning with you.



Michael P. Peters
August, 2013

INTRODUCTION

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

All members of the college community share responsibility for upholding standards of decency and civility and for maintaining living conditions that are conducive to study and learning. The college therefore expects every student to abide by all the rules of residence and to refrain from misbehavior, even that which is not explicitly mentioned in the rules of residence; it expects every student to exhort fellow students to follow the same code; it also expects all students to report their own misdeeds, to try to persuade others to do the same, and to 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 lie or withhold information, either about themselves or about their fellow students. Underlying both these principles is the understanding that the well-being of the campus community, composed mostly of students, depends largely on personal self-regulation through public-spirited acceptance of what is for the common good, whether or not specified in written institutional regulations.

Most of the policies contained in the present edition of the *Student Handbook* have been in effect for some time. Where policies have been changed, the dean and assistant dean 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 assistant dean, and to suggest ways in which our present policies might be improved so that working together we can achieve and maintain a community most conducive to the learning and practice of the liberal arts.

UNDERGRADUATE STUDENT INFORMATION

I. ACADEMIC POLICIES AND PRACTICES

A. 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 to take the place of a missed discussion, as there might be in the case of a missed lecture class. Instruction by discussion implies a sharing by all students in the processes of teaching as well as learning, and thus regular uninterrupted participation is essential for the good of all members of a class. Attendance at Friday night lectures and concerts makes it possible for 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; absences are, therefore, to be avoided whenever possible. Illness or other circumstances (including inclement weather, for students living off campus) may occasionally cause a student to miss class. Students are expected, however, 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 in order to receive credit. An "F" will appear on the transcript until the class is repeated. 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 set at four for classes meeting twice a week (seminars and freshman laboratory) and five for classes meeting three times a week. Preceptorials are considered a continuation of seminar in counting absences. 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 via email to their college e-mail address both before the maximum number of absences in a class has been reached and 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**

responsibility of the student. Students are advised to keep a record of their own attendance. They should avoid approaching the maximum in case an emergency should arise where missing a class becomes unavoidable.

Absence Probation

The maximum number of absences may be reduced at the request of a tutor or a student or at the discretion of the dean or assistant dean for those students who are in academic difficulty or whose absences habitually approach the maximum number. Absence probation lasts for one year from the date it is imposed, unless otherwise stated.

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, the nurse practitioner, or other relevant parties prior to 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 concerning medical conditions or other circumstances surrounding a request.

Assigning Students to Classes

The registrar, in consultation with the dean and the 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.

Students may request that they not be placed in a particular tutor's class again. The registrar, however, will not receive positive requests from students that they be placed in a certain tutor's class or with particular classmates. The registrar will try to accommodate schedule requests for such reasons as child care, an existing off-campus job schedule and long distance commuting. **Special requests must be submitted to the registrar by June 1st**. Off-campus residence does not in itself constitute grounds for special scheduling.

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 the subsequent class. Most classes experience

considerable variation in class morale; 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 is 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 start of the fall term. No student is excused from attending the original class before the transfer request has been formally granted by the assistant dean. The student should expect to discuss the reason for the request not only with the assistant dean, **but also with the tutor of the original class**. It is unlikely that the assistant dean will approve a class change without permission from the tutors of the exiting and entering classes, although occasionally strict confidentiality is called for. **As a rule, no class change will be finalized until the end of the third week of classes**, exceptional cases being left to the discretion of the assistant dean. Note that a class change may require a complete schedule change. Students wishing to make a class change at the beginning of the **spring semester** should make the request in writing to the assistant dean by the preceding **November 30th**.

Exclusion from a Class

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

Withdrawing from a Class

Since no class at St. John's is elective, withdrawing from a class is seldom possible. For compelling reasons, the dean may permit a student to withdraw from a class. A withdrawal prior to three-quarters into the class session (the 12th week of the semester for Fall and Spring, the eighth week for Summer) will result in no academic credit for the class; a "W" will appear on the transcript. If a student withdraws after the three-quarter 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" due to a violation of the attendance policy, this "F" is considered an academic failure, not an administrative consequence.

For 2013-2014, "F" grades appear after withdrawals later than:

- November 22 Fall 2013
- April 11 Spring 2014
- July 25 Summer 2014 (JFs)

The College's withdrawal policy provides for a partial refund of tuition through the first six weeks of the semester, regardless of the reason for withdrawal. The College offers an elective insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 75% of tuition and activity fees for medical withdrawals at any time during the semester.

Repeating Classes

A student is not ordinarily permitted to register for a part of the program in which he or she has previously registered unless he or she either has withdrawn before completing the semester or has completed the semester with a failing grade. The quality of the student's work up until the point of his or her 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, 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 of the fall semester, are, as a general rule, not permitted to repeat work with the January freshmen class.

Part-Time Study

Conversation 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 work of a class and in the contributions they can make to the class discussion. Nevertheless, the dean may permit students to enroll part-time under exceptional circumstances.

B. EVALUATING ACADEMIC PERFORMANCE

The Don Rag

Within the college, the most important form of evaluation is the don rag. Once a semester during the freshman and sophomore years each student meets with his or her 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 picture the student's overall progress. The student is then invited to respond to the tutor's reports and to comment on his or her own work. 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 end of the first semester, juniors have don rags. At the end of second semester, they have conferences instead of don rags. At the conference, the student initiates the conversation by giving an account of how he or she has been doing in all of his or her classes. By senior year it is assumed that the student can evaluate his or her own work and there is no don rag unless a tutor or the student believes that there is a special need for one.

When the work of a student is unsatisfactory or when the presence of the student is detrimental to the work of other students, the don rag committee may recommend to the dean that the student not continue at the college. The dean decides whether to accept the recommendation of the committee.

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 at the end of a semester is not satisfactory in all respects, but who is permitted to continue at the college in the hope that his or her work will improve, may be placed on academic probation for the following semester. A special don rag will be scheduled about 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, he or she 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 student may not be permitted to continue at the college for the following semester.

Sometimes students are permitted to enter a new semester with the requirement that they meet special conditions during the course of the 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 the student's learning during the first two years at the college. It occurs near the end of the sophomore year. The sophomore seminar essay is especially important in the enabling procedure, since it is an indication of the student's ability to write a satisfactory final essay in the senior year. No student may enter the junior year who has not written a satisfactory sophomore seminar essay. Sophomores are required to earn at least "C" in all their classes during their second semester.

The don rag committee at the end of the sophomore year may recommend to the dean that a student be enabled. In that case the student is usually enabled without further review. The dean may, however, in certain cases, 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 will 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 gain 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. Students are informed of the enabling decision as soon as possible.

Dismissal for Academic Reasons

It is assumed that each student admitted has the ability to pursue this 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 his or her 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 arrangement with the dean.

Satisfactory Progress for Financial Aid

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

1. Qualitative Standard: To make satisfactory academic progress, undergraduate students must maintain a minimum cumulative grade point average of 2.0; graduate students must maintain a minimum cumulative grade point average of 3.0. These standards apply to both full-time and part-time students.
2. Quantitative Standard: All students must complete at least two-thirds of attempted credits. All attempted credit hours 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 he or she was previously enrolled for more than three weeks, the class will be considered as repeated work and the student will not be eligible for institutional financial assistance. Exceptions to this policy may be granted by the Dean in the case of involuntary withdrawal due to illness or other mitigating circumstances.
3. 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 frame 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 limitation.

Because of the fully prescribed curriculum, students with Incompletes will not be allowed to move forward 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 with their academic program.

The Financial Aid Office will provide information about the appeal process to the affected students. Students may request an exception when failing satisfactory progress standards by submitting a petition/appeal to the Financial Aid Office. Petitions/Appeals must contain the following:

1. A personal statement, explaining the extenuating circumstances which prevented Satisfactory Academic Progress.
2. Documentation: For example, if you had an illness that prevented you from attending classes you must provide a statement from your physician or photocopies of medical bills during the semester in question.

Possible Outcomes for Petitions/Appeals: Petition/Appeal decisions have three possible outcomes: probation, an academic plan or a denial of the request for exception.

1. Probation: Allows a student to continue receiving aid while attempting to get back to the cumulative academic progress standards.
2. Academic Plan: Students approved to be funded for repeat work. Monitoring for these students will be 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 overall standard of academic progress.
3. Denial: A petition may be denied. In this case the student is ineligible for financial aid funds. The student may appeal again after the next semester, though a different outcome is not guaranteed. The student may also regain eligibility by meeting the cumulative standards of academic progress.

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 communication between 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 are to be taken into consideration, and in what proportion, in assigning grades. The following are point values corresponding to letter grades:

A - *Excellent*		B - *Good*		C - *Satisfactory*		D - *Passing, but Unsatisfactory*		F - *Failing*	
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 prior to the 3/4-point of the class*
F	Withdrawn after 3/4-point of the class*

* A student withdrawal prior to three-quarters into the class session will result in no academic credit for the class; 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" due to violation of the absence policy, this "F" is considered an academic failure, not an administrative consequence.

The quality of work by a student who withdraws after the seventh week of the academic year will be reported and, whenever possible, a letter grade for this work will be assigned. This not-for-credit grade will not appear on the student's transcript, but like the narrative don rag report, it will become part of the student's academic file.

Other colleges, graduate and professional schools, grantors of scholarships, and employers expect to see the grade records of undergraduates and graduates. Students are not routinely informed of their grades and are not encouraged to be concerned about them. However, a student has the right to see his or her 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 the obligation to make the final decision. Seniors are required to earn a grade of at least "C-" in every class both semesters of the senior year. 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 suggested by the tutor of the class in which the work has been unsatisfactory.

A grade average of "C" or better is required by the federal government for a student to remain eligible for benefits under the various G.I. Bills. Counseling by the Veteran's Administration is required before benefits can be reinstated. If a student believes that he or she may benefit from the educational monetary grants offered through the U.S. Department of Veteran Affairs, the information and direction offered at http://www.gibill.va.gov/ and http://www.gibill.va.gov/apply-for-benefits/application/ is significant; the sites describe which programs are available and provide instructions on how to apply.

Incomplete Grades and Changing Grades

Incomplete grades may be given only in the case of emergencies at the discretion of the tutor. Note that tutors may choose not to accept late work at all. Due date deadlines for late work are set by the tutor; if a due date is not stipulated, then the deadlines noted at the end of this section hold for the 2013-2014 academic year.

Should a grade of incomplete be earned by an undergraduate, the missing work must be submitted early enough in the following semester to allow the tutor to evaluate the late work and deliver a final grade to the registrar. Incomplete fall semester work is due by the Monday following Spring Break; incomplete spring work by the third Monday of July, incomplete January freshmen work (either semester) is due by the first Friday in January. The reversion of incomplete grades to their accompanying default grades, the entry of re-mediated incomplete grades due to the submission of missing work, and the change of grades for any reason occurs five administrative work days after the submission dates noted below.

For the 2013-2014 year, dates for submission of missing work to the tutor by the student to remediate incomplete grades:

- Missing work from FA 2013 is due at the latest on Monday, March 24, 2014
- Missing work from SP 2014 is due at the latest on Monday, July 14, 2014
- Missing work from SU 2014 (JFs) is due at the latest on Friday, January 3, 2015

Any earlier date specified by the tutor supersedes the above-noted delivery schedule. 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:

1. The reason why it was deemed appropriate to award an incomplete
2. A very brief description of the work that is to be made up
3. 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 originally submitted as incomplete grades.

C. 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 is usually available from classmates and students in other classes.

The Office of the Assistant Dean employs student tutors to assist their peers in mathematics, laboratory, Greek, and French. These assistants post office hours and locations in the weekly *Ephemera*. They may be contacted for individual appointments.

Assistance with writing is also available. Each year a tutor is given release from normal teaching duties to serve as a writing archon. Several students are also employed as writing assistants. Students having difficulties 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. Mr. Alan Zeitlin has been appointed writing archon for the academic year, 2013-2014. He can be contacted via campus mail or at his office, SFH 202, or Alan.Zeitlin@sjcsf.edu.

D. 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 usually based on seminar readings of the current year and must in any case be cleared with the seminar tutors. The seminar leaders must approve a student's choice of topic. The second-semester essay is the annual essay and should be about 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 less fully developed than the annual essay and it does not receive a final grade separate from the seminar grade. In writing their essays students are encouraged to seek advice from their tutors. Though language tutors often serve as essay advisors, students are encouraged to seek advice from any tutor, and to attend meetings held by the writing archon well in advance of the due date.

Seminar Oral Examinations

Toward the end of each semester of the first three years, seminar leaders conduct oral examinations of their seminar students. Seniors also have seminar oral examinations in their fall semester. Students are questioned freely and informally on the books they have been reading or on 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 to relevant topics that may not have been directly addressed in any of their classes.

Senior Essay and Oral

During his or her final spring semester, each senior presents to the faculty an essay that attempts to come to terms with some issue or complex of issues dealt with 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 and 15,000 words (20-60 pages of 11 point font), will be judged for 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 public oral examination, lasting one hour, by a committee of three tutors.

There are strict deadlines in the senior essay process. Failure to meet the deadlines will need to be cleared by the dean. In the fall, a senior essay proposal is sent to all seniors asking them to describe the questions they will address and the organization of the essay, as well as the texts they will be using. An advisor's signature is required on the proposal, which then needs the approval of the instruction committee. This proposal is used in forming the senior essay committee that will both evaluate the essay and conduct the oral examination. The due date for submitting the senior essay is a firm one (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.

Algebra Test

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 unnecessarily impede the progress of classes. The college therefore requires all students to pass an algebra proficiency test as a condition for entry into the second semester of the sophomore year.

The test is given several times each semester. Students are urged to fulfill this requirement as early as possible in their St. John's career. Freshmen are required to attempt the test in their first year. Sophomores who have not passed the test as freshmen are required to take the scheduled tests until they pass. Failure never appears on the transcript and carries no stigma. However, if any student has not passed a scheduled test by the end of the first semester of the sophomore year, he or she will not be allowed to enter the second semester. Please consult the academic calendar for the dates and times this test is offered.

Copies of previously given tests are available in the Office of the Assistant Dean or at Switchboard. An algebra assistant offers free tutoring and review sessions for students needing them.

E. 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 the card carried through graduation. Students transferring from the Annapolis campus need to

get a new ID card. At registration, readmitted or returning 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. Replacement cost is $5.00.

Each student is responsible for carrying his or her student ID card while on campus or participating in any college activity. Students are also responsible for maintaining their student ID cards in a condition such that the entire front face of the card is legible and such that the electronic strip on the back of the card is functional. Cards that are not legible or functional must be replaced.

F. INTERNATIONAL STUDENTS

The registrar is the primary designated school official (PDSO) for all F-1 visa students with respect to their visa requirements, maintenance of status, optional practical training, and related matters. A summary of the guidelines that describes the registrar's and international students' responsibilities is available from that office upon request. International students are expected to address these matters in a timely and responsible fashion. **Two weeks before the close of the Fall and Spring semesters, every international student who plans to leave the U.S. is obliged to visit with the registrar with his or her I-20 and passport in hand.**

The registrar oversees the enrollment of F-1 students in SEVIS, the data-collection arm of the Department of Homeland Security. Shortly after Fall registration, the registrar conducts a special meeting for international students that covers the legal considerations of studying in the U.S. and attending St. John's College. The following important points regarding maintaining F-1 legal status are reviewed:

- Protection of DOCUMENTS
- TRAVEL within and outside the U.S.
- Maintaining academic GOOD STANDING
- EMPLOYMENT on campus and off
- Change of ENROLLMENT STATUS
- TRANSFER to Annapolis or to another college or university

International students must keep in mind that the U.S. government holds the student responsible for informing himself or herself of the regulations surrounding their legal status. The section "Instruction to Students" on page two of the student's I-20 lists the key areas requiring an international student's attention. A good source of information for international students is http://www.ice.gov/sevis.

The Office of the Assistant Dean, ext. 6925, provides support for international students needing assistance with social, cultural and academic concerns and aid navigating everyday life in the United States. If assistance is needed in obtaining a social security card or on-campus employment, contact Career Services, ext. 6066.

G. BEYOND THE CLASSROOM

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. The college will pay for the meal in the Dining Hall if a student invites a tutor to lunch or vice-versa.

H. WITHDRAWAL FROM AND READMISSION TO THE COLLEGE

Withdrawal

Students who are considering withdrawing from the college should weigh the decision carefully. Family, friends, resident assistants, 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. 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 assistant dean, who normally reviews these requests for the dean, to receive a "W" is possible if there are mitigating circumstances. As with the assignment of an "F" due to a violation of the attendance policy, the "F" is considered an academic failure, not an administrative consequence.

For 2013-2014, "F" grades appear for withdrawals later than:

- November 22 Fall 2013
- April 11 Spring 2014
- July 25 Summer 2014 (JFs)

Withdrawals may have financial repercussions. Please review "Refund Policy" in the index 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" and "Tuition Insurance."

Withdrawal Procedures

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. The student returns the completed form to the registrar. This finalizes the student's withdrawal; the registrar notifies 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 the return of funds and the fulfillment of future transcript or enrollment requests.

A student who leaves the college without formally withdrawing 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 Registrar as soon as their decision not to return has been made. Students who withdraw when school is not in session will have the last date of their attendance recorded on their transcript as their official withdrawal date. In such cases, parents are not usually notified of a dependent student's decision to withdraw. An abbreviated official withdrawal form will be sent to the student. The return of this form is important if funds due the student and transcript or enrollment requests are to be released in a timely manner.

For specific details regarding official and unofficial withdrawal dates, see "Financial Policies and Practices."

Readmission

A former student seeking readmission to the college for the fall, spring, or summer semester submits an Application for Readmission to the registrar on the campus last attended. The form can be obtained by phoning (505-984-6075), e-mailing (registrar@sjcsf.edu), or faxing (505-984-6175) the registrar. A deposit, the amount of which is noted on the application, must accompany the readmission form along with other documents listed on the application. Students who are seeking readmission and who fail to meet the deadlines and FAFSA and CSS filing dates stated below are considered for readmission but may be unable to enroll if space in the class or financial aid is not available.

The deadlines for submitting the readmission application are:

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

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

For fall readmission:	By March 1 prior to the fall for which the student is applying.
For spring readmission:	By August 1 prior to the spring for which the student is applying.
For summer readmission:	By October 1 prior to the summer for which the student is applying.

After a readmission application, deposit, and accompanying documents have been received by the registrar, the dean and assistant dean review the student's file. The student is informed by the registrar 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 rolled forward to a future year. The student must be in good financial standing with the college and with educational lending institutions before being allowed to re-enroll.

Application for financial aid is made separately. Students should seek the advice of the director of financial aid 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 seeking readmission, a current graduate institute student, or an undergraduate or graduate institute alumnus. Auditing is a privilege, not a right, and is allowed by some tutors and not by others. An auditor may audit classes with permission from the dean or the graduate institute director and the tutor. Tutors often base their decision to admit an auditor to their class on the number of students already enrolled and on the auditor's commitment to read all assignments and to attend all classes. The auditor does not receive the benefits of a regular student; therefore, auditors cannot 1) live on campus; 2) purchase a meal plan; or 3) enroll with the Student Health Insurance. The student may sign a "Borrower Agreement" at the library to borrow books. The fee to audit a class is $600.00 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 for auditing. After consulting with the tutors whose classes are eligible, the dean will notify the prospective auditor regarding the classes she or he may audit. There will be no charge for first-time alumni auditors; thereafter, a $600 auditing fee will be in effect. The fee helps fund community scholarships.

Auditing by graduate students (current or alumni) is described in "GI Auditing."

I. TRANSFER TO ANNAPOLIS

St. John's College is a single college existing 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 for 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 wishing to transfer between the campuses must follow the protocol:

1. Application forms are available on the web (after January 1st) and from the registrar on each campus. The deadline on both campuses for submitting the Application for Inter-Campus Transfer is the third Monday in February (February 17th, 2014); this deadline applies to readmitted students as well. No late applications will be accepted. The application, accompanied by an advance deposit, is submitted to the registrar of the campus currently attended. The application is subject to approval by the dean and the assistant dean on both campuses. After the application deadline, the advance deposit is neither refundable nor transferable unless the application is not approved. If the application is not approved, the advance deposit is transferred to continuance in the upcoming academic year on the home campus.

   An advance deposit will not be rolled forward to a future year. Once a transfer application has been approved by both campuses and a student changes his or her mind about transferring, the student should advise the home campus of his or her wish to remain enrolled at the home 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 and CSS Profile by March 1st. The FAFSA must be sent to both campuses, and the Profile to the campus currently attended. Approved transfer applicants receive only one award – from the campus to which they wish to transfer. If a transfer applicant fails to have all financial aid paperwork completed by the March 1 deadline and in accordance with the above instructions, the transfer application will be invalidated.
   - www.fasfa.ed.gov
   - www.collegeboard.org

   The school codes for St. John's College-Santa Fe are **002093 (FAFSA) and 4737 (CSS Profile)**. The school code for St. John's College-Annapolis is 002092 (FAFSA).

3. The college seeks parity in the total of transfer students. After the transfer application deadline, on the campus with a surplus of applicants, a lottery is held. Each applicant is assigned a lottery number within his or 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

Applications are normally approved in the order of their rank up to the limits set by the deans and presidents of the college.

