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, gender identity and expression, genetic information, or other legally protected classification in the administration of any of its programs and activities or with respect to admission or employment. The Executive Director of Campus Wellness has been designated as the Title IX Coordinator to ensure compliance with Title IX of the Education Amendments of 1972, and has been designated as the Section 504 Coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended. The Executive Director of Campus Wellness can be reached at 60 College Ave., Annapolis, MD 21401, tel. (410) 626-2512. Inquiries concerning the application of Title IX or Section 504 may be made to the Executive Director of Campus Wellness 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.
EMERGENCY NUMBERS

SWITCHBOARD..................................................................................................................... 410-263-2371
CAMPUS PUBLIC SAFETY – Desk (not monitored 24 hours) ............................................. Ext. 2533
    Public Safety main number/emergency .......................................................... 443-336-2348
    From off-campus – Desk .................................................................................. 410-263-2533
ANAPOLIS POLICE DEPARTMENT ................................................................................. 410-268-9000
ANNE ARUNDEL COUNTY HOTLINE ........................................................................... 410-222-7273
    (For telephone counseling, information, and referral)
SEXUAL ASSAULT CRISIS CENTER
    Anne Arundel County Hotline ............................................................................. 410-222-7273
NATIONAL SEXUAL ASSAULT HOTLINE ......................................................... 800-656-HOPE (4673)
NATIONAL DOMESTIC ASSAULT HOTLINE .................................................... 800-799-SAFE (7233)
POISON CONTROL CENTER ....................................................................................... 800-492-2414
HOSPITALS
    Anne Arundel Medical Center
        Main Switchboard.......................................................... 443-481-1000
        Emergency Room .......................................................... 443-481-1200
    Baltimore/Washington Medical Center ............................................................... 410-787-4000
    (For telephone counseling, information, and referral)

CONTACTING PUBLIC SAFETY

In the event of an emergency on campus, there are phones available that will either directly connect you to
the Public Safety Office or will permit you to contact the Public Safety Office by dialing ext. 2000. Below
is a list of these phones:

McDowell Hall: One phone on each floor, all located by the east staircase
    One phone next to the mailroom in the coffee shop
Mellon Hall: One phone across from the music library
    One phone in the basement near the practice rooms
    One phone in the pottery studio
    One phone in the darkroom
    One phone in the downstairs pendulum pit hallway
GYM: One phone next to the weight room
    One phone in the entrance foyer on the left wall
Boathouse: One phone located on the second level
    Phones inside and outside of the lower level
Elevators: One phone in each elevator on campus
Overflow Parking Lot: One phone located at the back of the power plant
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INTRODUCTION

St. John’s College is a community of learning. To provide the best conditions for learning, institutional arrangements are necessary—that is, rules and schedules. The rules and schedules of this community are determined by the interplay of two factors: that is, by the nature of the task to be accomplished (learning conceived as a community endeavor) and by the human nature of those who undertake this task (students and tutors, all of whom are members of a larger community).

The rules in this handbook derive from the judgment of both faculty and students over a period of years. Some are designed to comply with laws of the larger communities of which the college is a part. A few were agreed to by the faculty acting as a whole; some are laws adopted by the Undergraduate Student Polity; some are rules suggested by the Graduate Council; many are regulations originally issued by the Dean and Assistant Dean that have gained acceptance from students and faculty as feasible and appropriate ways of proceeding. This does not mean that they may not need to be improved upon. Where rules are found to be questionable or ineffective, or where inequities arise from their application, it is important that the issue be raised with those who can best seek a remedy: most often, the Delegate Council of the Student Polity, the Dean or the Assistant Dean, the Graduate Institute Council, or the Associate Dean for the Graduate Program.