4. Approval of a transfer application is always understood to be contingent upon the successful completion of the work of 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 into 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 closing the semester with incomplete grades. Every effort will be made in such cases 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 in the summer before a student learns that a transfer is not possible after all. Rising seniors transferring 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 prior to the fall transfer. (Transfer during or between semesters is not permitted.)

Readmission and Transfer

A student applies to the campus last attended (the home campus) for readmission and transfer. The readmission application is considered first and, if approved, the transfer application is reviewed. If both applications are approved by the home campus, they are forwarded to the deans of the other campus along with those of applicants currently enrolled. The applicant is advised of the readmission and transfer decision by the home campus. Readmission and transfer applicants for the fall term will be advised of the transfer decision by mid-April prior to 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 seeking readmission plus transfer must meet all the deadlines and guidelines applicable to readmission and to transfer. Readmission paperwork must arrive before the delivery of the transfer application. The two

deadlines pertinent to transfer are the third Monday in February for the reception of the transfer application and March 1st for the FAFSA and CSS, if applicable. The advance deposit for readmission also serves as the transfer deposit. Readmission applicants who apply after the above noted deadlines will be considered for readmission only.

J. TRANSCRIPTS AND GRADES

Transcripts and other academic records can be ordered from the Office of the Registrar. There is no charge unless a rush order is placed and/or private service expedited delivery (i.e. Fed Ex) is required. All requests must include a signature. Academic records requests are usually processed within three days of arrival and in strict order of receipt; no email or phone order can be fulfilled. No portion of any academic record, including transcripts, can be faxed or discussed over the telephone or by email. Parental requests are addressed in a later section of this handbook.

A valid request for an academic record or transcript requires a properly completed and signed form available from the Office of the Registrar or from the website at http://www.stjohnscollege.edu/resources/SF_SJCRecordsRequest.pdf. If the off-campus requestor is unable to obtain the form, a request form can be sent by a staff member upon receiving a phone call (505-984-6075) or an email (registrar@sjcsf.edu).

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 the rush request. Charges in addition to the $10 rush fee apply for special expedited services such as Fe 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.

Current students may check their grades at the registrar's office during regular office hours upon presentation of their student identification card, subject to the availability of office staff at the time of the request.

Transmission by Fax or PDF (email)

Due to the non-secure nature of electronic transmissions by fax, email, or by 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:

http://www.stjohnscollege.edu/resources/SF_SJCRecordsRequest.pdf.
An official transcript cannot be transmitted by Fax or PDF by the Office of the Registrar. An unofficial transcript, don rag or conference report, grade point average, or academic correspondence from the student's academic file can be sent by Fax or PDF as long as the student has completed and signed the release of liability.

K. PLAGIARISM

While papers written at St. John's do not require the use of secondary sources, appropriate acknowledgement must be given when referring to the written work of others. Plagiarism is academic misconduct of the most serious kind. If incontrovertible evidence of a student's plagiarizing is found, he or she will be dismissed from the college without refund of fees. Students should be especially careful not to appropriate materials found on the Internet without proper citation. This includes material used in papers as well as, e.g., translations and proofs.

L. ACCESS TO AND DISCLOSURE OF INFORMATION

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. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day St. John's College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for the access and notify the student of the time and the place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask St. John's College to amend a record that they believe is inaccurate or misleading. They should write to the registrar and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If St. John's College decides not to amend the record as requested by the student, St. John's College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by St. John's College in an administrative, supervisory,

academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom St. John's College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. John's College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. John's 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, DC, 20202-4605.

5. FERPA permits institutions to identify certain items of information as directory information. This type of information refers to information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be disclosed unless the student, during the first two weeks of the semester, has indicated in writing to the registrar that the student does not wish this information released. St. John's College identifies directory information as the student's name, home address and home telephone number, campus or local address and local telephone number, electronic addresses, photograph, student schedule, 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), anticipated degree date, awards and honors received, annual or senior essay titles, award-winning essays and senior essays, hometown, date and place of birth, previous institution(s) attended.

6. There are multiple scenarios under which FERPA permits release of student information without the student's written consent; the seven most common are releases to:
   - School officials, as identified by St. John's College and determined by St. John's College to have a legitimate educational interest,
   - Officials of other institutions in which the student seeks to enroll,
   - Persons of organizations providing financial aid to the student, or determining financial aid decisions,
   - Accrediting organizations carrying out accrediting functions,
   - Parents of a student who have established the student's status as a dependent according to IRS Code of 1986, Section 152,
   - Persons in compliance with a judicial order or a lawfully issued subpoena,

- Persons in an emergency if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Questions regarding this notification and FERPA can be directed to the Office of the Registrar, St. John's College, Santa Fe, 505-984-6075; registrar@sjcsf.edu.

College Compliance Policy regarding FERPA

See the appendix for details on the college's compliance policy regarding FERPA. The college web site at http://www.stjohnscollege.edu/admin/SF/ferpa.shtml#policy also leads to links regarding 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 officially withhold directory information as defined above in the "Annual Notification of Rights under FERPA for Students Attending St. John's College, Santa Fe," from release, the student visits 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 containing student information. The offices of the registrar, residential 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 of parents and emergency contacts. In general, these directories are distributed to select academic and administrative offices, including security and senior residents.

Student academic information is considered confidential and will not be released, with certain exceptions, 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, through the Office of the Registrar, to do so. Authorization forms are available in the Office of the Registrar.

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 a son's or daughter's education records. Per FERPA, at the post-secondary

level, parents have NO inherent rights to inspect a student's education records. The right to inspect 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
- By submission of evidence from the parents that the parents declared the student as a dependent on their most recent Federal Income Tax form
- In connection 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-time to part-time status, receives an unsatisfactory grade or don rag report, is subject to an academic or campus life disciplinary decision, or has a health-related emergency, as well as other special cases at the sole discretion of the dean or other college official. Parents of independent students are not routinely notified 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.

II. FINANCIAL POLICIES AND PRACTICES

A. FINANCIAL AID

St. John's College remains committed to meeting the full demonstrated need of all our students provided they meet the recommended deadlines.

General Principles

The primary responsibility for financing a college education lies with the student and the student's parents. Financial aid is offered only to supplement the funds the family can provide.

The ability of a family to meet college expenses is determined by considering carefully the family financial strength in terms of 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 requiring 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 March 1, these loan amounts may be increased and/or a second loan may be required.

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 offered to a student by the college may not exceed the student's demonstrated financial need.

A student who is a candidate for financial aid but who is repeating an academic year or any portion thereof is not eligible for financial aid for the portion of the work repeated.

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 sex, marital status, race, color, ethnic group, or origin. **Financial aid is not automatically renewable. Students must reapply each academic year they need financial assistance.**

Application Procedures (for 2014-2015)

Applicants must identify themselves as candidates for financial aid by completing an application for assistance. Applicants must also file both the 2014-2015 Free Application for Federal Student Aid (FAFSA) and the CSS Profile Form with The College Board. These applications permit the applicants and their parents to present a detailed account of the family's financial position. The applications may be accessed online at http://www.fafsa.gov and http://www.collegeboard.com respectively.

The St. John's College web site http://www.stjohnscollege.edu has forms, tips, links and instructions to help you complete your financial aid forms.

Parents of dependent applicants must provide an official copy of their 2013 federal income tax return to the director of financial aid. If parents do not file an income tax return because all income is non-taxable, a statement must be submitted. Applicants who claim self- supporting status must also provide a copy of their 2013 federal income tax return. Self- supporting students must meet the federal definition of independence as set forth by the Higher Education Amendments of 1992.

2014–2015 Deadlines and Notification Dates

Enrolled students who are reapplying for financial aid should do so by March 1st, 2014.

If possible, use exact income figures from the 2013 IRS form. Please allow 2–3 weeks for processing time with The College Board. Students whose financial aid credentials are received in the financial aid office by the deadline will be notified of the decision on their application by April 1st. Decisions on applications completed after March 1st will not be mailed until after April 15th.

Students 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.

Students are ONLY permitted to register and attend classes if payment obligations are fulfilled AND their financial aid file is complete-all loans must be certified. It is the student's responsibility to verify that his or her account is correct, that payments are made by the deadlines established and that financial aid documentation has been submitted with all appropriate support.

B. ADVANCE TUITION DEPOSITS & ROOM RESERVATIONS

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. The deposit is due on the second Monday of April in the Treasurer's Office. 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 the student's place in his or her class whether or not the student finally lives on or off campus;
- Secures the privilege of being able to participate in the room selection lottery. Student account balances must be paid in full 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 is paid as well as any previous fees or charges. The deposit is only refundable in the following cases:

- Emergency withdrawal, seven days prior to the Thursday of the first seminar of the fall semester
- Withdrawal at the request of the college
- Lack of available space in a class (This can apply to students placed on the wait list.) Deposits may not be rolled forward to future academic terms and are otherwise not refundable.

A **$300** advance deposit is required for all entering freshmen and January freshmen. An incoming freshman should contact his or her admissions counselor for details and payment deadline. January freshmen are also required to pay the $500 advance deposit for their sophomore year by the April deadline which is refundable up until July 1st.

Room Reservation, Housing Contracts & Meal Plans

All undergraduates are required to live on campus. A place is reserved once an advance deposit and a housing contract have been received. A lottery is held in April for students who have paid their advance deposits by the April 1st deadline. This lottery determines room assignments for the fall. To participate in the lottery, continuing

students must also submit a Housing Plan Form to the Office of Residential Life by the second Monday in April. Once room assignments are made, each student must complete a Housing Contract and return the agreement to the Office of Residential Life by June 16th. Failure to complete and return the housing contract by June 16th will forfeit any room assignment. Students with an assigned room and completed housing contract MUST notify the director of Residential Life in writing (by July 16th for the fall semester and December 16th for the spring semester) if they have decided that they will not be returning for the upcoming semester. Failure to notify the director 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 Residential 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.

All freshmen are required to participate in the 21-Meal Plan for their first academic year.
Petitions for changes in meal plans by continuing students must be made with the director of Residential Life prior to the seventh calendar day of each semester. After the seventh day, no changes will be made until the next semester. Students continuing 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.

C. TUITION AND FEE PAYMENTS

Semester Mailings for Billing and Due Dates

Semester billing and statements are sent to the student's permanent address. If you would like an additional copy mailed to an alternate address or person(s), please contact the Student Account's Office.

Semester billings are mailed:

- July 1 for fall – payment for the fall semester is due by August 1
- November 1 for spring – payment for the spring semester is due by December 1
- May 1 for summer – payment for the summer semester is due by June 1

Late Payment Fee

A late payment fee is assessed during each semester when a fall, spring or summer student account is not paid in full by the following dates:

- October 1 for the fall semester
- March 1 for the spring
- July 1 for the summer semester

A fee of 10% of the outstanding balance or $300, whichever is less, will be automatically assessed on any student account that is not paid in full. Factors that can affect a student's balance include an incomplete financial aid file.

It is the student's responsibility to provide the documentation required to complete their financial aid. By completing this documentation before the above deadlines, late payment fees can be avoided. Contact the Financial Aid Office for assistance. After a student's financial aid has been awarded, a balance may still remain. That balance must be paid by the above deadline(s) to avoid the late payment fee. A late payment fee will also be assessed on any student account if a Tuition Management System (TMS) is not sufficient to cover the outstanding balance or if a TMS participant is delinquent in their payment schedule. The Student Accounts Office can assist the student in establishing an appropriate payment plan through TMS.

The Treasurer's Office reserves the right to contact parents or students regarding overdue student account balances.

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 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. The student is responsible for any collection fees assessed the College. The College will supply the collection agency with any and all pertinent information specific to the balance owing plus any contact information we have on record at the time of, or subsequent to, to, the collection referral.

Tuition & Fees – Undergraduate Program

Semester:	*Fall '13*	*Spring '14*	*Summer '14*
Tuition	$22,923	$22,923	$22,923
Graduation Fee – Seniors Only	N/A	$100	N/A
Student Activity Fee	$225	$225	$225
Health Insurance	$1,381	$867	$300
Caution Deposit – 1st Semester Only	$200	$200	$200
Book Fee-FF, JF & SO only	$200	$200	$200

Caution Deposit

The caution deposit for undergraduates is billed to every freshman and readmitted student. This deposit is held for the duration of the student's time at 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 caution deposit balance to $200. The caution deposit is refunded when a student graduates or leaves the college.

Book Fee - Freshman and Sophomores Only

Freshmen and sophomores are assessed $200 per semester for books and class materials, which will be received in part as an "Essentials" bundle at the beginning of the academic year. This book fee will result in a credit at the Bookstore. The details of this credit are described in the "Getting Started" portion of the pre-registration packet that was sent to all incoming students.

Student Activity Fee

The $225 student activity fee is charged each semester to every undergraduate student. A portion of the fee is allocated to the Student Polity, which determines which activities the funds are to be used. In addition, a portion is used to fund the Student Health Office. The Dean of the College, however, retains ultimate authority over its disbursement.

Health Insurance

St. John's College is committed to ensuring that our students continue to have access to affordable, quality, comprehensive health insurance. The upcoming plan year includes several changes that expand enrollee coverage based on The Affordable Care Act, governmental mandates and the quality of benefits under the St. John's College Health Insurance Plan. It is mandatory that each student be covered by health insurance, whether through the St. John's College Health Insurance Plan or through other coverage. Prior to the start of each academic year or the first part of an academic year for which a student registers, each student is required to either enroll in or waive coverage under the St. John's College Health Insurance Plan. By August 1st (fall) or December 1st (spring) every student must go to www.firststudent.com and make their health insurance election. Failure to enroll or waive coverage via this website by the deadline will result in the student being automatically enrolled in the Plan and the charge will be added to their student account.

The rates for students are:

Semester:	*Fall '13*	*Spring '14*	*Summer '14*
Health Insurance	$1,381	$867	$300

United Health Care is the insurance provider for the St. John's College Insurance Plan. The coverage periods:

Annual:	August 21, 2013 – August 20, 2014
Spring/Summer:	January 1, 2014 – August 20, 2014
Summer:	June 2, 2014 – August 20, 2014

Tuition Insurance

The College's withdrawal policy provides for a partial refund of tuition through the first six weeks of the semester, regardless of the reason for withdrawal. After the 42nd day of the fall or spring semester, no refunds are made. After the 25th day of the summer semester, no refunds are made.

The College offers an elective insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 75% of tuition and activity fees **for medical or mental health withdrawals at any time during the semester**.

The plan costs $278 per year for undergraduate students and is billed automatically for the first semester of the school year. No additional application is required, but a student may waive the coverage. Each student is required to complete a Declaration Form indicating their tuition insurance election (decline or accept). A Declaration Form is available from the Student Accounts Office and must be submitted to the registrar no later than the first day of class. Upon receipt of the waiver form, the insurance charge will be removed from the student's bill. By waiving the Tuition Refund Plan, the student acknowledges that medical or mental health withdrawals fall under the College's established withdrawal policy, in which there are no refunds after the 42nd day of a fall or spring semester and after the 25th day of a summer semester.

Under the Tuition Insurance Plan, only tuition and activity fees are covered. However, additional insurance is available to cover room and board at a cost of $66 per year. Contact A.W.G. Dewar directly to purchase this additional coverage at www.tuitionrefundplan.com or calling 617-774-1555.

Miscellaneous Charges

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 e-mail. Review the library information listed in the Student Services section for details.

Parking Citations: Parking citations are issued as follows: First violation – written warning, second violation – $20 fine, third violation – $20 fine and/or towed. Parking fines will be billed to the student account and are due within 30 days of receipt. See "Parking Policies and Procedures" for details.

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 cost of printing an updated diploma is absorbed by the student.

Payment Methods

The college accepts cash, money orders, and checks made payable to St. John's College. Please include student's name and ID number on all correspondence.

Payment Plan (Tuition Management Systems payment plan)

If you prefer to pay tuition, room and board, and student activity fee in payments throughout the year, you may do so by enrolling in a payment plan with Tuition Management Systems (TMS). The payment plan is available for an enrollment fee of $65 per plan year and includes personal account service, automated account information 24 hours a day, and access to your account through their website: http://www.afford.com. Various payment plans are available starting with a 12-month payment plan beginning April each year. Other plans are offered to meet your needs but enrollment in a TMS Payment Plan must be complete and the first payment made no later than August 1st. Visit their site for more information on payment options, education loans, free education payment counseling and the many ways they can help you afford education. You can contact TMS by calling 1-800-722-4867 or at http://www.afford.com.

We encourage students and families to contact the Student Accounts Office for help in calculating your TMS Budget. Please DO NOT use the Financial Aid award letter in calculating your payment plan. The Financial Aid award letter is simply an estimate of your aid cost and fees.

One-Time payment through TMS (Credit Card payment or ACH from Checking/Savings)

The TMS Tuition Charge option allows credit card payments for tuition, room & board, and student activity fee. They accept MasterCard, VISA Discover, and American Express. TMS Tuition Charge option also allows credit card payments and ACH from Checking/Savings for a reasonable convenience fee based on each transaction. An ACH (Direct Debit) payment option is also available. Contact TMS by calling 1-800-722-4867 or at http://www.afford.com.

Peer Transfer for International Students

St. John's College has teamed with Peer Transfer to make it easier for you to make your payment, including tuition, fees, deposits, etc. Peer Transfer serves hundreds of colleges and universities in the United States, providing a safe, efficient and quick method for payment. As a first-time user, you will create an account with your name, email and a password. Log on to their website at www.peertransfer.com and select "St. John's College-Santa Fe" from the drop down list. Using Peer Transfer eliminates the complications of international bank wires and they have negotiated favorable exchange rates.

Electronic Funds Transfer (EFT) or Wire Transfer directly to St. John's College

Contact the Student Accounts Office for bank routing and account number.

D. 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. The Student Accounts Office can provide an estimate of an amount due for a student's tuition room and board and other fees upon withdrawal or is the student will be due a refund.

An undergraduate student considering withdrawal prior to the end of the semester must initiate the withdrawal process by notifying the registrar or the assistant dean of the intention to withdraw. When a student notifies the registrar or the assistant dean of their planned intention to withdraw, the student will be given a form entitled "Official Notice of Withdrawal". The date of withdrawal entered on the form is used for the calculation of the return of Title IV Funds (federal financial aid), grants, scholarships etc. Following that calculation a final account statement is prepared showing 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 an 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, 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 registrar of the intention to withdraw, the date of withdrawal used for the calculation of return of Title IV Funds, grants, scholarships and 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

If a student withdraws prior to the end of the semester, a refund of tuition will be made according to the schedule on the following page.

Institutional Refund Schedule

Days Enrolled		*Refund Amount*	*Amount Charged*
Fall/Spring	Summer		
1-7	1-5	90%	10%
8-14	6-10	80%	20%
15-21	11-15	60%	40%
22-28	16-20	40%	60%
29-42	21-25	20%	80%
43 and after	26 and after	No Refund	100%

The student's withdrawal date is established as outlined in the initial section "Refund Policy." The next step in determination of 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) which will be refunded.

Certain fees are not refundable. These include Tuition Insurance, Health Insurance, Book Fees, Parking Fees 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 withdrawing within the first seven days of the fall or spring semester would receive 10% of 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.

Return of Title IV Funds

If a student who has received Title IV Funds (federal financial aid) leaves the institution prior to 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 is earned by the student (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) into the number of calendar days completed by the student. 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. The order is:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Perkins Loans
4. Federal Plus Loans
5. Federal Pell Grants
6. Federal SEOG

Federal Work-Study funds are not involved in this determination. A student may keep money earned through the Federal Work-Study Program.

Drug Convictions and Financial Aid

As a result of the 1998 Higher Education Amendments, a drug conviction can disqualify a student for Title IV financial aid. A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless he or she was tried as an adult. This provision applies to eligibility for Title IV financial aid from July 1st, 2000 on.

Effective July 1st, 2006, applicants will only lose eligibility for Title IV aid if the drug-related offense the student was convicted of occurred while he or she was receiving Title IV aid.

GRADUATE STUDENT INFORMATION

I. ACADEMIC POLICIES AND PRACTICES

A. 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 of the western and eastern traditions respectively. Both programs are intended to create a deeper understanding of the fundamental and enduring questions that are 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 concentrating on the works of India, China, and Japan. Reading lists for both programs are available from the office of the Graduate Institute.

Convocation

The college's long-standing tradition is that new students are welcomed at a formal convocation of the college. This is also the occasion when each new student inscribes his or her name into the St. John's College Register. Convocations are held on the Thursday before classes begin in the fall, on the first day of classes in the spring and on the Saturday before classes begin in the summer.

Seminars

The seminar is the heart of the St. John's program. One or two tutors and sixteen to 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 assignment. 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 the willingness of students to state their opinions reasonably and to entertain the opinions 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 of the Eastern Classics program write an 8 - 10 page paper, followed by an oral with their tutor.

Tutorials

The tutorial is a class of twelve to sixteen students and one tutor. Emphasis in tutorials is on 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 eight 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 director of the Graduate Institute.

At the end of the preceptorial, students write a major essay on a topic of their choice. Tutors work closely with students on topic selection 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 "ESSAYS AND EXAMINATIONS."

Academic Year

The college's academic year consists of three terms — fall, spring, and summer — which run for sixteen weeks from late August through mid-December, eighteen weeks from mid-January through mid-May, 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 and spring, 6 in the summer when the language tutorial is not offered.

Class Schedules

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

Liberal Arts Program:	***Fall and Spring Terms (16 weeks)***	***Summer Term (8 weeks)***
Seminar (First Eight Weeks)	Monday and Thursday 7:30 – 9:30 p.m.	Monday and Thursday 7:00 – 9:00 p.m.
Tutorial	Monday and Thursday 5:00 – 6:15 p.m.	Monday, Tuesday, Wednesday, Friday 10:30 a.m. – Noon
Preceptorial (Second Eight Weeks)	Monday and Thursday 7:30 – 9:30 p.m.	Tuesday and Thursday 1:30 – 3:30 p.m.

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 Thursday 4:30 – 6:00 p.m.	(None)
Preceptorial	Monday and Thursday 4:00 – 6:00 p.m. (Times May Vary)	Tuesday and Thursday 1:30 – 3:30 p.m. (Times May Vary)

Formal Address

It is the policy of the college that formal address (Ms., Miss, Mrs., or Mr. and surname) 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 to take the place of a missed discussion, as there may be in the case of a missed lecture. Instruction by discussion implies a sharing by all students in the process of teaching as well as learning, and regular, uninterrupted participation is essential for the good of all members of a class. Exclusion from a class on the basis of absences is at the discretion of the tutor. (See also section C. Evaluation of Academic Performance: Exclusion from a Class.)

When absences are unavoidable, **students should notify tutors in advance, in person or by leaving a message with the Graduate Institute office or Switchboard operator**. Unavoidable extended absences should be discussed with the director of the Graduate Institute as well as with tutors. Such absences could make it impossible for the student to meet the requirements for completing the semester.

Changing, Adding, Dropping, and Withdrawing

Transferring from one class into 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 director. In some cases conversations with other students are also helpful. Frank, informal discussion of problems often improves a class.

On Withdrawals

Enrollment as a student at St. John's has two formal steps: Pre-enrollment and registration. On paying a deposit towards enrollment, a returning student (whether a rising undergraduate or Graduate Institute student about to begin a second segment or semester) is officially pre-enrolled, and the deposit is viewed as an indication of

commitment to enrolling. 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 is failing 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 director of the Graduate Institute in writing and follow the college's withdrawal procedure as arranged through the Office of the Registrar. In the fall and spring, students may withdraw from the first day to 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 withdrawal deadline, classes are recorded on the transcript with the notation "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 "Refunds" in the index 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. 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. 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 director to receive a "W" is possible if there are mitigating circumstances. Like the assignment of an "F" due to a violation of the attendance policy, the "F" is considered an academic failure, not an administrative consequence. Please see "WITHDRAWAL FROM AND READMISSION TO THE COLLEGE" found in the table of contents for the specific withdrawal dates.

To add or drop a class, the student must speak with the director in person or by telephone. Requests to drop from full- to part-time enrollment must be approved by the director. 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 institute are liable to receive "F"s 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 page 68). Please review "Refund Policy" in the index 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 registrar or the assistant to the Graduate Institute director. The student then confers with the director who approves and signs this special form. The student also obtains the signatures of other college officials as stipulated on the form. The student returns the completed form to the registrar. This finalizes the student's withdrawal; the registrar 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 formally withdrawing 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 their decision not to return has been made. 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 "Financial Policies and Practices."

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.

B. 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 an

opening question by a tutor or by the student and then proceed to a conversation exploring the question and related problems. Their purpose is to give students the opportunity to think through a problem or a proposal using the same techniques practiced in the seminar but 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 usually submitted by the end of the tenth week. Essay orals are conducted by seminar tutors 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 orals are based on seminar papers.

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 part of the student to set out in writing, as clearly as possible, his or 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 set by the preceptorial tutor. (Eastern Classics essays are due in the last two or three weeks of each preceptorial.) These essays must be substantial and must give witness to serious thought and inquiry. They are usually twelve to fifteen pages long and are based on the preceptorial 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 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 in class conversation may petition

the director of the Graduate Institute 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 consisting 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 first day of 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 proposal has been approved by the Graduate Institute Committee, the student will be enrolled in a three-credit essay course and will be 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 a few 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 or her faculty advisor to discuss the essay's composition and progress. The faculty advisor must sign an "Essay Submission Form" which 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 tutors of the college, including a committee chairperson, appointed by the director of the institute. 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 determined by the essay committee and the essay advisor. 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. Those whose essay work exceeds one year must receive permission from the director of the Graduate Institute and their advisor to continue. There is a continuation fee.

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.

Term	**Deadline**
Fall	October 15
Spring	January 31
Summer	July 1

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

After the student passes the oral examination, a line will be added to their transcript stating the title of the essay and the date of the examination. 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).

C. 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 he or she is currently enrolled. The aim of the conference 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, for those in bad academic standing, for students with "B" averages, and for students otherwise in difficulty. 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 above categories.

At the conference, the student gives a self-assessment of his or her work in the term. Each tutor reports on the achievement of the student 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 how the student might improve. The student is then invited to comment on the reports of the tutors and to suggest how tutors might be more helpful or how the classes might be more rewarding. A written report of the conference is placed in the student's file and may be read by the student on request.

At the regular conference or later in the term a tutor may request that the director of the Graduate Institute 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 thinks that the student was not well enough known to tutors for the regular conference to have been sufficiently helpful. It is also important to request a second conference when serious unanticipated problems have emerged 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 the student's progress and an overall evaluation of the student's work. Occasionally, tutors prefer to meet with students for a conversation in addition to a written report.

The college does not routinely distribute grades, but students who wish to read their comment sheets or to 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	C+	2.3	F	0.0
A	4.0	B	3.0	C	2.0		
A-	3.7	B-	2.7	C-	N/A		
A - Excellent		B - Good		C - Unsatisfactory		F - Failing	

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 prior to the 3/4-point of the class*
F	Withdrawn after 3/4-point of the class*

*A student withdrawal prior to three-quarters into the class session, (usually the third Monday in April) will result in no academic credit for the class; 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 director of the Graduate Institute to receive a ―W" is possible if there are mitigating circumstances. Like the assignment of an "F" due to a violation of the class attendance policy, this "F" is considered an academic failure, not an administrative consequence.

Good Standing and Academic Probation

For graduate level work, grades of "B" or better are considered to be fully satisfactory. A student who receives a "C" or "C+" will be notified by the director and will be 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 of the next segment. A student who receives a second unsatisfactory grade may be asked not 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 Graduate Institute director 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 the student fulfills this requirement, the student may resume as a degree student. Under highly exceptional circumstances, a student who receives 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 discretion of the tutor. Any grade of incomplete recorded for an undergraduate student or 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 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. 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 the grades were originally submitted as incomplete grades. Please see page 19 for the dates for submission of missing work to the tutor by the student to remediate incomplete grades.

Evaluation Standards

The seminar grade is based partly 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 already asked.

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. Since 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, to understand, and to assist others in the articulation of their thought, as well as generous and forthcoming presentation of one's own thought. Disruptive behavior, poor attendance, and failure to prepare for class cannot be tolerated and will result in lower grades or in exclusion from a class.

Plagiarism

Please see "PLAGIARISM" found in the index for the College's policy on plagiarism.

Exclusion from a Class

A tutor may exclude from a class a student who is often not prepared, whose conduct is disruptive, or who has accumulated too many absences. In such cases, the tutor informs the student and the director 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 deadline, which is not negotiable. If the student fails to meet the assigned conditions, he or she will be suspended from the class. In unusual circumstances, the director 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 the written work of students 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 of deadlines, submission requirements, and changes in the number and kinds of prizes offered through campus mail, e-mail, and the *Ephemera* each term. Information is also available from the Office of the Dean.

D. ACCESS TO ACADEMIC INFORMATION

Ordering Records

Transcripts and other academic records can be ordered from the Office of the Registrar. There is no charge unless a rush order is placed and/or private service expedited delivery (i.e. Fed Ex) is required. **All requests must include a signature**. Academic records requests are usually processed within 3 days of arrival and in strict order of receipt; no e-mail or phone order can be fulfilled**. No portion of any academic record, including transcripts, can be faxed or discussed over the telephone or by e-mail**.

A valid request for an academic record/transcript requires a properly completed and signed form available from the Office of the Registrar or from the website at http://www.stjohnscollege.edu/resources/SF_SJCRecordsRequest.pdf. If the off-campus requestor is unable to obtain the form, a request form can be sent by a staff member upon receiving a phone call (505-984-6075) or an email (registrar@sjcsf.edu).

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 the rush request. Charges in addition to the $10 rush fee apply for special expedited services such as FedEx. 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 office. 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 treasurer and financial aid director inform the registrar that outstanding obligations have been fulfilled.

Current students may check their grades at the registrar's office during regular office hours upon presentation of their student identification card, subject to the availability of office staff at the time of the request.

Transmission by Fax or PDF (e-mail)

Due to the non-secure nature of electronic transmissions by fax, e-mail, or by 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: http://www.stjohnscollege.edu/resources/SF_SJCRecordsRequest.pdf.

An **Official Transcript cannot be transmitted by Fax or PDF** by the Office of the Registrar. An unofficial transcript, don rag/conference report, grade point average, or academic correspondence from the student's academic file can be sent by Fax or PDF as long as the student has completed and signed the **release of liability**.

Student File

Student files consist of portions of the original admissions file and academic records stored in the Office of the Registrar. The admissions file contains selected pre-admission materials (application form and essays, transcripts from other schools), records of admission, occasional correspondence. Financial aid information is filed in the college's financial aid office. The academic record contains the student's transcript, tutor comment sheets, letters of academic standing, records of actions (probation, awards), and other correspondence between the student and the college.

Confidentiality and Students' Rights of Access

Students may inspect and review all educational records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. A more complete description of FERPA can be found in this handbook (see "FERPA" in the index).

E. RELATIONS BETWEEN TUTORS AND STUDENTS

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.

F. ENROLLMENT

Pre-Registration and Enrollment

Pre-registration forms are mailed to students for each semester and to new students upon their acceptance into the institute. Enrollment in the Liberal Arts program is currently limited 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

For the 2013-2014 academic year, deposits of $250 are due for all returning students by June 27th for the fall term, November 1st for the spring term, and March 14th for the summer term. All students, including those with fellowships and college grants, must pay advance deposits for each term. Deposits are credited against tuition and in almost all cases are non-refundable. The deposit should be mailed or delivered to Student Accounts and may be paid with cash, check, or money order or charged to a Visa, American Express, or Master Card. **Students whose deposits arrive after the deadline risk losing their place in the term or assignment to the segment or language tutorial of their second preference**. New students will receive special instructions from Graduate Admissions.

Registration

Some registration materials will be e-mailed to students' college email accounts in advance of registration; other materials will be available at the Office of the Graduate Institute office during registration. Students are expected to have paid their tuition and housing bills by the Monday before classes begin. All students must register in person. All St. John's students must provide their local residential/mailing addresses and telephone information to the Graduate Institute at the beginning of each term and within two weeks of any change. Failure to do so may result in a $30 fine.

E-mail Policy

Use of the students' college e-mail accounts is considered an official means of communication with students at St. John's College. E-mail enables the college to send notices quickly and to conserve paper. E-mail ensures 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 e-mail, it is necessary for students to check their college e-mail accounts on a frequent and consistent basis in order to stay current with college communications. Students should check their college e-mail 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 officially withdrawn, may apply for readmission in person or by writing to the director. Readmission is automatic for students who withdrew in good standing, based on space available in the coming term. Completion of the degree must be achieved within 8 years of the matriculation date. Students who withdrew in bad academic standing must petition the director 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 who were required by the director and the committee to withdraw from the Graduate Institute may not petition for readmission.

Transfer to Annapolis

Any student in good academic standing and with no outstanding balance on his or her college account may transfer between campuses. Students who wish to transfer must submit an "Application for Intercampus Transfer" form, available from the assistant to the director of the Graduate Institute, 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 so 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 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 an undergraduate class, the student must obtain permission from the Graduate Institute director, registrar, and the tutor. 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 to attend all classes, and on the number of students already enrolled.

A Graduate Institute alumnus may audit one preceptorial per term with permission from the Graduate Institute director and the tutor. Alumni may audit preceptorials under the following policy: Requests must be made

through the director of the Graduate Institute. Only those classes with sufficiently small numbers, as determined by the director, will be eligible for auditing. After consulting with the tutors whose classes are eligible, the director will notify the prospective auditor regarding the classes he or she may audit. The auditor does not receive the benefits of a regular student; therefore, auditors cannot 1) live on campus; 2) purchase a meal plan; nor 3) enroll in the Student Health Insurance. The student 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 the student will not receive credit for the classes. There is no charge for first-time alumni auditors; thereafter, a $600 auditing fee will be in effect. The fee will help to fund community scholarships.

Fifth Segment

Many alumni of the Graduate Institute wish to return to the college for their fifth segment. College policy allows Graduate Institute alumni 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 students of the college. 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 an 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.

II. FINANCIAL POLICIES AND PRACTICES

A. ADVANCE TUITION DEPOSITS & ROOM RESERVATIONS

Students are ONLY permitted to register and attend classes if payment obligations are fulfilled AND their financial aid file is complete-all loans must be certified. It is the student's responsibility to verify that his or her account is correct, that payments are made by the deadlines established and that financial aid documentation has been submitted with all appropriate support.

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 March 14th for summer, June 27th for fall, and November 1st for spring. It 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 student's place in his or her class whether the student chooses 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 rolled forward to a future academic term.

Room Reservations & Housing Contracts

The College makes dormitory housing available to Graduate Institute students every summer semester and during the fall and spring semesters when undergraduate demand does not fill available campus rooms. When possible, the director of residential life will set aside a dormitory for the exclusive use of Graduate Institute students. A signed housing contract, received by April 1st (for the summer semester), by July 16th (for the fall semester) or by December 16th (for the spring semester), will be required to reserve a room on campus, space permitting.

Graduate Institute students, especially those intending 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 a room reservation must notify the director of residential life **in writing, by May 1st**, 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.

Semester Mailings for Billing and Due Dates

Semester billing and statements are sent to the student by campus mail or to his or her local address (a student's permanent address will be used if no other is available). If you would like a copy mailed to an alternate address or person, please contact the Student Accounts Office.
Semester billings are mailed:

- July 15 for fall – payment for the fall semester is due by August 1
- November 15 for spring – payment for the spring semester is due by December 1
- May 9 for summer – payment for the summer semester is due by June 1

Late Payment Fee

A late payment fee is assessed during each semester when a fall, spring or summer student account is not paid in dull by the following dates:

- October 1 for fall semester
- April 1 for spring semester
- July 1 for summer semester

A fee of 10 % of the outstanding balance or $300, whichever is less, will be automatically assessed on any student account that is not paid in full. Factors that can affect a student's balance include an incomplete financial aid file. **It is the student's responsibility to provide the documentation required to complete their financial aid. By completing this documentation before the above deadline, late payment fees can be avoided**. Contact the Financial Aid Office for assistance. After a student's financial aid has been awarded, a balance may remain. That balance must be paid by the above deadline(s) to avoid the late payment fee. A late payment fee will also be assessed on any student account if Tuition Management System (TMS) payment plan is not sufficient to cover the outstanding balance or if a TMS participant is delinquent in their payment schedule. The Student Accounts Office can assist the student in establishing an appropriate plan through TMS. See Payment Methods for additional information about TMS.

Collection of Accounts

If a student account becomes past due, either as a result of 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 upon written notice that a balance exists. Should the student fail to make a timely payment, the College reserves the right to turn the account over to a third party for collection. The student is responsible for any collection fees assessed the College. The College will supply the collection agency with any and all pertinent information specific to the balance owing plus any contact information we have on record at the time of, or subsequent to, the collection referral.

Tuition & Fees – Graduate Institute Program

Semester:	*Fall '13*	*Spring '14*	*Summer '14*
Liberal Arts Tuition	$8,305	$8,305	$8,305
Eastern Classics Tuition	$12,919	$12,919	$5,537
Graduate Student Activity Fee	$85	$85	$85
Health Insurance, Basic Plan	$1,381	$867	$249
Tuition Insurance	$50	$50	$50
Matriculation Fee – First Semester	$40	$40	$40
Graduation Fee	$100	$100	$100

Student Activity Fee

The Student Activity Fee of $85 is charged each semester to every graduate student. A portion of the Graduate Student Activity Fee is used by the Graduate Council to defray the expenses of special academic events, Thursday evening after-seminar gatherings, picnics, coffee socials, sports events, guerrilla seminars, and paper readings.

Health Insurance

St. John's College is committed to ensuring that our students continue to have access to affordable, quality, comprehensive health insurance. The upcoming plan year includes several changes that expand enrollee coverage based on The Affordable Care Act, governmental mandates and the quality of benefits under the St. John's College Health Insurance Plan. It is mandatory that each student be covered by health insurance, whether through the St. John's College Health Insurance Plan or through other coverage. Prior to the start of each academic year or the first part of an academic year for which a student registers, each student is required to either enroll in or waive coverage by going to www.firststudent.com and make their health insurance election. The deadline to enroll or waive coverage is August 1st (fall), December 1st (spring) or May 1st (summer). Each student will automatically be enrolled in the St. John's College Student Health Insurance Plan if they do not waive coverage by the deadline. The insurance cost will be added to their student account.

The rates for students are:

Semester:	*Fall '13*	*Spring '14*	*Summer '14*
Student	$1,381	$867	$249
Spouse	$3,573	$2,263	$637
Each Child	$2,274	$1,440	$405

United Health Care is the insurance provider for the St. John's College Insurance Plan. You can access policy information as well as other services, claim status, provider lists by visiting www.firststudent.com and selecting St. John's College- Santa Fe from the drop down list.

The coverage periods:

Annual:	August 21, 2013 – August 20, 2014
Spring/Summer:	January 1, 2014 – August 20, 2014
Summer:	June 16, 2014 – August 20, 2014

Tuition Insurance

The College's withdrawal policy provides for a partial refund of tuition through the first six weeks of the semester, regardless of the reason for withdrawal. After the 42nd day of the fall or spring semester, no refunds are made. After the 25th day of the summer semester, no refunds are made.

The College offers an elective insurance plan, the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 75% of tuition and activity fees for **medical or mental health withdrawals at any time during the semester**. The plan is billed on a per-semester basis and costs $50 per semester for graduate students. It is billed automatically each semester and no additional application is required. A student must complete a Declaration Form indicating whether they accept or decline the insurance. A Declaration Form is available from the Student Accounts Office and must be submitted to the Graduate Office no later than the first day of class. If a student waives the tuition insurance, the charge will be removed from their bill. By waiving the Tuition Refund Plan, the student acknowledges that medical or mental health withdrawals fall under the College's established withdrawal policy, in which there are no refunds after the 42nd day of a fall or spring semester and after the 25th day of a summer semester.

Under the Tuition Insurance Plan, only tuition and activity fees are covered. However, additional insurance is available to cover room and board costs. This additional coverage is purchased separately by the student. Contact A.W.G. Dewar directly at www.tuitionrefundplan.com or by calling 617-774-1555.

Miscellaneous Charges

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 e-mail. Review the library information listed in the Student Services section for details.

Parking Citations: Parking citations are issued as follows: First violation – written warning, second violation – $20 fine, third violation – $20 fine or towed. Parking fines will be billed to the student account and are due within 30 days of receipt. See "Parking Policies and Prevention" for details.

Graduation Fee: Graduating final term 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 student's last semester leads to a delay in degree conferral, the cost of printing an updated diploma is absorbed by the student.

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.

Payment Plan (Tuition Management Systems payment plan)

If you prefer to pay tuition, room and board and student activity fee in payments throughout the semester, you may do so by enrolling in a payment plan with Tuition Management Systems (TMS). Certain restrictions apply and limited payment options exist. The payment plan is available for an enrollment fee of $65 and includes personal account service, automated account information 24 hours a day and access to your account through their website: http://www.afford.com. **A TMS Payment Plan must be complete and the first payment made no later than August 1**. Visit their site for more information on payment options, education loans, free education payment counseling and the many ways they can help you afford education. You can contact TMS by calling 1-800-722-4867 or at http://www.afford.com.

Please contact the Student Accounts Office for help in calculating your TMS Budget. Please DO NOT use the Financial Aid award letter in calculating your payment plan. The Financial Aid award letter is simply an estimate of your aid, costs and fees.

One-Time payment through TMS (Credit Card payment or ACH from Checking/Savings)

The TMS Tuition Charge option allows credit card payments for tuition, room & board and student activity fee. They accept MasterCard, VISA, Discover and American Express. TMS Tuition Charge option also allows for ACH from Checking/Savings for a reasonable convenience fee based on each transaction. An ACH (Direct Debit) payment option is also available. Contact TMS by calling 1-800-722-4967 or at http;//www.afford.com.

Peer Transfer for International Students

St. John's College has teamed with Peer Transfer to make it easier for you to make your payment, including tuition, fees, deposits, etc. Peer Transfer serves hundreds of colleges and universities in the United States, providing a safe, efficient and quick method for payment. As a first-time user, you will create an account with your name, email and a password. Log on to their website at www.peertransfer.com and select "St. John's College-Santa Fe" from the drop down list. Using Peer Transfer eliminates the complications of international bank wires and they have negotiated favorable exchange rates.