It should be emphasized that the regulation of campus life, to be effective, must be largely self-regulation — that is, public-spirited acceptance by individuals of what is necessary or advisable for an orderly community life, whether or not it is spelled out in written rules. The faculty has a persistent and long-range interest in maintaining on the campus conditions of life and study that will best promote the learning of students and faculty alike, but it is neither practical nor in fact legal for the Deans, the Associate Dean for the Graduate Program, or other members of the faculty to attempt to stand in loco parentis to students. Student society is shaped by all the activities of the college, from formal instruction through athletics; but it also shapes them. While the college and faculty can provide certain facilities and some guidance, it is upon the students that the responsibility for the social health of their community, and the proper responsibility for their own human welfare, must ultimately rest.

Joseph Macfarland
Dean

GENERAL PRINCIPLES

The principles and policies outlined in this handbook concern a variety of matters falling under the following headings:

- Academic life, including the attendance of classes
- Residence in the community (not limited to dormitory residence)
- Procedures followed regularly in the operation of the college

First among the principles is this: the college expects every student to adhere to generally accepted standards of decent behavior, whether or not a specific rule in this manual applies to a given case. Of particular importance to our community is honesty and plain dealing; hence any wrongful or prohibited conduct is aggravated when false statements or other attempts at concealment are made. Moreover, every member of the community is obliged not to conceal any harm done or potential for harm to the college and the members of its community.

Academic life at the college is regulated by the Dean, the Instruction Committee, the Assistant Dean, and the Associate Dean for the Graduate Program. The Dean, the Assistant Dean, and the Associate Dean
for the Graduate Program are tutors at the college who serve for stipulated terms in administrative positions. This helps to ensure that administrative concerns serve the academic aims of the college. The Instruction Committee is comprised of six tutors who share responsibility with the Dean for the program of instruction. All matters of student welfare and conduct are the concern of the Assistant Dean and the Associate Dean for the Graduate Program. The Assistant Dean refers some issues to the Director of Student Services.

The college exercises its disciplinary authority when its principles, policies, or rules are violated. In the exercise of this authority, it may become necessary to impose sanctions and penalties for infractions. The college acts in these matters primarily through the Dean, the Assistant Dean, the Director of Student Services, the Executive Director of Campus Wellness, or the Associate Dean for the Graduate Program. (For a more thorough account of the structure and governance of the college, consult the Charter and Polity of the College. Copies are available in the library.)

The penalties and sanctions that the college may levy include the following: fines, community service, restriction from certain activities, expulsion from the dormitories, probation; suspension, withholding or withdrawing a diploma, and expulsion from the college. Probation means that a student’s academic performance or conduct within the community will be subject to close scrutiny, and that any deviation from the prescribed terms of the probation will lead to suspension or expulsion. Suspension means exclusion from the college community for a stated length of time. Expulsion means exclusion from the community for an indefinite period, without assurance of reinstatement. When the actions of a dependent student have put him or her at risk of suspension or expulsion, the Assistant Dean may notify the student’s parents or guardians. The Dean or Assistant Dean may report to parents of dependent students any information affecting their enrollment status. The Dean or Assistant Dean may also report to parents of dependent seniors any circumstances that may jeopardize their graduation.

The college reserves the right to expel at any time a student who in its judgment is undesirable or whose continuation in the school is detrimental to himself or to his fellow students.

A student may appeal a disciplinary decision.1 Appeals are considered primarily on procedural grounds, or on the basis of relevant information that was not known by those who made the original decision. Appeals of decisions made by the Director of Student Services may be made to the Assistant Dean. Appeals of the Assistant Dean’s decisions may be made to the Dean, whose decision is final in most cases. Further – and always final – appeal may be made to the President if the decision affects the student’s enrollment status. Academic decisions may be reviewed by the Dean or, in the case of negative enabling decisions, by the Dean and Instruction Committee. Students who feel that disciplinary actions have been taken against them wrongly should ask either for redress or for a full account of the reasons for the decisions.