Electronic Funds Transfer (EFT) or Wire Transfer directly to St. John's College

Contact the Student Accounts Office for bank routing and account number.

Satisfactory Progress for Financial Aid

In accordance with federal regulations, St. John's College is required to have a policy and a procedure for measuring the academic progress of students in order to maintain eligibility for federal financial aid. Student academic 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; graduate students must maintain a minimum cumulative grade point average of 3.0. These standards apply to both full-time and part-time students.

Quantitative Standard: All students must complete at least two-thirds of attempted credits. All attempted credit hours 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 he or she was previously enrolled for more than three weeks, the class will be considered as repeated work and the student will not be eligible for institutional financial assistance. Exceptions to this policy may be granted by the Dean in the case of involuntary withdrawal due to 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 frame 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 limitation.

Because of the fully prescribed curriculum, students with Incompletes will not be allowed to move forward 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 with their academic program.

The Financial Aid Office will provide information about the appeal process to the affected students. Students may request an exception when failing satisfactory progress standards by submitting a petition/appeal to the Financial Aid Office. Petitions/Appeals must contain the following:

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

Possible Outcomes for Petitions/Appeals:

- Petition/Appeal decisions have three possible outcomes: probation, an academic plan or a denial of the request for exception.
- Probation - Allows a student to continue receiving aid while attempting to get back to the cumulative academic progress standards.

Academic Plan- Students approved to be funded for repeat work. Monitoring for these students will be 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 overall standard of academic progress.
Denial – A petition may be denied. In this case the student is ineligible for financial aid funds. The student may appeal again after the next semester, though a different outcome is not guaranteed. The student may also regain eligibility by meeting the cumulative standards of academic progress.

B. 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. The Student Accounts Office can provide an estimate of an amount due for a student's tuition room and board and other fees upon withdrawal or is the student will be due a refund

A graduate student considering withdrawal prior to the end of the semester must initiate the withdrawal process by notifying the director of the Graduate Institute of the intention to withdraw. When a student notifies the GI director of their planned intention to withdraw, the student will be given a form entitled "Official Notice of Withdrawal". The date of withdrawal entered on the form is used for the calculation of the return of Title IV Funds (federal financial aid), grants, scholarships etc. Following that calculation, a final account statement is prepared showing 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 GI director of an 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 GI director and informing the GI director of their 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 director of the Graduate Institute of the intention to withdraw, the date of withdrawal used for the calculation of return of Title IV Funds, grants, scholarships and 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

If a student withdraws prior to the end of the semester, a refund of tuition will be made according to the following schedule:

Institutional Refund Schedule:

Days Enrolled		*Refund Amount*	*Amount Charged*
Fall/Spring	Summer		
1-7	1-5	90%	10%
8-14	6-10	80%	20%
15-21	11-15	60%	40%
22-28	16-20	40%	60%
29-42	21-25	20%	80%
43 and after	26 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 for determining the tuition refund is the beginning of the semester, not the beginning of the second preceptorial. In other words, the two preceptorials that in the fall and spring semesters run consecutively are treated as one class in terms of financial aid and the start day for calculating a refund for the semester.

If a student in the Liberal Arts program has enrolled for a seminar and preceptorial in the fall or spring term then drops the preceptorial, the date for determining the tuition refund is the beginning of the seminar, which is equal to the beginning of the semester. If the student has enrolled for a preceptorial only and then drops the preceptorial, then the tuition refund is figured from the first day of the preceptorial.

The next step in determination of 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) which will be refunded.

Certain fees are not refundable. These include Tuition Insurance, Health Insurance, Book Fees, Parking Fees 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 withdrawing within the first seven days of the fall or spring semester would receive 10 percent of 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.

Return of Title IV Funds

If a student who has received Title IV Funds (federal financial aid) leaves the institution prior to 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 is earned by the student (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) into the number of calendar days completed by the student. 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. The order is:

1. Unsubsidized Stafford Loans
2. Subsidized Stafford Loans
3. Federal Perkins Loans
4. Graduate Plus Loans

Federal Work-Study funds are not involved in this determination. A student may keep money earned through the Federal Work-Study Program. If the total amount of unearned aid exceeds the amount the school is required to

return, a student may need to return federal grant funds which have been received for off-campus living expenses, up to 50 percent of the amount received for the semester. Student loans and Plus loans received for off-campus expenses do not have to be returned at the time of withdrawal but must be repaid in accordance with the terms of the loan. The Financial Aid Office will notify a student if a return of federal grant funds is required.

III. STUDENT SERVICES AND FACILITIES

A. OFFICE OF THE DIRECTOR OF THE GRADUATE INSTITUTE

Questions concerning curriculum and pedagogy, classroom relationships with tutors and other students, and policies governing campus life should be addressed to the director, who serves as the graduate student advisor. Students are encouraged to introduce themselves to the director and to meet with him or her, as they need. The director is sometimes available at student social events, where casual conversations concerning the academic programs and student life are welcome.

The assistant to the director serves as a liaison between students and the offices of the dean, registrar, residential life, financial aid, and treasurer. The assistant is available to answer questions concerning academic issues and campus life when the director is unavailable. All general questions may be addressed to the assistant.

Both the director and the assistant serve unofficially as ombudsmen for students in their dealings with other campus offices. All graduate students are strongly advised to bring problems or disputes to the attention of the director before they approach the dean or the president. Some problems may be resolved by the director himself or herself; others may be more easily or quickly dealt with by college personnel through his 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 director may be made through the assistant to the director, 505-984-6082.

B. WILLIAM DARKEY GRADUATE COMMON ROOM

Please contact the Graduate Institute office (505-984-6082) for current guidelines concerning the use of the Darkey Common Room in Levan Hall.

C. 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.

Part of the student activity fee ($85 per term in the 2013–2014 academic year) is used by the Graduate Council to defray the expenses of special academic events, Thursday evening after- seminar gatherings, picnics, coffee socials, sports events, guerrilla seminars, and paper readings.

D. REGISTRATION ON CAMPUS

All students must register for the academic session in the Office of the Graduate Institute. On-campus students who arrive on the weekend or after office hours during the week can pick up their housing packets at Switchboard near the community mailboxes in Peterson Student Center. Housing registration will be facilitated by the Graduate Institute residential assistant.

CAMPUS POLICIES, PRACTICES, AND SERVICES

I. GENERAL PRINCIPLES CONCERNING STUDENT CONDUCT AND DISCIPLINE

The college must sometimes exercise our disciplinary authority through the judgment of our officers. In disciplinary proceedings the college will recognize the right of students to answer charges made against them.

Disciplinary actions relating to classes and the program of studies are primarily the responsibility of the individual tutors, the dean, and the Instruction Committee. Disciplinary actions relating to the more general rules of campus life are primarily a responsibility delegated by the dean to the assistant dean, the director of the Graduate Institute, the director of residential life or the director of security. The dean or assistant dean may also delegate to the Student Review Board, the judicial and mediatory arm of Student Polity, a share of the responsibility for the welfare and governance of students. In cases where student conduct consists of a threat to commit suicide or an attempt to do so, the responsibility of referring the student for professional assessment, as mandated by the college suicide prevention protocol, is delegated by the dean to the assistant dean.

Disciplinary actions relating to campus life include the following: fines, which are turned over to the St. John's College Community Scholarship Fund; community service; professional counseling; requiring a student to move off-campus; disciplinary probation (setting special conditions for a student's continuing at the college); forfeiting the opportunity to receive a degree from St. John's College; suspension or dismissal. The college reserves the right to dismiss at any time a student who in our judgment is undesirable or whose continuation in the school is detrimental to the student or his or her fellow students. Such dismissal may be made without specific charge. Students who are suspended or dismissed will receive no refund of fees.

Any student charged with a felony alleged to have occurred while he or she is enrolled at the college may be dismissed from the college immediately and without refund of any fees. The college is obligated to cooperate with all efforts of law enforcement officials. Final decisions concerning the student's future at the college will be reached by college officials after termination of legal proceedings and/or the college's own investigation of the incident.

In all cases of disciplinary action, the student has the right to appeal to a higher authority: to the dean, if the matter is primarily academic; to the dean or the president, if the action is primarily non-academic. The final authority within the college is the Board of Visitors and Governors.

A. ABUSIVE BEHAVIOR

Destructive, abusive, obnoxious, or lewd behavior, whether or not it occurs under the influence of alcohol or other drugs, has no place in the college community. Penalties will be set by the president, the dean, or the assistant dean in consultation with the director of residential life, the director of security or the Student Review Board and may be up to $150 for a first offense and $300 for a second offense and may include loss of on-campus housing privileges. However, if the behavior is particularly flagrant or constitutes a threat to other members of the community, the student may be dismissed from the college without refund of fees.

B. ALCOHOL

The responsible use of alcohol at St. John's College must be a concern of all segments of the college community. The college recognizes that alcohol is a drug and can impair judgment, cause depression, become addictive, and otherwise interfere with effective functioning.

The college, therefore, makes every effort to inform students of the risks associated with its use. If a case of alcohol dependency is suspected, the individual concerned is strongly urged to seek professional help. A list of crisis hotlines and 12-step programs, as well as risks associated with alcohol/substance abuse, appear at the end of this handbook.

Attempts to prevent alcohol-related accidents and encourage the responsible use of alcohol are considered to be an obligation of friendship among members of the college community.

From a legal standpoint, the college is committed to the observance of the New Mexico law on the consumption and distribution of alcohol. Also, as a recipient of federal funds, the college is required to certify that we have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Failure to comply could mean the loss of all federal funding for the college. Personal and institutional liabilities are also a continuing concern.

Alcoholic beverages may not be sold on campus property, even under the guise of a coupon or donation scheme, by anyone other than a licensed dispenser. **Students and their guests are not permitted to bring alcohol into college sponsored parties**.

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

Outings sponsored by the Athletics and Outdoor Programs Office are governed by the relevant provisions of this policy, even though such outings might not be held on college property. Refusal to cooperate with officers or representatives of the Athletics and Outdoor Programs Office shall entail disciplinary action to be determined by the assistant dean or the Student Review Board.

No beer kegs are allowed anywhere on campus except with the permission of the president, the dean, or the assistant dean.

If college officials, including security officers, have reason to suspect that any of these provisions is being violated in a dormitory or any other unauthorized place on college property, they shall have the authority to investigate accordingly and to report their findings to the assistant dean.

Penalties are imposed for violating the alcohol policy, rising in severity if the violation is repeated. The fine for a first offense will fall in the $100 - $200 range, for a second offense the fine will be $300, and if there is a third offense, the penalty will be increased up to and including possible dismissal from the college.

With these concerns in mind the college has adopted the following policies:

1. Age: Alcohol may be consumed on-campus only by those at least 21 years of age. In New Mexico it is a 4th degree felony to serve alcohol to anyone under 21. "Speakeasies," at which alcohol is sold to minors, are considered flagrant violations of state law. Anyone organizing or conducting such an event is subject to expulsion. The college does not condone the consumption of alcohol by those who are not of legal age. Students who are minors have the responsibility to refuse alcoholic beverages offered them.

2. Appropriate Occasions and Locations: Alcoholic beverages may be consumed in moderation only by those of legal age in dormitory rooms and in the upper and lower common rooms and the adjacent courtyards. On weekdays, however, alcoholic beverages may be consumed in these locations only after noon. In addition, alcoholic beverages may be consumed in moderation only by those who are 21 or over at the few parties hosted or co-hosted by the college itself, such as the president's dinner for seniors. Alcoholic beverages may not be consumed in classrooms, the Coffee Shop, the Dining Hall, the Student Activities Center, or the playing fields, unless it is done in conjunction with an approved party or other public event hosted or co-hosted by the college.

Guidelines for Parties Where Alcohol Is Present

All parties that plan on having alcohol must inform the assistant dean when the party permission form is submitted (see Section J). These parties are subject to the following rules:

- Limits: For parties where alcohol is permitted, there shall be no more than one keg every two hours. No hard alcohol is permitted without special permission from the assistant dean. Reality is subject to the following restrictions: A maximum of six kegs on Friday, and twelve on Saturday; no alcohol service on Sunday. Because they begin late at night, the Senior Essay Writing Party and Senior Prank are allowed only one keg each. **Absolutely no alcohol is allowed in the seminars during Senior Prank**.
- Identification: Anyone of legal age who wishes to drink at approved college functions must wear a wristband. Wristbands are given by a certified bartender who has confirmed by valid identification that the person is 21 years of age or older. Anyone found drinking without a wristband is subject to fines.
- Bartenders, party hosts and senior residents will ensure that alcohol is served only to those of legal drinking age.
- End Time: The bar will stop serving at 12:00 a.m. The senior residents and security will enforce this.
- Each party is required to have six student hosts on alcohol patrol. Their job is to ensure that no alcohol is brought into the party and to assist the senior residents. Violations are to be reported to security. Members of the alcohol patrol may be fined for blatant disregard of their duties.

C. ILLEGAL DRUGS

The college regards a student's enrollment as a commitment not to use illegal drugs. In our policies on student use of illicit drugs, the college must abide by the law while at the same time encourage students to seek help regarding personal problems of abuse or addiction. The college mental health counselors and the college nurse practitioner are available for counseling and/or referral to community agencies and programs for those who wish information, advice, or counseling on problems of substance abuse or addiction. Such consultations would, of course, be confidential. (The confidentiality of informal counseling is not protected by law.)

Credible reports of a violation on campus of federal, state, or local laws concerning illegal substances, made to college officials outside the confidential counseling relationship, shall be investigated at once by the college. Such investigation may involve inspecting the student's on-campus residential premises and any personal belongings, baggage, or containers located on the premises, including but not limited to sealed or locked containers. Students found violating those laws are subject to immediate dismissal without refund of fees. Any illegal drugs or drug-related paraphernalia discovered during the investigation shall be turned over to local law enforcement officers, with whom the college will cooperate in their investigation.

Our first objective is the safety of our students, and we do not want the fear of disciplinary action to deter students from seeking professional medical help for themselves or on behalf of another student. Seeking help will not be a cause in itself for a student to be disciplined. Even so, disciplinary action will be taken for violations that would be punished regardless of the presence of drugs or alcohol, such as assault or vandalism.

Names and telephone numbers of agencies and treatment programs are listed in the Drug Abuse Prevention Program section of this handbook.

D. FIRES AND FIREWORKS

Students may not build fires on campus property because of our dry climate and the risk that a fire could grow rapidly out of control. The building of bonfires also violates the Santa Fe municipal code.

No fireworks of any kind are to be kept or set off any place 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.

E. WEAPONS, PAINT GUNS AND LASER GUNS

Students are not allowed to have firearms or other weapons on campus because of the potential threat of harm to other members of the community. Credible reports made to college officials regarding possession of firearms, explosives, or other weapons shall be investigated at once by the college. Such investigation may include inspecting the student's on-campus residential premises and any personal belongings, baggage, or containers located on the premises, including but not limited to sealed or locked containers. Students found violating these rules concerning weapons or explosives are subject to summary expulsion from the college. Students must also understand that a toy or sports equipment that resembles a weapon must be used only in circumstances and locations where its purpose is clear. Threats made using such toys or equipment will be treated in the same way as if they were weapons.

F. SEXUAL ASSAULT

The college deplores acts of violence or conduct that threatens the health or safety of any person. In particular, sexual assault in any form will not be tolerated. Violators will be held accountable for their actions even when they are committed under the influence of drugs or alcohol, or through ignorance.

The vast majority of sexual assaults are committed by a person known to the victim. Even among friends, excessive consumption of alcohol can result in aggressive behavior and impaired judgment. Use alcohol responsibly, if you use it at all, and avoid situations where lack of judgment may lead to unwanted and regrettable consequences.

Also, since our campus is remote and exposed, the college urges students to help prevent outside intrusions by exercising due caution and judgment in their everyday activities. Keep the door to your dormitory room locked (malfunctioning locks should be reported), particularly at night, to prevent unwanted intrusion. Be aware of your

surroundings and avoid isolated areas both on and off the campus when you are by yourself. If you are not walking with a friend, utilize the escort service provided by security at night.

Should a sexual assault occur, care of the victim should be the first concern. Senior residents and resident assistants are immediately available to provide assistance. The victim should be encouraged to go to Emergency Services at Christus St. Vincent Regional Medical Center for treatment, including counseling and consultation with a specially trained nurse examiner.

Victims of sexual assault have the option of notifying local law enforcement authorities; therefore, evidence from an assault should be preserved in the event of a criminal investigation. Victims should be encouraged to not change clothing or bathe until professional medical assistance and counseling is provided. College security personnel, the assistant dean, or the director of residential life at the college and the hospital staff at Christus St. Vincent will assist any student wishing to pursue legal action.

In compliance with federal and state laws, the college has formulated a detailed policy on harassment and sexual assault, including detailed procedures for investigating any claims of discrimination, harassment or assault. These policies are included in Appendices B and C at the back of the Handbook.

G. 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 we rely on as a community, and cannot be tolerated. Therefore, behavior that makes another feel intimidated, or even uncomfortable, will be treated as a serious disciplinary matter that can lead to expulsion. Rules against sexual harassment apply to all members of the community, including tutors in their relations with students.

Sexual harassment is any unwelcome sexually-oriented behavior, demand, comment or physical contact, initiated by any student, faculty or staff member, that has the purpose or effect of creating an intimidating, hostile, or offensive learning environment; has the purpose or effect of unreasonably interfering with an individual's academic performance; or otherwise adversely affects an individual's educational opportunities. Common forms of harassment include offensive or abusive physical contact, inappropriate joking, lewd language, suggestion of sexual favors, display of sexually suggestive objects, pictures, magazines, calendars, use of electronic media displaying such images or language (i.e. "sexting"), etc.

The college has many resources for a student who thinks that he or she has experienced discrimination or harassment of any kind in any measure: the assistant dean, the dean, the director of residential life, senior residents, and college counselors 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 harassment and sexual assault, including detailed procedures for investigating any claims of discrimination, harassment or assault. These policies are included in Appendices B and C at the back of the Handbook.

Moreover, any complaint or grievance by a student or group of students that there has been harassment or a violation, misinterpretation, or inequitable application of policies, procedures or treatment because of race, color, sex, religion, physical or mental handicap or disability, age, national origin, sexual orientation, genetic information or protected activity may be brought before the college grievance committee. Please see Appendix D for a detailed description of the College's grievance procedure.

H. DESTRUCTION OF COLLEGE PROPERTY

Students are expected to reimburse the college for any destruction of college property for which they are responsible. Vandalism or deliberate destruction of college property is a particularly serious offense, and the perpetrator may be subject to heavy fines, loss of on-campus housing, or, in extreme cases, expulsion from the college.

I. SMOKING

Smoking is prohibited in all college buildings at St. John's (including student housing) and within 25 feet of building entrances per the Santa Smoke Free Ordinance. It is forbidden in the brush areas around the campus due to the extreme fire risk in the Santa Fe area.

Non-compliance will result in fines beginning at $50.

J. NOISE; SLEEP-STUDY RULE

Loud music and noise intrude on the personal space of others and can impair intellectual reflection.

As St. John's is a community of learners, respect for the need of individual students to study and sleep without the interference of excess noise is sacrosanct. To provide conditions conducive to study and rest, St. John's is committed to maintaining a quiet dormitory 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. The playing of amplified music, horns, drums, and the practice of other inherently loud activities should be confined to spaces reserved for that purpose (FAB, SAC, Great Hall), and to times that are least likely to disturb other community members. All residents and their visitors must comply with this commitment.

In general, sound should not be audible outside your dormitory room. Specifically, the hours between 8:00 p.m. Sunday and 8:00 a.m. Friday morning should be respected for sleep and study.

Recourse

Problems of excess noise are best handled as close to the source as possible:

1. Students should first address problems of excess noise by requesting that the sound be lowered or stopped.
2. If such requests are ignored, the matter should be reported to the RA, to a senior resident, or to a security officer.
3. Refusal to comply with reasonable requests will result in an official warning, fines, and referral to the Student Review Board at the discretion of the assistant dean. The fine for a first offense is $25; for a second, $50; for a third, $100.
4. In extreme cases, the student may be required to move off campus without refund of room fees.

K. GATHERINGS IN DORMITORIES

Small, quiet gatherings involving only a few individuals may be held in dormitory rooms provided other dormitory residents are not hindered from sleep or study. Permission for these gatherings is not required. Should a gathering disturb the sleep or study of a student, it is expected that the student will first politely ask the host to quiet the gathering. If this fails, the student should contact the resident assistant or a security officer. Security officers have been instructed to terminate gatherings that have obviously become a nuisance to other persons, whether or not a specific complaint has been lodged.

Large gatherings are not permitted in dormitories and dorm residents may be fined for hosting such a gathering. In such an instance, a fine of no less than $300 will be divided evenly between all members of the dorm unless a specific group of residents are willing to identify themselves as hosts and pay the fine in the amount assessed. Persistent disregard of this prohibition may result in larger fines and loss of campus housing privileges.

L. PARTIES

Please see the College Events Office for help and information on how to throw a party.

Students who wish to throw a party in the Peterson Student Center, the upper or lower dormitory common areas or the Placita areas must submit a Party Permission Form to the assistant dean **at least 2 weeks prior** to the actual event. If the form is not received by this time, the party may not be approved. The permission form must be legible and complete. Once the permission form is received, the director of residential life will assign senior residents to monitor the party. The assistant dean may deny permission for the event if he or she believes the form is not accurate, there is any misrepresentation by the students or he or she believes that the party does not reflect the legal, moral or ethical standards of the St. John’s community.

Parties may only be held on Fridays and Saturdays in accordance with the Spring 1990 faculty resolution. All parties must end by 1:00 a.m. unless special permission is obtained from the assistant dean. No Friday night party may conflict with any officially scheduled event. Friday night parties 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 parties in the Peterson Student Center.

No gathering may interfere with a student's ability to sleep or study in his or her dorm room. Any gathering that violates this rule must quiet down or cease activity. Security and senior residents will enforce this rule if students cannot settle the disturbances among themselves.

Furthermore, students are expected not to engage in public displays of nudity, profanity, or obscenity that violate common standards of decency or show lack of consideration for the sensibilities of other members of the community. Substantial fines may result if warnings about such behavior are ignored.

The College Events Office purchases all alcoholic beverages and is responsible for overseeing the serving of alcoholic beverages at college-sponsored parties. Additional alcoholic beverages may NOT be brought to these parties or to parties at which alcohol is not served. Bartenders must be approved by the assistant dean and will be paid by the college for their services. The bartenders will check IDs to determine age; party hosts and senior residents will also enforce the alcohol policy. Giving false information to obtain a 21 and over ID is a violation of the alcohol policy.

Undergraduates may not attend the regular Graduate Institute gatherings after seminar on Thursday nights in the Darkey Common Room.

Each party permission form requires a minimum of six co-hosts. One of the co-hosts is responsible for each of the following:

The Clean-Up Crew
Cleaning standards are printed on the party permission form. Students responsible for the clean-up will be charged if cleaning is inadequate.

Sound System Operator
The "DJ" must be authorized by the College Events Office for operation of the stereo system. (A $50 fine is imposed on any unauthorized person using or operating the Student Polity stereo system or any other college

owned equipment. Additionally, a full repair or replacement charge can be imposed upon anyone found to be negligent with college owned equipment.)

The Refreshment Committee

Substantial snacks and non-alcoholic beverages must be served at those college-sponsored parties at which alcohol is served. Arrangements for food service must be secured well in advance of the party date.

The Decorations Committee

If decorations are used for a party, someone must be responsible for the clean-up of the party site as well as the site where the decorations were made. **No alcohol is allowed at the decorations prep site**.

All party hosts should be aware that posters announcing or advertising the party, as well as party decorations, must not violate common standards of decency of the community. Posters or decorations which offend sensibilities of community members may be removed. In some cases, party hosts may be fined or referred to the Student Review Board if good judgment is not used. **Alcohol service at college-sponsored parties may not be advertised or promoted**.

Other Responsibilities of Co-Hosts

- Identifying those who are uninvited or whose behavior is abusive, obnoxious, or disruptive and, with the help of security, requiring them to leave.
- Being alert to those attending whose condition might be a danger to themselves or others were they to leave campus by motor vehicle and notifying appropriate friends (or security).
- Ensuring the music and noise from the party present no problem to others in the community or to our neighbors. An immediate and cooperative response to complaints concerning noise is essential.
- Ending the party at the specified time.

Non-Student Party Attendees

Students wishing to invite non-students to college parties must register them as guests. Overnight guests are registered at Switchboard according to the procedures described in the section below. Guests who are not staying on campus must also follow the check in procedure at the switchboard. On certain occasions (e.g. the Halloween party and Reality weekend) roadblocks are set up at the entrance to the campus by security to exclude uninvited people. On these occasions students are asked to register their guests during the week prior to the event with the director of residential life. Guest lists are provided to security so guests may enter the campus. Bracelets will be provided to identify persons 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 the behavior of their guests.

M. OVERNIGHT GUESTS

Any residential student may have a relative or a friend who is well-known to him or her stay with him or her, or with another student, for up to three days. The guest must be registered at Switchboard on a form provided for that purpose. If a guest is in residence and has not registered at Switchboard, the guest will be asked to leave the campus immediately. The form must be filled out completely by the visitor and the host, both present simultaneously at Switchboard. A copy of the guest's driver's license or identification card is required. The guest should keep a copy of the form; it is evidence of appropriate registration for temporary residence on campus. Guests must obtain temporary parking permits from Switchboard.

Prospective students are registered through the Office of Admissions.

Non-residential students staying overnight in the dorms must be the registered guest of a residential student.

Guests must obey the same rules concerning alcohol, drugs, weapons, and pets that apply to students.

Visits planned for more than three days are sometimes appropriate; for example, when a person must travel a long distance specifically to visit a residential student. Arrangements for such visits should be made with the director of residential life at least two weeks in advance, and written permission requested.

It is understood that visits are not to be extended, in the absence of specific permission, by re-registration of the same guest with the same or different hosts. The prospect of frequent visits by the same guest should be discussed in advance with the director of residential life. Extended visits by persons who intend to remain in Santa Fe for whatever reason will not be tolerated, nor will repeated guest registrations for persons living in Santa Fe.

N. 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.

O. VEHICLE REGISTRATION, AND PARKING POLICIES AND PROCEDURES

Vehicle Registration and Parking Permits

All students parking their motor vehicles, motorcycles, or mopeds on campus must register and obtain a parking sticker. 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 undergraduate vehicle registration fee is $100 for residential students or $50 for nonresidential students for 2 semesters. The Graduate Institute fee is $50 for nonresidential students for 2 semesters and $25 for nonresidential students for 1 semester. Graduate Institute students who reside on campus for the summer semester pay $35 for parking. The vehicle registration fee is not billed to the student 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 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 administered by the Switchboard supervisor, Monday – Friday, 8:00 a.m. – 3:00 p.m. A vehicle registration booth is available in Weigle Hall during registration. Vehicle registrations must be completed by the end of the second week of each semester. A $50 late registration fee is added to the vehicle registration fee after the second week. There is no prorating of fees. No refunds are issued after the second week of the semester 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; a late fee will not apply until after the first week. 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.

It is the responsibility of the student to display the parking permit on the inside of the lower left front windshield of his or her 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 vehicle separately; both vehicles are not permitted on campus at the same time.

Visitors and Temporary Parking Permits

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

Vehicles are to be parked in designated parking lots only. Limited parking is allowed along some portions of the campus roadways. Except to load or unload for ten minutes or less, parking is not permitted in the bays at the foot of the stairs leading to the upper or lower dormitories or in the Peterson or Lowers loading docks. Vehicles may be towed without notification 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 parking violation	Written warning
	Second parking violation	$20 fine
	Third parking violation	$20 fine and possible TOW
	Fourth violation	$20 fine and TOW - may lose your privilege to park/drive on campus
Speeding/Careless Driving Citations:	First violation	$25 fine
	Second violation	$50 fine - may lose your privilege to drive on campus

Records are kept of every ticket written, whether a warning or a fine. Students may contest citations to the director of safety and security within 5 days of receiving 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.

The speed limit is 15 MPH on campus. Motorists should note marked crosswalks and yield to pedestrians. Persons who persist in violating the speed limit, ignore the safety of themselves or 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 are to be directed to the Switchboard supervisor at ext. 6018 or the director of safety and security at ext. 6125.

Parking Lot		*Location*	*Who May Park*
A	Visitors Lot	Near campus entrance	Anyone
B	30-Minute Lot	In center of main campus	Anyone
C	Faculty/Staff Lot	Across from Evans Science Lab	Faculty and staff only
D	Student Lot	Across from Uppers	Students only
E	Weigle Lot	Rear of Weigle	Assigned staff only
F	Library Lot	Lower campus	Assigned staff only
G	SAC Lot	Student Activities Center	Anyone
H	Suites/Apartments	At Suites/Apartments	Students only
I	Health Staff	At Student Health Office	Assigned staff only
J	Mail Room Lot	Lower level of Weigle	Assigned staff only

P. USE OF COLLEGE VEHICLES

College vehicles are occasionally available for off-campus college-sponsored events. College vehicles are sometimes available for trips to the hospital or doctor's office if requested by the Student Health Office, the director of residential life or a senior resident.

Please make van requests to transportation@sjcsf.edu at least six working days in advance. Hard copies of requests should be left at the switchboard. Anyone driving college vehicles must be registered with the college's vehicle insurance. Contact Jim Ardis (James.Ardis@sjcsf.edu), the director of safety and security, 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@sjcsf.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 provision in a college-owned vehicle puts the college at substantial risk and is considered to be a particularly serious violation of the alcohol policy.

Q. CAMPUS EMPLOYMENT POLICY

The college frequently has on-campus employment opportunities for students, especially during the summer months. To be eligible for on-campus employment, students or recent graduates must be in good standing academically. If a student is asked to leave the college, whether through the sophomore enabling process, or for some violation of college policies, he or she will not be allowed to work on campus during the immediate school year or the following summer. If a student is reinstated, eligibility for on-campus summer employment will need to be reconsidered by the dean, assistant dean, and director of human resources.

R. PET POLICY

The pet policy for the entire college community, including the off-campus community members, is that dogs and other animals are not allowed on campus. Please leave your pets at home. The president and both deans have stated in writing that this rule will be strictly enforced. Senior residents are allowed to have dogs on campus but they must keep their dogs leashed.

II. RESIDENTIAL POLICIES AND FOOD SERVICE

A. COLLEGE DORMS AND SUITES

General Policy

All unmarried students who do not live with local family are expected to live in college dormitories, space permitting, and to take their meals in the college Dining Hall. Sophomores, juniors, and seniors may apply to live

off campus by writing the Office of Residential Life before the advance deposit deadline and housing lottery in the spring semester. Students living on the campus are expected to conform to standards of conduct that are consistent with the educational objectives and priorities of the college. Respect and consideration for the rights of others and their need for study and rest must receive priority over other needs. Each resident is expected to respond appropriately to requests from staff and fellow students concerning behavior that does not honor this priority. Resident assistant reports on student behavior are taken very seriously and may lead to fines, and/or community service, loss of on campus housing privileges, or even dismissal from the college, depending on the nature of the offense.

Reserving a Room

Only freshmen are guaranteed campus housing. Freshmen are assigned dormitory space by the director of residential life based on preferences they have indicated on a housing questionnaire. Continuing students who have paid their advance deposits and submitted their Housing Plan Forms by the published deadlines are able to select their rooms for the next year in an order determined by lottery held toward the end of the second semester. All students living in the dormitories are required to sign a housing contract. The contracts are provided to residential students after the spring room draw via campus mail. Contracts are mailed to transfer and returning students who have a room reservation. Students must return the contract to the director of residential life by June 16th in order to secure the room they selected in the spring room draw, or by December 16th for a spring semester room.

A housing contract and accompanying room, suite or apartment reservation can be cancelled if a student is fined for extraordinary damages and/or cleaning at the end of a semester. They may also be cancelled if there are outstanding charges on the student's account. A housing contract and accompanying room reservation can be canceled if there is doubt of the student's support of community standards.

Opening dates for the dormitories are announced in the academic calendar each year.

If a student withdraws or is dismissed from the college, the student must vacate her or his college housing within two days of the official withdrawal date.

Dormitory Closing Procedures

Dormitories close and must be vacated on the first day of winter vacation and spring break, and at noon the day after commencement and on the Saturday following the end of the summer session. An inventory of the room will be done at this time and the student will be charged for any damage which exceeds normal wear and tear. Students who have not vacated their room by the designated time are charged $250 for failure to meet this deadline. Those same students' belongings may be moved from the room and placed in another area.

All campus dormitories and suites are CLOSED and SECURED during winter and spring breaks. Any student entering dorms or suites without permission and without an escort will be fined. Apartments can only be used by the students to whom they are assigned. Apartment residents are neither permitted to sublet their apartments at any time, including the breaks, nor to have "house-sitters" during breaks.

Room Changes

Students desiring to change rooms must submit a written request to the director of residential life. However, no requests for room changes will be accepted during the first week of classes. Students desiring a room change are encouraged to discuss their situation with their Resident Assistant (RA), described below. Requests will be approved no earlier than two weeks after the beginning of the academic year. When a room becomes available, notification will be sent to the students who have requested a change.

Students are not to change rooms without the permission of the director of residential life. Students who change rooms before receiving permission to do so will incur a fine of $100.

Resident Assistants

Resident Assistants (RAs) are sophomores, juniors and seniors employed by the college to counsel, lead and otherwise support the work of the dormitory residents. RAs also manage room inventories and are responsible for checking residential students out of dorms at the beginning of breaks, when they change rooms, and at the end of the academic year. Each dormitory has its own RA, and two RAs are assigned to the suites. RAs serve as contacts for dormitory residents concerned about academic, social, health, and dormitory maintenance matters. RAs may be turned to as mediators (along with the Student Review Board) in cases of dorm conflict; they help coordinate campus resources in times of crisis, refer students to appropriate college offices, and are empowered to fine students for violations of the rules of residence. RAs meet weekly with the senior residents, the director of residential life, and the assistant dean to discuss the needs and concerns of the college community. Consult with your RA if there is a matter you wish to have considered at one of these weekly meetings.

Senior Residents

Senior residents are tutors or other adult members of the college community who live in six apartments distributed throughout the dormitory areas. Senior residents consult frequently with RAs and student support staff, and are one of the best resources for students who are concerned about finding help on campus or in need of a conversation about the expectations and challenges of living at St. John's. Senior residents are also the primary after-hours resource for confidential student concerns, and are available to assist students whenever the assistant dean or the director of residential life cannot be reached. Senior residents help RAs and security officers manage campus emergencies, and may be consulted in cases where a resident's behavior has become disruptive

or confusing, if not straightforwardly dangerous. An on-call senior resident is always available (between 5:00 p.m. and 9:00 a.m.) by calling the campus switchboard (dial 0 from any campus phone), and senior resident's telephone numbers are listed in each week's schedule of college events, the *Ephemera*.

Furnishings and Supplies

The nineteen main campus dormitories are modest, two-storied buildings with single and double rooms. A cluster of eight residential suites is located at the upper end of campus; rooms there are awarded to pre-identified groups as part of the spring room lottery.

Because the residences are not air conditioned, some students like to bring their own fans. Students must supply their own personal care items, towels, sheets, blankets, pillows, and hangers.

Students are responsible for the reasonable care and condition of the room inventory. The main campus dormitory room inventory consists of the following:

- a telephone mounted on the wall with an Ethernet connection
- a hard-wired smoke detector with battery back-up mounted on wall
- a student desk with desk lamp attached
- a desk chair
- a, typically wall-mounted, bookcase
- a wastepaper basket
- mini blinds
- windows (number varies)
- window screens (number varies)
- a built-in closet
- a mirrored medicine chest with light
- towel rack or hooks
- a bed unit consisting of a frame, a box spring, and a mattress (main campus)

The individual suite bedroom inventory consists of the following:

- a telephone mounted on the wall with an Ethernet connection
- a student desk
- a desk lamp
- a black Versa chair
- a bookcase
- a wastepaper basket
- mini blinds on each window

- window screens on each window
- an open built-in closet
- a mirrored medicine chest with light
- a platform bed with 2 pull-out drawers
- a mattress

Furniture and fixtures for suite living rooms are described on common room inventory forms distributed each fall semester. Suite occupants are jointly responsible for the reasonable care and condition of this inventory.
Campus residents MAY NOT store their college-issued furniture.

Dormitory Rules

Allowed in Dorms and Suites:

- Any wall decorations should be accomplished with white colored "Plasti-tak" which can be purchased at the college bookstore. Other similar white (tacky-type) stuff can be used in place of "Plasti-tak"; 3M® adhesive strips have also proven safe for use on dormitory walls. All adhesives should be completely removed when room is vacated.
- Masking tape can be used only in the lower dormitories on cinder block walls.
- Dormitory residents may install a refrigerator under the condition that the refrigerator not be more than four cubic-foot capacity, and that the refrigerator be recorded on the student's room inventory. The student who registers the refrigerator will be held responsible for any water damage it causes and will be charged accordingly. Refrigerators left in rooms, bathrooms, or hallways will be disposed of by the college without any liability to the college. Residents of Winiarski Center dorms may not keep personal refrigerators in their rooms, except by permission of the director of residential life.
- Students may keep nonperishable food in dormitory rooms provided it is contained in rodent-proof metal or glass containers.

Not Allowed in Dorms or Suites:

- The use of glue or nails or any material that can puncture walls or ceilings
- Installation of fixtures for curtains and draperies
- The painting of any dorm surface
- Tape on varnished doors
- Candles and incense in rooms and/or hallways
- Box springs and mattresses placed on the floor
- The Campus Planning Committee affirmed on April, 3 1997 the consensus of the previous year opposing cable TV hookups, antennae, and satellite dishes on dorms (including suites and apartments and other college buildings).

- The use of microwaves, hot plates, electric skillets, and camping stoves in the dormitories is specifically prohibited because of fire hazard, maintenance problems and insurance regulations.
- Extension cords of any kind, though surge protectors are permitted.
- Pets are not allowed. Except for fish in small aquaria, residential students are not permitted pets in the dormitories, suites, or apartments. Fines of $50 may be assessed for first offenses, $100 for subsequent violations, or students may be required to move off campus without refund of room fees for repeated violations.
- The pet policy for the entire college community, including the off-campus community members, is that dogs and other animals are not allowed on campus. Please leave your pets at home. The president and both deans have stated in writing that this rule will be strictly enforced. Senior residents are allowed to have dogs on campus but they must keep their dogs leashed.
- Off-campus community members are not permitted to bring their pets to campus. Fines of $50 may be assessed for first offenses, $100 for subsequent violations. Bringing pets into Peterson Student Center is an especially egregious problem because of potential health code violations.
- Students are not allowed to carry on a business from or in their dormitory rooms or suites.
- No person other than college sanctioned occupants shall use a room as a place of residence.
- Loss of a dormitory room key should be reported to the coordinator of buildings and grounds or the director of residential life; there is a replacement fee of $25.
- Fire regulations require that, at all times, halls and stairways must be kept clear of furniture, bicycles, trash, and other such obstacles.
- College furniture may not be removed from dormitory rooms.
- College furniture may at no time be removed from common rooms of dorms, Peterson Student Center, Meem Library, or from classrooms. Severe fines may be levied for unauthorized removals. Persons walking on any building roof or on the roofs of dorm walkways or porches, except those protected by wooden decking, are subject to severe fines.
- Bathrooms in the dormitories are not intended for co-ed use. The bathrooms located on women's floors are designated for use by women only, those located on men's floors by men only.
- No supplementary heaters are allowed in dorms/suites.

Trash from dorm rooms, suites and apartments must be disposed of by students in receptacles outside of the living areas. There are dumpsters near each residential area on campus for this purpose.

Smoke Detectors and Smoking

Smoke detectors are located in each dormitory room. They are checked by the college staff monthly. Inspection schedules are posted in each dormitory and suite and mailed to apartment dwellers.

Smoke detectors have been placed in dormitories for the students' protection and should not be tampered with. Students will be charged for any damage. Any problems with a smoke detector should be reported to Buildings and Grounds in a timely fashion. For example, a small chirping sound signifies the battery charge is depleted. Remove the battery to stop the chirping sound and immediately call B&G at ext. 6145 or ext. 6146 to request battery replacement. This will activate a work order; your RA will contact you to verify that the work has been completed. During monthly inspections, if any smoke detector is found without a battery or otherwise disabled and if these alterations have not been reported as described above, a $50 tampering fine will be charged to the student's account.

Students who are reported smoking in their dorm rooms, in dorm hallways and/or bathrooms will be fined by their RAs or the director of residential life. Students who repeatedly remove smoke detectors from the wall, remove batteries or otherwise disable their smoke detectors, may lose campus housing. Such an act presents a safety risk not only to the student but also to all other dorm residents.

Pest Control

The college contracts with a pest control company to treat all campus dorms quarterly or as needed. Students should contact Buildings and Grounds to report pests or insect problems.

Inventories

The resident assistants will furnish inventories for all dorm rooms. The Office of Residential Life will furnish inventories for campus apartments. Students are asked to complete these inventories and to list any damaged or missing furnishings found during his or her inspection of the room as well as general room condition and necessary repairs. Residents are expected to sign the inventories by Friday, August 31st, 2013; RAs will collect the signed inventories and return them to the Office of Residential Life. It is important that students submit the inventory by the deadline; after the deadline any damages or missing items will be billed to the student's account.

Work Order Requests during Academic Year

Non-emergency repairs are submitted via an on-line work order system, by an RA, or by stopping by the B&G office. Your RA will verify that all work has been completed as requested.

For emergency requests, i.e. plumbing, electrical, any dormitory problem needing immediate attention, call B&G at ext. 6145 during office hours or Switchboard after hours.

Inspections

The college reserves the right to conduct room inspections without prior notice. In conjunction with the monthly maintenance of smoke detectors, college staff will be checking for needed repairs and pest management, room

and furniture damage, painting infractions, prohibited pets, and proper furniture inventory. Fines may be levied for any of the above violations as well as for mattresses lying on the floor, unsanctioned adhesives or hardware used for wall hangings, non-inventoried college furniture or equipment, etc. The college reserves the right to temporarily move a student out of his or her room in order to correct any problems. Campus-wide dormitory and suite inspections will occur at the end of fall and spring semesters.

Damage Charges

Occupants are responsible for maintaining their rooms; they will be charged for any damages or excessive expenditures for cleaning and held financially responsible for missing college property. Moreover, a lack of cleanliness creating an unsanitary or potentially hazardous environment will not be tolerated. Fines will be imposed for such conditions.

Rooms must be left in good order when vacated; all trash should be removed, walls cleared and clean, floors swept and mopped if necessary, windows cleared and clean, and surfaces dusted. The coordinator of Buildings and Grounds is authorized to charge students for repairs or unusual cleaning costs. Charges for damage to the dormitory common areas not assigned to individual students will be distributed among dormitory occupants. The following end of occupancy or monthly inspection charges are assessed for damage:

Individual Room(s):

Failure to vacate room by designated deadline $250
Failure to leave room in clean condition ……..up to $250
Cracked window or glass replacement .....cost+labor
Room repainted..... $75-$200
Extra college furniture in room (per item) $30
College dishware and flatware (per item) $10
Bed replacement ..... up to $350
Desk stains and/or burns requiring refinish $50
Desk lamp replacement or repair .....up to $50
Misplaced bookcase, missing bookcase..... $10-$75
Damaged doors.....no less than $50
Holes in walls.....no less than $50
Towel rack replacement (upper dorms only) $25
Mirror replacement .....cost+labor Light
Fixture replacement .....cost+labor
Damaged or Broken chair ..... cost
Chair replacement..... up to $390

Smoke detector tampering $50

Smoke detector replacement..... $70

Smoking fines ..... from $50

Burn marks and/or other smoking-related damage….....cost*+ labor for replacement of furniture and/or fixtures

*Smoke related damage would result in loss of future housing even if a student has a room reservation with contract.

Dormitory Hallway and Bathroom Charges (divided among dorm residents)

Personal belongings in dorm hallways, bathrooms,
balconies (if applicable), trash, furniture, excessive cleaning required ..... up to $250

Emergency light replacement..... up to $100

Fire extinguisher replacement $150

Fire extinguisher recharge……..... $50

College dishware and flatware
(per item with total divided by all dorm residents)……..... $10

Loss of campus housing privileges may result if damage is excessive.

College Liabilities and Rights

The college can assume no responsibility for the theft, destruction, or loss of money, valuables or other personal property belonging to, or in the custody of, the students for any cause whatsoever, whether such losses occur in student rooms, storage rooms, public areas, elsewhere in the dormitory or in baggage being shipped or stored. The student is encouraged to carry personal property insurance. College insurance does not cover student property losses.

For the purposes of ensuring health and safety and maintaining the educational environment, the college reserves the right to conduct reasonable searches to enforce its policies. The college reserves the right to enter student rooms for the purpose of inspecting the premises when an authorized agent of the college has reasonable grounds for believing:

- that an occupant of the room may be physically harmed or endangered
- that college property is being damaged
- that any college policy is being violated
- that maintenance and/or repair of inventory is necessary
- that any activity in violation of state or federal law or in contravention of any requirement of the rules of residence is being engaged in by the occupant.

The student may be required to open her or his personal containers or baggage or any other personal material that is sealed when the administration has received credible and specific reports of the following:

- illegal drug possession in violation of federal, state, or local laws,
- possession of weapons or explosives, or
- a threat of physical harm or endangerment to an occupant of the room, residence, or dormitory.

If a student refuses to comply with a request to open a personal container, the college reserves the right to open any closed container or other personal belonging on the premises, including but not limited to any container that may be locked. The college reserves these rights of inspection in order to protect the health and safety of its students, faculty and staff and to maintain an appropriate educational environment. St. John's College has a zero tolerance policy for illegal drugs and weapons. Any illegal drugs or weapons will be turned over to law enforcement. The college will cooperate with law enforcement in any resulting investigation, as may be required by law.

When the administration deems it necessary to conduct an investigation, efforts will be made to notify the student and have the student present at the time of inspection. Every effort will be made to ensure that any necessary inspection is conducted with respect for the student and his or her belongings.

Additionally, the college reserves the right to remove and store or dispose of any prohibited item(s) found in the student's room or apartment either at the time of a formal search or if the item is found during routine room checks or visits to the room by a staff member. In most cases, the student will be asked to remove the items within a time period specified by the director of residential life. In the case of illegal items such as weapons, drugs, drug paraphernalia, unsanctioned cooking devices, or any item that could potentially present a danger to residents, the staff may remove the item immediately.

The college reserves the right to

- control, by medical direction, the use of rooms in the event of an epidemic
- vacate a dormitory, a floor, and/or require students to move to other college dormitory accommodations
- create shared quarters, if need be

B. LIVING OFF CAMPUS

Married students and students who live with their families nearby are not required to live on campus. Other students may petition to live off campus for medical, religious or other reasons documented to the satisfaction of the college. Applications to live off campus should be made to the director of residential life. The college must maintain a reasonable level of occupancy in its dormitories for financial reasons and, therefore, the number of

petitions that can be granted is limited. Conversely, space limitations may dictate that students seek off campus housing while waiting for campus housing.

Applications to live off campus should include two parts:

1. A statement from the applicant giving reasons why living off campus is desirable or necessary. Any medical reasons should be documented by medical professional.
2. Written evidence that alternative living arrangements have been made and are reasonably guaranteed.

Petitions are evaluated on the basis of reasons given for the request, seniority of the applicant, and the order in which the petitions are received. The director of residential life may consult with the deans, financial aid office, parents, physicians, ministers, tutors, or college counselors when considering an application.

All students living off campus must inform the registrar of their new address and telephone number at registration. Student accounts will be charged $50 for failure to provide this information.

C. FOOD SERVICE

General Policy

Regular meals are served cafeteria-style in the Dining Hall, while sandwiches and snacks are available in the Coffee Shop. Both facilities are located in Peterson Student Center. Students living in the college dormitories and suites are required to purchase board. Two different meal plans are available. Under the first plan, students can eat up to twenty meals per week in the Dining Hall; the second plan provides for fourteen meals per week. A 10-meal plan or a Block Meal plan (56 meals per semester) is available to students living off campus or in college apartments. The 10-meal plan can be used for breakfast, lunch or dinner for a maximum of 10 meals per week. Unused meals for a given week cannot be carried forward under the 20-, 14-, or 10-meal plans. The Block Meal plan is only available during the fall and spring semesters.

Both on and off-campus students select meal plans at registration. Off-campus students who do not purchase meal plans can pay for individual meals at the “walk-up” rate in either the Dining Hall or the Coffee Shop.

Food Service will make every effort to meet the special dietary needs of residential students with chronic medical conditions if diets are prescribed by an M.D. or D.O. These special diets should be outlined in detail and submitted to the Office of Residential Life by the student’s physician no later than July 1st for the fall semester or December 1st for the spring semester.

“Sick trays” are provided in the Dining Hall for students with special and temporary dietary needs. Tray service to dormitory rooms in case of illness may be arranged through the Student Health Office or the director of residential life.

Dining Hall Rules

Students on the meal plans are required to bring their student ID to each meal; the college uses a computerized card system. Meals will not be served to those who do not have their card. Students who lose their ID card must replace it through the Information Technology Services office. Students must have a signed note from ITS indicating that a replacement ID card has been ordered and how long it will take until the replacement will be ready.

State law requires that all persons eating in the Dining Hall or Coffee Shop wear shoes and a shirt.

Dishware, utensils, and food (except for a piece of fruit or a disposable cup with a beverage) are not to be carried from the Dining Hall. Filling backpacks is expressly forbidden. The excess loss of dishes and food is a serious concern since replacement costs are borne by all students, not simply those who remove them. Violations are subject to fine. Students not on a meal plan or purchasing a meal are currently prohibited from entering the serving area of the Dining Hall.

Dining Hall Hours		
Breakfast	8:00 a.m. – 10:00 a.m.	Monday – Friday
Continental Breakfast	10:00 a.m. – 10:30 a.m.	Monday – Friday
	8:30 a.m. – 10:30 a.m.	Saturday & Sunday
Brunch	10:30 a.m. – 1:30 p.m.	Saturday & Sunday
Lunch	11:30 a.m. – 1:30 p.m.	Monday – Friday
Dinner	5:00 p.m. – 7:00 p.m.	Tuesday, Wednesday, Friday, Saturday, and Sunday
Dinner	5:00 p.m. – 7:30 p.m.	Monday & Thursday

Coffee Shop Hours	7:30 a.m. – 11:00 p.m.	Monday & Thursday
	7:30 a.m. – 7:00 p.m.	Tuesday, Wednesday, Friday
	11:00 a.m. – 6:00 p.m.	Saturday
	12:00 p.m. – 6:00 p.m.	Sunday

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III. STUDENT SERVICES

A. STUDENT HEALTH SERVICES

Medical Services

The Student Health and Wellness Office (SHO), at ext. 6418, located in the northwest corner of the lower dormitory complex, is open Monday through Friday with evening clinic hours on Wednesdays. See the web page http://www.stjohnscollege.edu/admin/SF/health.shtml, the SHO, the Assistant Dean's Office or Switchboard for hours.

Primary health care in the Student Health and Wellness Office is provided by a Certified Nurse Practitioner (CNP), and is free of charge to currently enrolled undergraduate and graduate institute students, provided that the required student health forms have been completed and are on file in the office. Every entering freshman should submit a copy of their complete immunization record, including the required immunizations (2 MMRs, tetanus, meningitis). International students and those screened as higher risk for tuberculosis need to complete tuberculosis testing and submit results with their physical exam paperwork. Student health records are confidential. Information contained therein will not be disclosed, even to parents, without the express written consent of the student. It is important for the health of the individual student and the college community that the medical history and physical examination forms be on file with the SHO, and that **required vaccinations be up to date**. If not, registration for classes may be denied.

Services Offered

The CNP at the Student Health and Wellness Office provides a variety of services to the students. These services include:

- Evaluation and treatment of minor acute illnesses and injuries (non-emergent)
- Monitoring of stable chronic illnesses
- Women's health care, i.e., annual exams, family planning
- Physical exams for men and women
- Evaluation and treatment for certain mental health issues
- Laboratory tests, i.e., blood draws, urine tests, strep, mono, and pregnancy tests
- Prescriptions for medications, including refills for ADHD medications with appropriate documentation from the original prescriber
- Referrals to local health care providers and services for consultation and/or treatment when required

The SHO has commonly dispensed over-the-counter (OTC) medications for students; these are available in a "Self Help" area in the waiting room. Currently, there are no prescription medications dispensed from the SHO, but one of the local pharmacies, **Del Norte Pharmacy** (505-988-9797), will deliver prescriptions to campus free of charge. A student must set up an account with Del Norte before deliveries can be made. Forms arranging

delivery service are available in the SHO. The following information is required: insurance, credit or debit card and contact phone number.

Emergencies

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

If the Student Health Office is Closed or if Urgent Care is Needed

The following urgent care offices are part of the First Health Network. If you have the student health insurance plan or other health insurance coverage, you may seek care at one of these facilities:

Urgent Care Santa Fe
5:00 p.m. – 10:00 p.m. weekdays, 10:00 a.m. – 10:00 p.m. weekends
2801 Rodeo Rd., 505-474-0120

UltiMed (for daytime use)
9:00 a.m. – 5:00 p.m., seven days a week
707 Paseo de Peralta, 505-989-8707

Concentra Urgent Care
8:00 a.m. – 7:00 p.m. daily (last patient checked in at 4 p.m.)
720 St. Michael's Drive, 505-438-9402

Aspen Medical Center
8:00 a.m. – 9:00 p.m. weekdays, 9:00 a.m.-9:00 p.m. weekends
3450 Zafarano Drive Suite C, 505-466-5885

On Call Immediate Care
9:00 a.m. – 7:00 p.m. daily (last patient checked in at 6:15 p.m.)
431 St. Michaels Drive, 505-954-9949

Prescription Service

Medicines prescribed by the nurse practitioner or other medical professionals can be obtained at any pharmacy in New Mexico. The pharmacies listed below are excellent resources.

CVS 511 Cordova Road 505-983-5546 195 Paseo de Peralta (DeVargas Mall)	Monday – Friday, 9:00 a.m. – 9:00 p.m. Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 10:00 a.m. – 6:00 p.m. CVS will match Wal-Mart's prices if you ask them
Del Norte Pharmacy 1691 Galisteo St. 505-988-9797 Fax 505-982-3649	Monday – Friday, 8:00 a.m. – 6:00 p.m. Saturdays, 8:00 a.m. – 12:00 p.m. Closed Sundays and holidays. Del Norte will deliver medications to the Switchboard free of charge if the student has filed the appropriate forms.
Pharmaca Integrative Pharmacy 530 W. Cordova Rd. 505-820-1517	Monday – Friday, 8:00 a.m. – 8:00 p.m. Saturday, 9:00 a.m. – 6:00 p.m. Sunday, 10:00 a.m. – 6:00 p.m. Dispenses allopathic and naturopathic/complimentary therapies.
Walgreens Drug Store 3298 Cerrillos Rd. 505-474-3507	The only pharmacy with 24-hour service.
Wal-Mart 3251 Cerrillos Rd. 505-473-4261 5701 Herrera Dr. 505-424-9166	Monday – Friday, 9:00 a.m. – 9:00 p.m. Saturday, 9:00 a.m. – 7:00 p.m. Sunday, 10:00 a.m. – 6:00 p.m. Lowest prices on most medication.

Mental Health Counseling

The Student Health and Wellness Office (SHO) at St. John's College, Santa Fe, offers counseling to undergraduate students at no cost. The number of sessions available may be limited due to demand and counselor availability, with the focus of the counseling being that of academic success and successful membership in the campus community. Students may also be referred to therapists in the larger Santa Fe community, especially in situations where a student may require more frequent, intensive or long-term psychotherapy. Graduate students are offered one evaluation session at no cost and are then referred to therapists in the Santa Fe community, if needed.

To see one of the psychotherapists, an appointment must be made by calling the phone extension of the therapist directly and leaving a message requesting an appointment. The counseling office recommends that students seek support early to avoid emergency or crisis situations. For appointments, please call ext. 6419 or 6421. Sessions are scheduled as quickly as possible by the therapists. A psychiatrist is contracted to come to campus regularly to be available to students who may need more in-depth evaluation for mental health or medication issues. The counselors may also refer students to one of several off campus psychiatrists when appropriate. Students will be charged only if they fail to keep their scheduled appointment with the psychiatrist.

Students may be charged a $25 late cancellation fee if a counseling session is missed without 24 hour notice by phone message or e-mail to the therapist. This fee will be assessed by the treasurer's office.

Counseling sessions are 45-50 minutes in length. Students will fill out a counseling intake form before the first counseling appointment. The HIPPA privacy policy is available to read in the counseling office. The Student Health and Wellness professional staff works in a wellness team model. Clinical information may be shared within the SHO when it benefits the student. No information is shared with anyone outside the SHO without the express written permission of the student. There are rare exceptions to this practice.

In addition to the college psychotherapists, students may speak with RAs, senior residents, the director of residential life, the assistant dean, the dean, and/or the director of student health and wellness for confidential emotional support and counsel.

Mental Health Emergencies

In case of a mental health emergency, students should always contact an RA, security and/or the senior resident on duty. Students should also immediately notify the college Switchboard and then call 911, if indicated. Switchboard will always be able to direct you to the senior resident on duty. (This information is also available in the weekly *Ephemera*.)

The college psychotherapists are available to assist with counseling in such circumstances upon notification by the assistant dean or the director of residential life. Santa Fe community resources designed for crisis intervention may also be utilized to assist students and college personnel in dealing with such crises. (Hotlines for these resources are listed in the appendices of this handbook.)

Distressed Students

The college also recognizes that times arise when students experience extreme distress relating to personal loss or crisis, academic demands, lifestyle choices or unexpected trauma. Such stressors can result in a violation of the college's absence policy, an inability to function successfully in class, an inability to complete papers and other assignments, a disruption of college community policies, and personal health danger.

During such times students will be required to consult with the assistant dean. The assistant dean will then formulate a plan with the student for managing the consequences of the distressful situation. As part of this protocol, the assistant dean will often recommend psychological counseling for the student in the SHO. At the time of such a referral, the student will be asked to sign a release form that allows basic information, such as follow- through on the assessment appointment, to be reported to the assistant dean by the therapist.

At the conclusion of the counseling/assessment, the therapist will notify the assistant dean's office as to whether further treatment will be required. Content of the counseling, however, will remain totally confidential with the exception of any suicide attempt or threat occurring during treatment. The student will then meet with the assistant dean to discuss any further issues.

Suicide Prevention Protocol

As a means to ensuring the safety of all members of the college community, St. John's College has adopted the following policy with regard to self-harming behaviors:

Any student who meets the definition of "presumed risk", as defined in this policy as a suicide attempt or suicide threat, may be required to present himself or herself for an assessment by a licensed mental health professional approved by the college, and to present written documentation of the assessment, including recommended treatment or other measures, to the assistant dean. The assessment appointment by a qualified mental health professional will occur immediately upon receipt of the report of the attempt or threat. (Weekdays, between 9:00 a.m. and 4:00 p.m., the assessment will be done by a college therapist. On the weekend the student will be evaluated by Christus St. Vincent ER staff.) Parents or guardians may be notified.

Failure to comply with the policy either by refusing the assessment, or its recommendations, may result in the involuntary withdrawal of the student from the college.

A student is at "presumed risk" if a credible report is filed by an authorized member of the college community (i.e., psychotherapist, resident assistant, faculty member, dean or assistant dean, security officer, senior resident, full-time staff member) documenting that the student has made a suicide threat or attempt. The threat may be either verbal or in written form. A threat is defined as a statement of intent to take actions that could lead to one's death. The threat includes a reference to the specific means to carry out these actions and the underlying determination to do so. An attempt is defined as any observable action, small or large, that carries out or rehearses the actions needed to take one's own life.

If a student is seen at the hospital for a mental health emergency and/or hospitalization, he or she is required to notify the assistant dean before returning to campus. At this point the student may be required to meet with a college therapist for an assessment in order to formulate recommendations for outpatient treatment.
The college cannot assume an obligation to provide counseling beyond the limited services described in the Student Handbook. (Adapted, with permission, from the University of Illinois Urbana-Champaign, 2002)

B. LIBRARY

The library at St. John's was established and exists to support, take part in, and further the educational mission of the college. This aim is achieved by providing materials, facilities, equipment, and services which tie the library directly into the academic life of the college.

The Faith and John Meem Library houses more than 65,000 volumes, and provides study areas and classroom space. Two of the study rooms stay open 24 hours a day during the academic year. Rooms 202 and 205 are reserved for writing assistants and student tutors. The library subscribes to more than 100 magazines and newspapers. Database searches and interlibrary loans are also available.

Library hours are posted each semester. Maps and guides to the library are provided at the circulation desk. Students are encouraged to ask for assistance from library staff and to make suggestions regarding library services and materials.

Reserve Collection

The reserve collection is located at the circulation desk. It contains program readings for seminars, tutorials, and labs, as well as program music. It also includes high demand materials such as compact discs, videos, printed lectures, senior essays, prize essays, and a few periodicals. Additional copies of many program materials are available in the general collection. Reserve materials may be borrowed for a two-hour period, and are restricted to library use only. Because of the seriousness of depriving others of the use of these materials, fines of $5 per day are charged for overdue reserve items.

Music Room

The music room, located on the first floor, contains audio-visual equipment, LPs, language and lecture recordings, circulating compact disks, DVDs, and videos. Music books and scores are shelved in the "M" section of the general collection.

Sophomore Music CDs

The library maintains a collection of circulating music CDs for the Sophomore Music Program, which sophomores, music tutors, and music assistants may borrow. CDs borrowed from this collection are due 24 hours after the CD was checked out.

Public Computers

There are four computers available to the St. John's community via each individual's college network logon. The computers are intended for research. Students, faculty and staff are welcome to use these computers in accordance with the terms of the Library's Public Computer Use Policy:

- Research takes precedence over e-mail
- 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.

Library Passports

Library Passports are available to current faculty, staff and students. These passports enable 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 for 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. Book recommendation forms are available at the circulation desk.

Library Rules

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:

- The borrowing period is a semester for books and one week for circulating videos, CDs, DVDs, records, and tapes. Audio-visual materials may be renewed.
- All non-program materials are subject to recall by the library.
- Reserve and reference materials are for library use only.
- Current and back issues of periodicals are for library use only. Back issues are kept in storage and can be requested at the circulation desk. Response time depends upon staff availability.
- There is a general call-in of all library materials at the end of each semester. Call-in notices are e-mailed to borrowers.
- Student accounts are billed through the treasurer's office for replacement and processing costs if materials are not returned or renewed. Replacement costs are based upon national academic library standards: $50 per book and $20 per CD, cassette, etc. Accounts are credited the replacement cost if a billed item is returned within one year of its due date. However, a $5 processing fee per item will not be refunded.
- If you have lost or damaged a book, speak with the circulation librarian before billing commences.
- Eating and smoking are prohibited inside the library. Drinks in covered containers are permitted. Food and drink may be taken into the 24-hour study rooms. In accordance with college policy, no alcohol or smoking is permitted.
- Library furniture may not be taken outside. Outdoor furniture is provided on library
- Porches and balconies. Individuals are asked to remove their shoes before placing their feet on library furnishings.

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 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 Web site of the U.S. Copyright Office at http//www.copyright.gov and their FAQ's at http://www.copyright.gov/help/faq.

For policies detailing peer-to-peer (P2P) file sharing and appropriate use, please see Appendix F.

C. STUDENT COMPUTER CENTER

The Student Computer Center (SCC) is located in room 18 on the basement level of the Evans Science Lab; it is equipped with Windows and Macintosh computers, laser printers and a scanner. The center provides access to Microsoft Office and other applications, as well as to e- mail and the Web. The SCC is accessible 24 hours a day, seven days a week during the academic year.

Network Account

All currently enrolled students are provided with a “Network Account” that is used to access campus computers, the campus network, college-provided personal e-mail, and disk space. Acceptance of an account signifies that the student has read and agrees to comply with the college acceptable use policy. Wireless network access is available in common spaces around campus for use with laptop computers, and 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 e-mail, and is available from 9:00 a.m. to 5:00 p.m., Monday through Friday. ITS neither troubleshoots nor repairs personally owned computers.

D. STUDENT ATHLETICS AND OUTDOOR PROGRAMS

Student Activities Center (SAC)

Constructed in 1999, the 26,000 square foot Student Activities Center is home to numerous personal fitness and athletic opportunities. The SAC houses a full-sized gym for basketball, two racquetball/squash courts, and an extensive exercise and free-weight training room.

Regularly scheduled activities include basketball, soccer, volleyball, fitness classes, fencing, and a diverse selection of martial arts. Equipment to play pool and table tennis is also available.

The college offers a wide variety of extra-curricular courses including: Karate-do and other martial-arts classes, pottery, photography, drawing, ballroom dance (waltz, swing and tango), and yoga. The classes are open to all members of the St. John's community. Get additional information or inquire about scheduling a class by visiting the SAC or by calling ext. 6149.

SAC Hours:

Monday and Thursday
7:00 a.m. – 7:00 p.m. and 10:00 p.m. – 12 a.m.

Tuesday and Wednesday
7:00 a.m. – 10 p.m.

Friday
7:00 a.m. – 7:00 p.m.

Saturday
8:00 a.m. – 8:00 p.m.

Sunday
8:00 a.m. – 10:00 p.m.

Athletics

St. John's provides weekly intramural competitions in a host of activities, including soccer, volleyball, ultimate, basketball and dodge ball, as well as special tournaments throughout the year. Individual points are earned for participation, as well as athletic prowess, which will be used to award intramural blazers at the end of each academic year. Pick up a Student Activities Handbook or stop by the front desk of the SAC to familiarize yourself with the equipment and the many sporting prospects offered each semester.

Outdoor Program

The Outdoor Program Office is located in the Student Activities Center. Outdoor recreational opportunities include whitewater rafting, rock climbing, downhill and cross country skiing, snowshoeing, camping, and hiking. The Outdoor Program also offers equipment loans if you want to put together your own adventure. Visit Mike Thurber, the Outdoor Program coordinator, to ask about trips and equipment loans.

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, covering 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 to have an alliance with the Atalaya Search and Rescue Team. ASAR has an emergency operations center and an equipment room which are located in the SAC. Team meetings are held at the college every other Wednesday evening at 6:30 p.m. For schedules and more information please call ext. 6148.

Participation in ASAR will expose you to skills training in leadership, wilderness navigation, communications, medical, and technical fields. Most of these skills will be learned while in the field and engaged in rescue missions, mock missions, and practical training activities. As you rise through the training curriculum you will be ready for increasing levels of responsibility which include leading and teaching new members of the team.

ASAR has an exciting training schedule with opportunities to go rock climbing, obtain a HAM radio operators license, learn GPS navigation, become a Wilderness First Responder, and participate in leadership roles on the team. Lack of experience and/or physical fitness does not exclude you from garnering the benefits of being part of the team. ASAR is a multifaceted endeavor and all it asks for is your commitment and enthusiasm.

ASAR is open to all interested parties. There truly is an opportunity for every type of person to be a member of the team.

SAC Facilities

Weight Room

The weight room is equipped with strength building machines and cardiovascular training equipment. Fitness equipment allows students to develop a comprehensive training routine to work all parts of the body. The weight room also houses two large punching bags and a speed bag, free weight dumbbells, medicine balls and Russian kettle bells.

Gymnasium

The gym has a variety of activities scheduled throughout the week. In addition to a basketball court, it also has two volleyball courts and indoor soccer goals. 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 badminton. Please refrain from wearing shoes with soft black soles into the gym as they typically mark the gym floor.

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 and ultimate. For field scheduling please call the Director of Student Activities at ext. 6148.

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.

E. COLLEGE EVENTS OFFICE (CEO)

The College Events Office is located in the basement of the Peterson Student Center just off of the loading dock. The CEO is responsible for promoting college events to enhance student life.

CEO coordinates with faculty, staff, and students to produce concerts, dances, lectures, parties, and special events. In addition, CEO works with the Film Society and student theatre, Chrysostomos, and the student publication, the Moon. CEO also handles all audio/visual needs for the college. Please read the Student Activities Guide for specific events, dates, and times. The telephone number for CEO is ext. 6139.

F. CAREER SERVICES OFFICE

The Career Services Office (CSO), located in the basement of Weigle Hall, room 13, is open from 9:00 a.m. to 5:00 p.m., Monday through Friday (including most noon hours), and additional hours by appointment. It provides comprehensive career advice for students and alumni. Services include a monthly newsletter, coordination of the

work-study and student employment programs, graduate school research and preparation, internship and outreach opportunities, and special career-oriented events.

The CSO maintains a data management system called Agora. Each new student is encouraged to create a profile in Agora. An active Agora account allows students access to all CSO informational guides, job postings (both local and nationwide) and a mentor database made up of alumni and friends of the college who are available to share advice about careers, jobs, internships and graduate school. Students who post their resume in Agora receive a resume review from Career Services and have the option of being contacted directly by outside employers, as well as submitting job applications directly. Creating an Agora profile is free to both current students and alumni. Check with the CSO for directions on signing in to Agora. To register in Agora go to: www.myinterfase.com/sjcsf/student. Complete all fields marked with a red asterisk (*). For questions or more information about how to use the tools in Agora, contact the CSO staff.

The Career Services Library contains books and periodicals with information about careers, employers, employment outlooks, and studying and working abroad. In addition, study guides for the major graduate school entrance exams (GRE, LSAT, GMAT, MCAT) can be checked out from this library. There are also two computer terminals and a printer in the career library for use by students in doing Internet research, checking e-mail, and creating résumés.

Students are encouraged to request help in researching a variety of topics from government jobs to teaching overseas to internships, scholarships, and fellowships. Application information for awards such as the Rhodes, Marshall, Mitchell, Gates-Cambridge, Truman, Goldwater, and Beinecke Scholarships, as well as Fulbright grants, are available from Career Services, along with assistance in preparing these documents.

Students use Career Services for assistance in writing résumés, cover letters, and statements of purpose for graduate school. They also receive help in searching for jobs and developing career strategies. To aid in making a smooth transition after graduation, the CSO maintains a career file for each student, containing such items as letters of recommendation, résumés, certifications, and awards.

Career Services administers the college's Ariel Internship program which awards stipends to students for summer internships. This program enables students to accept internships that would otherwise be unpaid so that they can gain valuable work experience and insight into possible careers. The Career Services staff is available to assist with identifying possible internships, as well as with the completion of applications.

Career Services also coordinates two scholarship programs for summer pre-medical classes: the Thorne Endowment Scholarship and the Braziel/Lynn Scholarship. Both of these scholarships are available exclusively

to students enrolled at the Santa Fe campus and can be used to take chemistry and biology classes which are pre-requisites for bio-medical graduate programs. The annual deadline for both scholarships is the final Friday of the fall semester. Complete details and applications are available at the CSO.

Annual meetings and events for students include forums on careers ranging from medicine, to law, education, business/finance, and international relations; and workshops on fellowships and scholarships, job searching, and planning for graduate school. Career Services also coordinates visits from corporate, graduate school, and governmental recruiters.

Due to the competitive nature of applications for graduate school and employment, Career Services also encourages students to augment the education of St. John's with practical experience such as internships, summer research grants, volunteer and community-service projects, and study or work abroad. Students are urged to contact Career Services early in their time at the college to explore these possibilities.

G. THE BOOKSTORE

The Bookstore is open from 8:45 a.m. to 7:30 p.m. Monday through Thursday; 8:45 a.m. to 5:00 p.m. on Friday; and 12:00 p.m. to 7:00 p.m. on Sunday. The Bookstore is closed on Saturdays except for special events. It is located on the first floor of Peterson Student Center immediately inside the main entrance. Various editions of curriculum books, assigned photocopied selections, including copies of Friday night lectures, books of general interest, 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. Used books may be sold back to the bookstore for credit.

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. Students who shoplift are subject to dismissal from the college.

H. MISCELLANEOUS SERVICES

Banking

A Wells Fargo Bank ATM is located in the Peterson Student Center for the college community's use. Wells Fargo Bank will cash personal checks of up to $500 per month for St. John's College students who present a current college ID card and one other means of identification to a customer service representative who must approve the checks before they may be presented to a teller. If this service is used for more than one check per month, or for checks greater than $500, prior approval must be obtained from the college treasurer.

Emergency Loans

Undergraduate students needing a short term emergency loan to meet a financial emergency may apply to the assistant dean. Loans are normally made on a one time per year basis and must be repaid to the treasurer's office on a time schedule agreed upon by the assistant dean and the borrower. In cases where the amount requested is large, the assistant dean may seek the permission of a dependent student's parents or guardians before the loan is approved. Loans to students with large outstanding debts in the treasurer's office may be denied.

Notary Public

There are public notaries on campus whose services are available free of charge to the college community. Julie Romero, in the Registrar's office; Penny Russell, in the Dean's office; and Renée White, in the President's office, are all happy to assist students who need documents notarized.

Ephemera

The *Ephemera*, a daily calendar of events, is published weekly on Mondays. Students wishing 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 next week's *Ephemera*. Copies of *Ephemera* are distributed electronically to all college community e-mail accounts and posted on campus bulletin boards. (Copies are also available at Switchboard.) Submission forms can be obtained in the dean's office.

Prior to turning in *Ephemera* submissions, room reservations and times must be made and cleared through the appropriate offices. Students wishing to list their events should contact the appropriate student life office to reserve a room or space on campus (see Scheduling Rooms and Requests for Set Up for procedures).

The *Moon*

The Moon is a periodical published by undergraduate students and distributed to the college community. The College Events Office provides support for this publication.

Recycling and Waste Disposal

Garden trimmings and food wastes are composted and recycling bins for glass, plastics (#1 and #2), aluminum, tin, white 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.

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

Bin Locations for Recycling: Locations take all recyclable materials except cardboard or with the exception indicated.

- Several locations in upper and lower dorm courtyards
- Every suite (except paper bins by suites 2, 3, 4, 5)
- Student apartments - Behind dumpster fence
- ESL - Hallways of all three floors and in the computer room (white paper only).
- SFH - Hallways of both floors
- 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 (white paper and newspaper).

Local Transportation

Santa Fe Trails provides bus service from the college to downtown Santa Fe every forty-five minutes between the hours of 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. Student fare is 50 cents with monthly passes also available. The bus stop is located directly across from the entrance to the college on Camino Cruz Blanca. Copies of bus schedules and routes are available at the Switchboard and in the library. For further information call Santa Fe Trails at 505-955-2001 or go to santafetrails.santafenm.gov. Capital City Cab at 505-438-0000 is the only taxi service in Santa Fe. Cabs are available 24 hours a day, seven days a week.

Mail Service

Students receive mail in individual mail boxes by the Switchboard on the first floor of Peterson Student Center. All students, including those living off-campus, are assigned a mailbox at registration (a new mailbox is assigned each year). Incoming mail is usually dropped at the Switchboard twice a day (Monday-Friday), mid-morning and mid-afternoon. Switchboard staff then place the mail or package slips into the individual boxes.

Mail should be addressed as follows:
Student Name
St. John's College
Santa Fe, NM 87505-4599
Please note that the mailbox number is not needed and only mail sent to registered students will be distributed (mail should not be sent to visiting friends through the college).

All mail must be accessed through the boxes; students picking up mail for friends must know the proper combination. Switchboard operators will only hand out over-sized mail to students, the notification of which is found in one's campus mailbox.

Package notification is made by the placement of a blue or yellow package slip in the student's box at the Switchboard. Packages are to be retrieved from Office Services, located in the lower level of Weigle Hall and the student MUST bring that slip and 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. (not on weekends). The mailing of perishables should be scheduled to arrive Monday through Friday, when Office Services is open.

On-line tracking of packages 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. The same can be true for UPS and other mail carriers. A package is only available for student pick up upon receipt of a blue or yellow package slip in their mail box at switchboard.

Office Services can send domestic and international mail and packages through USPS, UPS and FedEx. Office Services 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 only be sent with proper postage.

Phone Service

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

- Coffee Shop
- The hallways of each of the dormitories
- 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 dormitory suites

Phones located in students' rooms are equipped with voice mail. 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. Long-distance or information calls will not be placed by the college operators. Emergency numbers and procedures are listed in the insert accompanying this manual.

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

Fax Service

Fax service for students is available 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, will provide photocopying and mailing services at a reasonable price. One public copier is also available for small jobs in the Meem Library. 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 student violation of copyright laws.

Laundry

Washers and dryers are located at the west end of the walkway between the lower dormitories and the Winiarski Residential Center, in the basement of Murchison in the upper dormitories 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 students.

Kitchens

There are small kitchens located in each of the common rooms serving the three dormitory complexes (uppers, lowers, and the suites). They are to be used on an occasional basis for baking or meal preparation for a special occasion. When the facilities are well-maintained and not abused, the common kitchens are open at all times. Students who use the kitchens are expected to be courteous and cooperative with other users and leave the kitchens in a clean condition after use.

Storage

A limited number of small storage cages located in the lower dormitory complex are available to store student belongings during the school year. During the summer, January freshmen, international students, and summer workers living on campus may use the cages during their dormitory transition periods at the beginning and end of

the summer semester. Students and summer workers must arrange use of the lockers by contacting the director of residential life. The college is not responsible for any personal property placed in storage. In addition, the college may dispose of stored items, without notice, for any of the following reasons:

- Items not clearly identified with a name
- Items not placed in assigned storage areas
- Items not removed at the beginning of the fall semester

Lost and Found

Lost and found articles should be taken to the Switchboard; the articles will be held by security for safe keeping for 30 days. Items not claimed in 30 days are donated to charity.

Scheduling Rooms and Requests for Set Up

Because of the many demands for use of campus facilities, careful scheduling of rooms and outdoor spaces is necessary to provide good service and avoid conflicts. In order to achieve this, please use the following guidelines.

All student requests for events, gatherings and other meetings that require campus facilities and/or space must be made through the appropriate student life office. College Events Office, ext. 6139, helps students schedule and execute parties, theatrical and musical performances, films and other events that require technical support. The Student Activities Center, ext. 6149, schedules extracurricular classes; e.g., pottery, ballroom dance, and all activities that utilize the gym, tennis courts or athletic field. Finally, the Office of the Assistant Dean, ext. 6925, and the Office of Residential Life, ext. 6087, work together to fulfill the scheduling, budgeting, and promotional needs of Polity, Student Review Board, class committees, study groups, and all other student groups.

Student gatherings that are not properly scheduled or executed may be interrupted and discontinued, so it is essential that each group work closely with the appropriate student life employee. Please make an effort to contact the appropriate scheduling intermediary at least two weeks in advance of your event, and please let that person know when you have to cancel an event. Keep in mind that events open to the public may require special approval and that you should start the scheduling process earlier.

Conference Services, located in the Arroyo Room in the lower level of Peterson, next to Security, publishes a monthly calendar of events and classes. This schedule may be found at the Switchboard or on the calendar located at http://www.stjohnscollege.edu/admin/sf/conferencecal.shtml 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. Students are asked not to disturb room set-ups and to be courteous and helpful to the many persons outside the college community who attend meetings, conferences and other events on campus.

Parents' Program

The parents and families of our students are an important part of the college community. We invite families to take part in the life of the college, and 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 for all family members to visit the college, observe classes, and participate in a seminar of their own. Family members are welcome to visit the campus at any time.

Timely information and items of interest to families is available via the parents' section of the college website, www.stjohnscollege.edu/parents. We send an electronic newsletter just for parents each semester called the Letter Home. Email Chris.Aamot@sjcsf.edu to confirm that you're subscribed to the mailing list.

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 being offered this summer, visit the college website or call the External Relations office at 505-984-6117. Parents and families who are interested in becoming involved or who would like information about Parents' Weekend may contact the Advancement Office at 505-984-6114 or Chris.Aamot@sjcsf.edu.

IV. SAFETY INFORMATION

A. CAMPUS SAFETY AND SECURITY

Accessing Security

The college maintains round-the-clock security coverage seven days a week. A security officer can be dispatched in minutes by switchboard with a simple phone call to "0" from any campus phone, or can be reached directly by calling the security cell phone at 505-660-8177.

Location

The guard office is located on the Peterson Student Center (PSC) loading dock. The security officer reports to the director of safety and security whose office is located in PSC across from the entrance to the Dining Hall.

Note

Our security 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 and to aid security in safety and crime prevention efforts.

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

1. Dormitory rooms, suites, and apartments should be kept locked, particularly at night.
2. Don't leave money or other valuables lying around in plain sight. Stereos, portable computers, and like items, should not be left unattended in unlocked rooms or rooms with public access.
3. Avoid isolated areas both on and off the campus when you are by yourself. If you are not with friends and need to travel around the campus at night, use the escort service provided by security. To request an escort, call switchboard at "0".
4. Do not invite persons known only casually to social gatherings held on campus or as overnight guests. The college potentially is vulnerable to theft and other threats by outside intrusions. Security personnel are instructed to regard anyone as a trespasser who cannot or will not identify himself. Visitors who will be on campus for any length of time should be registered at the Switchboard and students should carry their student identification cards with them at all times.
5. If you plan to leave the campus for more than a day please leave an address and/or telephone number where you can be reached in case of emergency with your RA.
6. Thefts, assaults in any form, destruction of property, unwanted intrusions, obscene phone calls, and other forms of malicious or criminal activity should be reported to a security officer, the assistant dean, the director of residential life, or the director of safety and security immediately.
7. 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. Campus security personnel will help any student contact the Santa Fe Police Department or other law enforcement agencies to report a crime, if necessary.

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. Notification is normally made via campus phone voice mail, mass email, or via the Nixel text messaging system. Participation in the Nixel text messaging alert system is free and strictly voluntary. To sign up, visit the switchboard or the director of safety and security for instructions.

Pursuant to Public Law 101-542, The Student Right-to-Know and Campus Security Act, the college will distribute to faculty, students, and staff statistics via the college website. These statistics are also available online at http://www.ope.ed.gov/security.

B. HEALTH 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 the nurse practitioner. Please be aware that alcohol has a stronger effect at high altitude than at sea level.

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

In northern New Mexico sudden radical changes in the weather occur 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 be sure to carry plenty with you. 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.

Never hike alone. Before going hiking, be sure to leave pertinent information with a responsible friend. Ask your friend to contact campus authorities or the New Mexico state police if you fail to check back in at the time you had planned to return. Camping in canyons or adjoining properties is prohibited.

Fire Hazards

The forest area surrounding the college is often quite dry. It is not uncommon for the fire marshal to ban smoking and open fires in public spaces. The building of bonfires violates the Santa Fe municipal code; even barbecues are sometimes forbidden because the forests are so dry. Please be very cautious if you are a smoker or building a fire when camping, or simply cooking outdoors. In the event of a nearby forest fire, all students should go to the Student Activities Center unless directed otherwise.

Plague

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

Plague is a disease of certain animal species, particularly rodents, and is spread by fleas. Humans can get plague from animals by:

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

Peak plague season is June through September. Stay away from 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 region and later appearance of a nodule. Some forms of plague are less easily diagnosed. 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 returning to their home state where providers can be unaware of recent exposure in New Mexico. Please make sure you tell your provider of the possibility of plague if you develop plague symptoms within two to six days after leaving New Mexico.

Hantavirus

Hantavirus was first diagnosed in the Four Corners area of New Mexico in the summer of 1993, but cases have since been confirmed in other parts of the United States. It is thought to be caused by contact with the urine, saliva, or feces of certain rodents, especially 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. They commonly include fever and muscle aches sometimes accompanied by cough, headache, and/or abdominal pains. After three to five days of symptoms, difficulty in breathing develops. 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 dormitory rooms should be stored in rigid containers (e.g. Tupperware®) or jars with lids. Students should also avoid areas frequented by mice such as the tunnel located under the

dormitories. The personnel of Buildings and Grounds should be contacted if mice are detected in the dormitories so they can properly dispose of the critters and disinfect the area.

Black Widow Spiders

Black widow spider bites are very painful and can be fatal. These spiders hide out in cool moist places: under rocks, boards, woodpiles, in shadows of buildings, and in dark recesses. They are very reclusive and bite only if they are grabbed or touched. Any potential black widow bite needs emergency evaluation. If bitten, one should go immediately to an emergency room. Treatment for the bite is supportive, and consists usually in keeping the victim as comfortable as possible while the effects of the bite wear off. 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 not common, but the spiders are seen throughout New Mexico. The bite can be fatal. Emergency evaluation by a physician is necessary for any potential brown recluse bite. Treatment usually includes daily visits to a physician. Symptoms: Starts as a small, red dot which then becomes larger, and then begins to turn purple, darker, and crater-like.

Snakes

The prairie rattlesnake is the only local poisonous 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 sides of the face. They are very quiet. In the rare event of a bite, calmly get to a doctor, immobilizing the bitten part if possible (e.g. put arm in a sling). Carry the victim if a child. Do not cut and suck the bite or use a tourniquet. Most fatalities from rattler bites occur from cutting and sucking (bleeding to death), from tourniquets improperly applied, or from drinking liquor as a cure. Do not take liquor if bitten. If possible, kill the snake and bring it with you, or furnish a complete description to your doctor. Don’t panic. Keep your blood circulating as normally as possible — not at a panic level. A real rattler puncture will be only one or two holes.

Bull snakes are harmless but are often confused with the rattlesnake. Its puncture is 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 their bite is harmless.

APPENDICES

A. COLLEGE POLICY ON COMPLIANCE WITH THE 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:

- 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 security 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

Students will be notified of their FERPA rights annually by publication in the *Student Handbook* and by an insert in their fall registration packet. January freshmen will receive the insert in their spring registration packet, and summer graduate students in their summer packets.

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:
http://www.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 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:

Type	Location	Custodian
Admission	Office of the Registrar	Registrar
Academic	Office of the Registrar	Registrar
Financial	Office of the Treasurer;	Treasurer
	Financial Aid Office	Director of Financial Aid
Health	Student Health Center	Director of Health/Wellness
Career Services	Career Services Office	Director of Career Services
Disciplinary	Office of the Registrar	Assistant Dean; Registrar
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 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.

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.

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, e-mail addresses, photograph, student schedule, 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, date and place of birth, 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 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

http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Note: Student disciplinary files are permanently retained; they are kept separate from the academic records but are a part of the educational file.

B. SEXUAL ASSAULT/OFFENSE

For purposes of this policy, sexual assault is conduct of a sexual nature resulting in physical contact with the victim without the victim's consent (i.e., an action committed either by force, by intimidation, or by knowingly making use of the victim's physical or mental helplessness). Effective consent is informed, freely and actively given speech or action that indicates a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by someone who is so incapacitated, by alcohol or other drugs or for some other reason,

as not to be able to communicate unwillingness or to understand the nature of the conduct being engaged in. Silence on the part of the victim does not constitute consent.

For the purposes of this policy, the term "sexual offense" includes dating violence, domestic violence, and stalking. "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 victim. "Domestic violence" refers to felony or misdemeanor crimes of violence committed by a current or former 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. "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.

The College does not tolerate sexual violence of any kind, including any sexual assault/offense. If a member of the College community has been, or may have been, a victim of a sexual assault/offense, a complaint of sexual assault/offense may be made to a variety of employees of the College, including but not limited to: the Assistant Dean, the Dean, the Treasurer, a Senior Resident, a College nurse or counselor, a campus Public Safety Officer, or (in the case of employees) the employee's supervisor. The person to whom the first complaint is made is expected to consider the physical and emotional needs of the victim, the need to preserve evidence for future investigation of the allegation, and the need to maintain confidentiality. In cases of acute short-term need, the first effort should be to bring the victim under the care of qualified professionals for medical purposes and/or crisis counseling. If acute short-term needs have been satisfactorily addressed, the College official first approached should assist the complainant in bringing the matter to the attention of the Assistant Dean, in order to initiate the procedures described below.

The following procedures apply to complaints of sexual assault/offense brought by a student (complaints of sexual assault/offense brought by faculty or staff members shall be investigated under the Faculty or Staff Sexual Assault Policy).

These procedures are intended to complement the therapeutic needs of the victim, not to be at odds with them.

1. Any allegation of sexual assault/offense upon a student should be reported to the Assistant Dean, whether or not the alleged assailant (respondent) is also a member of the College community. The College's primary concern is safety. Any violation of unrelated conduct rules, such as illegal use of alcohol or drugs, on the part of the complainant that comes to light in conjunction with the report of sexual assault/offense will be treated separately from the sexual assault/offense complaint and, once the complaint has been resolved, will be considered in the light of the student coming to the College for help.

2. Because a sexual assault/offense may constitute a serious criminal offense, the Assistant Dean 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.
3. The Assistant Dean will make sure that the complainant has been fully informed of the variety of support services available, both on campus and in the community. These include the Student Health Office (ext. 6418 or 505-984-6418) on campus, and the community services listed in the front cover of the Student Handbook, including the Santa Fe Rape Crisis & Trauma Treament Center (505-986-9111) and Christus St. Vincent Regional Medical Center (505-913-3361).
4. The Assistant Dean will also attempt to ensure that evidence is preserved, in case criminal charges are to be brought or for the sake of the College's investigation.
5. Whether or not criminal charges are to be brought, and without waiting for the conclusion of any criminal investigation, the College will take immediate and appropriate action to investigate the complaint. Such investigations typically conclude within thirty days of the time when the College becomes aware of the complaint (provided that the College may need to delay temporarily the fact finding portion of its investigation at the direction of the police). The College will inform and seek to obtain consent from the complainant before beginning the investigation. If the complainant requests confidentiality or that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request. The College will inform the complainant that such a request may limit the College's ability to respond to the complaint. Even if the College receives a request for confidentiality from the claimant, the College will take steps to limit the effects of the respondent's conduct to prevent its recurrence.
6. Both during and after the investigation, College officials will make every reasonable effort to make conditions on campus tolerable for all parties concerned (for instance, changing academic or living situations, enforcing no-contact orders, etc.). Such requests should be addressed to the Assistant Dean. Consistent with Title IX, the College will take steps to prevent retaliation, and will take strong responsive action if retaliation occurs. Any retaliation, reprisal, or intimidation directed toward the complainant or anyone else as a result of the filing or investigation of a complaint is strictly prohibited and should be reported immediately to the Assistant Dean.
7. The investigation shall be conducted in a fair and impartial manner. Both the complainant and the respondent will be permitted to supply documentary evidence and request that the College interview witnesses possessing relevant information. Any documentary evidence that may be used in determining the outcome of the investigation shall be supplied to both complainant and respondent prior to the conclusion of the investigation.

8. Both the complainant and the respondent shall be notified in writing of the outcome of the investigation, including any sanction imposed on the respondent as a result of a violation of this policy. Members of the College community who are determined to have violated this policy or to have engaged in retaliation may be subject to sanctions depending on the nature and severity of the offense and the individual's disciplinary record, regardless of whether the sexual assault/offense is the subject of a criminal investigation or results in a criminal conviction. Some possible sanctions include: 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 refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees.
9. If the complainant is dissatisfied with the College's response to the report of sexual assault/offense, including the results of any investigation, the complainant may file a grievance (See Appendix III). If the respondent is dissatisfied with the outcome of the investigation, he or she may file a written appeal to the President within ten days of being notified of the outcome.

C. HARASSMENT POLICY

The College is deeply concerned about the issue of harassment. 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. St. John's will not tolerate harassment of, or by, any member of the College community, and will provide resources and programs to educate the College community about these issues. This policy is itself an instance of that educational effort.

Statement of Policy

The College supports and will comply with the provisions of applicable Federal, State, and local law (including Title VII and Title IX) that prohibit harassment of any member of the College community (student, faculty, or staff) on the basis of race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, genetic information, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Information regarding grievance procedures is available from the Office of Assistant Dean (who is also the Title IX and Section 504 Coordinator) and the Director of Human Resources.

Definitions

Harassment: For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, sexual orientation, genetic information, or protected activity, that: has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; has the purpose or effect

of unreasonably interfering with an individual's job or academic performance; or otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes but is not limited to epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, sexual orientation, genetic information, or protected activity.

Sexual Harassment: For purposes of this Policy, harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which: implies or states that a person's response may affect his or her employment or education; or has the purpose or effect of unreasonably interfering with a person's job or academic performance; or creates an intimidating, hostile, or offensive working or learning environment.

Procedures

Students or faculty members should report harassment to the Dean or the Assistant Dean. Other employees should approach the Treasurer or the Director of Human Resources. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken.

All complaints will be investigated promptly, thoroughly and impartially. Confidentiality will be maintained to the extent possible.

The individual bringing the complaint (the "Complainant") and the person against whom the complaint is made (the "Respondent") will be advised of the investigation's findings and conclusions.

If the Complainant is dissatisfied with the results of the investigation, the Complainant may file a grievance (See Appendix D).

If a Complainant feels that any College official has failed to adhere to the College's policies and procedures for investigating complaints of harassment, the Complainant should report this failure to the President of the College. Consistent with applicable Federal, State, and local law (including Title VII and Title IX), the College will take steps to prevent retaliation, and will take strong responsive action if retaliation occurs. Any retaliation, reprisal or intimidation directed toward the Complainant or anyone else as a result of the filing or investigation of a harassment complaint is strictly prohibited and should be reported immediately.

Once the investigation is completed, the College will take immediate and appropriate corrective action when it has been determined that this Policy has been violated. Members of the College who have violated the Policy are

subject to sanctions depending on the nature and severity of the offense and the individual's disciplinary record. Some possible sanctions include: 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 refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees.

D. GRIEVANCE PROCEDURE

The College has established the following grievance procedure for resolving complaints of discrimination or harassment.

Definition

The term "grievance" shall mean any complaint by one or more students or employees of the College that there has been a violation of policies or procedures because of race, religion, age, sex (including complaints of sexual harassment or sexual assault/offence), national origin, color, disability or handicap, sexual orientation, genetic information, or any other protected classification, or protected activity.

Informal Investigation

Students and faculty members should first discuss their grievances informally with the Assistant Dean. Non-faculty employees should discuss their grievances informally with the Director of Human Resources. All complaints will be investigated promptly, thoroughly, and impartially. The investigation will typically be completed within 30 days from receiving the complaint.

If the grievance is not satisfactorily resolved informally, it should be presented in writing to the Assistant Dean as Title IX/Section 504 Coordinator, for presentation to the Grievance Committee. Grievance procedures should be initiated within thirty days from the time the grievant (Complainant) knew or should have known of the circumstances giving rise to the grievance or within thirty days from the time the Complainant is notified of the outcome of the informal investigation of a complaint of discrimination, harassment or sexual assault. The time limit may be extended under special circumstances.

Committee

The Grievance Committee consists of the Director of the Graduate Institute (Chair) and one representative each from the tutors, associate faculty, administrative staff. If the complainant is a student, then the committee will include at least one student. Each representative will have been elected to the position of Grievance Representative by the respective constituent group. If it is inappropriate for an elected representative to serve on the Grievance Committee in a particular case (e.g., for reasons of potential bias, conflict of interest, prior involvement), an alternative representative will be chosen by the Chair. If it is inappropriate for the Chair to

serve in a particular case, the Title IX Coordinator (that is, the Assistant Dean) shall choose someone to serve as Chair.

Grievance Procedure

The Committee may conduct an inquiry, hold hearings, review files and investigate the charges in order to render a determination. Formal grievance procedures will include the following:

1. The person against whom discrimination or harassment is alleged (the Respondent) will be given notice in writing of the allegations at least ten days before any hearing is held.
2. Both the Respondent and the Complainant will be given an opportunity to speak to the Grievance Committee. Although cross examination is not allowed, both the Respondent and the Complainant are permitted to be present to hear any testimony offered to the Grievance Committee by the other party.
3. The Grievance Committee shall be given information from any informal investigation that occurred before the formal grievance was filed.
4. The Grievance Committee shall have the authority to call witnesses as it deems appropriate. Both the Complainant and the Respondent may request that the Grievance Committee call specific witnesses. The committee will make reasonable efforts to do so, but reserves the right to decline any request when it concludes that a witness does not possess relevant information or that the witness' evidence would be cumulative, or when a witness is unavailable.
5. Legal representation during a hearing is not part of the College's grievance procedure. However, both the Respondent and the Complainant shall have the right to be accompanied at the hearing by another member of the College community chosen by them.
6. The College will make reasonable efforts to preserve confidentiality of the allegations and the proceedings.
7. The Committee shall keep a written record of the proceedings.
8. The Grievance Committee shall use a preponderance of the evidence standard to determine the outcome of a complaint (i.e. whether it is more likely than not that the harassment or discrimination occurred).

The Grievance Committee will make a determination as to whether or not the Respondent violated the College's policies prohibiting discrimination, harassment, or sexual assault, typically within ten days after the conclusion of the Committee's inquiry. The finding of the Grievance Committee and any recommendation as to what action should be taken shall be reported in writing to the Dean. The Dean shall implement the recommendations of the grievance committee with which he or she concurs. If the Dean has a conflict of interest, the finding and recommendation shall be reported to the President.

Both the Complainant and the Respondent shall be notified in writing of the outcome of the grievance procedure. For cases of sexual harassment or violence, the College must disclose to the Complainant information about the sanction imposed on the perpetrator when such sanction directly results from the perpetrator's conduct toward the harassed student.

If dissatisfied with the outcome, either the Complainant or the Respondent may file a final written appeal to the President within ten days of being notified of the outcome of the grievance procedure.

At any stage, an equitable resolution may be reached and the grievance concluded at that point. A grievant may file a complaint or charge simultaneously with an external agency, where permitted by such agency.

E. 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

Crisis Response of Santa Fe (24 hours)……..……...……505-820-6333

Crisis Response (toll free)……...……..……888-920-6333

Solace Crisis Treatment Center (24 hours)…….....505-986-9111

Solace Crisis Treatment Center (toll free) ……800-721-7273

New Mexico Suicide Line (toll free)……...…….....800-273-8255

12-Step Programs

Alcoholics Anonymous (Central Office)*……...…….....505-982-8932

Hotline…….....……...……505-231-5295

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 http://www.SantaFeAA.org.

Narcotics Anonymous (answering service)…..……..……505-984-2098

Call the NA answering service for meeting locations and times.

Cocaine Anonymous (toll free answering service) ……...……...505-473-4422

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:

Recovery of Alcoholics Program Inc. RAP……...……...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

http://www.secularsobriety.org

http://www.rationalrecovery.org

http://www.moderation.org

F. 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

We currently employ bandwidth-shaping technology (Palo Alto) to prioritize network traffic. We limit the amount of bandwidth available to P2P applications but we do not filter such applications since much of the traffic is legal.

We are investigating setting alerts to be generated by the Palo Alto should users attempt access to illegal P2P file sharing. Such users would be reminded that P2P file sharing is illegal and against St. John's College acceptable use policies. If we observe continued high bandwidth consumption we will contact such users to ensure that their bandwidth consumption is the result of legal purposes only.

Offering Alternatives to Illegal File Sharing

The St. John's College web site provides links to sites that provide numerous options for obtaining music, videos, and other digital content in a legal manner. Members of the St. John's College community are encouraged to take advantage of these legitimate sources of digital content. The relevant page on the St. John's College web site is at: http://www.stjohnscollege.edu/admin/IT/P2P.shtml

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 Web site of the U.S. Copyright Office at http://www.copyright.gov, and their FAQ's at http://www.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.

G. STATEMENT ON THE USE OF DIGITAL DEVICES IN THE CLASSROOM

At St. John's College, our time in class is typically organized 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 as to the impact of these devices on our common work in the classroom. Given those concerns and our longstanding practice, the general expectation remains that in class students will use an acceptable printed edition of the assigned text. If students have questions as to 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 has discretion, as consistent with the Program, to clarify what is required in that class. Our library and bookstore staff can be good counselors to students on how to meet these requirements in practical and affordable ways.

H. CAMPUS EVACUATION PROCEDURES

Types of Evacuations

Campus Wide Evacuation

Partial Campus Evacuation

When to Implement an Evacuation Plan

- Whenever a city, county, or statewide emergency has been declared in which persons living, working, or visiting at St. John's College have been asked to partially or fully evacuate the campus.
- Whenever the city police, sheriff's department, state police, the fire department, or federal government have notified St. John's College to partially or fully evacuate the campus.
- When any officer (president, vice-president, dean, treasurer) of St. John's College sees the need to partially or fully evacuate the campus based on information provided by any reliable source or when he or she has determined that by not initiating the evacuation plan, harm could come to persons living, working, or visiting at the campus.

Who May Implement an Evacuation Plan

- Any of the following college employees may implement an evacuation plan: president, vice-president, dean, assistant dean, treasurer.
- Any college security officer who has reliable information, or can determine that harm could come to persons living, working, or visiting at the campus may implement an evacuation plan if he or she has received verbal approval from one of the following employees: president, vice-president, dean, assistant dean, treasurer, director of buildings and grounds, security and safety manager, director of human resources.

Once an Evacuation has been Declared

1. If the evacuation is ordered, the Switchboard operator will call 911 and advise them of the circumstances surrounding the evacuation.
2. The Switchboard operator will inform the on-duty security and, together with the directors of safety and residential life, they will alert all senior residents and RAs to activate alarms in the affected buildings and begin evacuating those buildings. On call B&G will then be notified. In all local emergencies, such as a dorm fire, the residents will be instructed to gather in Peterson Student Center (PSC), 2nd floor. If PSC itself is threatened, residents should gather in the Student Activities Center (SAC). In the case of a campus wide evacuation, evacuation sweeps will begin in the Apartments/Suites and proceed to Lowers. This order may be altered depending on the type of emergency or on the particular circumstances. The director of safety and security and director of residential life will be responsible for coordinating busing and shuttle efforts to evacuate community members to Santa Fe Prep High School Gymnasium located at 1101 Camino de Cruz Blanca, one mile east of the college campus.

3. Emergency personnel, Forest Service or State Police will be in charge of any Campus Wide Evacuation.
4. If the Search and Rescue Team or other city, state, or command officials are unavailable, the following people will be in charge of the evacuation process until state or other command officials arrive on scene:
   - Senior Resident on duty (in coordination with Security officers) until arrival of
   - Jim Ardis, Director of Safety and Security, Cell: (505) 615-7245
   - Matt Johnston, Director of Residential Life
5. Security officers will do the first sweep of evacuations in dormitories, suites and apartments, knocking on each dorm room and declaring the emergency to the occupant. If there is no answer at the dorm room, the door will be opened and the room searched to make sure the room is clear of any persons. Available senior residents and RAs will assist outside their building, making sure their residents are accounted for. They will also keep count and present the count to the switchboard upon reaching PSC or SAC. Each dorm room must be cleared of persons before moving on to the next building. Once a dorm or building is clear, the door will be left wide open so as to indicate it has been fully cleared. Security and/or B&G will do a second sweep and communicate with the Switchboard as to which buildings have been cleared.
6. Santa Fe Hall, ESL, FAB, Peterson, and the commons buildings should also be cleared, whether the evacuation occurs during the day or night.
7. If it is a Partial Campus Evacuation, the Switchboard operator will advise security and B&G personnel to activate alarms and evacuate the affected buildings only. The same clearing process as above will be followed.
8. If after normal business hours, the Switchboard operator will first call 911 and then contact security and the on-call B&G personnel to respond and assist.
9. If after normal business hours, the on-duty security officer or supervisor will contact the director of safety and security. The director of safety and security may have the security officer, or supervisor, call security officers that are off-duty to respond and assist if necessary. The director of safety and security will respond to the campus. All available staff members without specific assignments should make themselves available to help evacuate, assist those in charge (unless directed otherwise), and calm those effected.
10. Protocol is somewhat different during the summer. Along with the student RAs, call the conference services on-call aide and/or group leaders according to the combined housing list on file with security and Switchboard.

Where to Evacuate Persons

- If a Partial Campus Evacuation is called for, security and B&G personnel will advise everyone to walk to the Student Activity Center in an orderly fashion. Cars are not to be driven to the SAC. Senior residents are to have a check-off list of all students for whom they are responsible. Once senior residents have accounted for all students, they are to deliver that information to the switchboard. Anyone unaccounted for should be

reported to the person in charge. Senior residents and RAs should keep their students in a single group to make it easier for those in charge to communicate with the residents of each dormitory.

- If a Campus Wide Evacuation is called for, college departments will report to the Switchboard. Students, staff, faculty, and visitors should board shuttles, buses or drive their vehicles off campus and follow the approved Santa Fe Fire Department Evacuation Route Map to the Santa Fe Prep High School Gymnasium located at 1101 Camino de Cruz Blanca.

Remember that many students do not have automobiles. Those who have a vehicle should give as many people as possible a ride off campus. Remember to take only the most important items with you when you evacuate, such as vital medications and your identification. Staff or faculty college-certified drivers should volunteer to drive college vehicles.

I. ST. JOHN'S COLLEGE 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.

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NOTICE OF NON-DISCRIMINATION

St. John's College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, genetic information, or any other legally protected classification 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 the Coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Edward Walpin, Assistant Dean, 1160 Camino Cruz Blanca, Santa Fe, NM 87505, tel. (505) 984-6925. Inquiries concerning the application of Title IX or Section 504 may be made to Mr. Walpin or to the Office of Civil Rights of the Department of Education. The College is authorized under Federal Law to enroll non-immigrant, alien students.