A general principle is enunciated by Aristotle in the Nicomachean Ethics: “Even ignorance is no protection against punishment if a person is thought to be responsible for his ignorance.” [1113b30]

C. Nathan Dugan
Assistant Dean

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1 For the appeals process for TIX disciplinary decisions, please consult the Sexual Misconduct Policy (Appendix I).
NOTICE

This handbook seeks only to provide information, and is by nature incomplete. It does not constitute an express or implied contract. It cannot make explicit every requirement, nor can it foresee every particular penalty. Moreover, the college also reserves the right to make changes in any policies enunciated in this handbook during the year, as necessary. In each particular case, the Assistant Dean, the Dean, the Associate Dean for the Graduate Program, or the President will exercise their judgment, and will exercise it in accordance with what they understand to be best for the college and its community. This might produce some results that seem extraordinary by the letter of this handbook: but the letter of the handbook is neither complete nor all-foreseeing.

UNDERGRADUATE ACADEMIC POLICIES AND RELATED MATTERS

The Requirements

The first requirement of the college is presence. Learning through discussion requires regular presence in the classroom in a way that other modes of learning may not. There are no books one can read to take the place of a missed discussion. Learning through discussion implies a sharing by all students in the activities of teaching as well as learning; thus, regular uninterrupted participation is essential for the good of all members of a class. All students are therefore required to attend all seminars, tutorials, preceptorials, and laboratories to which they are assigned.

Students also attend the Friday-night lecture or concert and the question period that follows. This 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. Students are urged to participate actively in the question period that follows lectures. There they may both observe and join their fellow students and their tutors in public conversations with the lecturer.

The Attendance Policy

Attendance in all classes is a central part of a St. John’s education. Class attendance is an academic issue, in that it affects the work of the student, as well as the work of the class as a whole. It is expected that a student will attend every class meeting. Each student has a responsibility to their classmates to attend and participate in their classes. Because classes at St. John’s ideally involve all students in the class making contributions to the learning of the whole, attendance is both a constituent part of collaborative learning, as well as a mark of respect for other students and tutors. Students should take this responsibility to the community seriously, and contact their tutors when they have missed or will miss class. Moreover, missing classes can impede student’s progress through the work of the class; students with excessive absences have not, in effect, done the work of the class. In the case of excessive absences, the Assistant Dean looks to the following policy.

Class attendance is reported weekly by tutors and recorded in the Assistant Dean’s Office. These records may be consulted by students and tutors during office hours. Students who fail to meet the obligation to attend a class will be withdrawn from that class and will need to repeat the class to get credit and continue in the Program. Students who routinely fail to meet the obligation to attend classes may be expelled from the college, whether or not they have accrued enough absences in any one class to warrant withdrawal. Students who have been withdrawn from a class or expelled because of absences will usually have to wait at least a full year to apply for readmission and to repeat the work. Attendance is a factor in evaluating a student’s academic work, including decisions about continuing into the next semester and about Sophomore Enabling.

The following guidelines specify the number of absences that will merit an absence related withdrawal from a class:

A student who has accrued
a) six absences in any class that meets three times a week, or
b) four absences in any class that meets twice a week.

will be withdrawn from that class. A notification letter will be sent to students who have been withdrawn, and a copy of this letter will be sent to parents of dependent students. After receiving a notification that they will be withdrawn, students should contact the Assistant Dean as soon as possible to discuss the ramifications. Whenever possible, warning letters will be sent to the college e-mail accounts of students who are accumulating absences. These warnings are a courtesy: students always have the responsibility to know how many absences they have accrued, and a student may accrue enough absences to be withdrawn from a class or expelled from the college before receiving any letters of warning.

The Assistant Dean, in consultation with the tutor, may increase the number of absences which merit withdrawal to as many as eight for classes which meet three days a week, and as many as five for classes which meet two days a week.

Although no absences from class will be “excused,” the Assistant Dean will always consider extraordinary circumstances that prevent attendance.

Even the best reasons for missing class cannot diminish the fundamental importance of presence in the classroom. For this reason, students who have missed classes because of illness, or for other compelling reasons, may have to withdraw from a class or from the college. In any case, students should always advise the Assistant Dean if they expect to miss more than a few classes, and should consult with him if their absences have mounted. One of the primary aims of the Assistant Dean is to help students succeed at the college; it is always advisable to consult with him about a question or problem affecting class attendance.

When a student’s absences habitually approach the maximum number, a student may be placed on absence probation at the discretion of the Dean or the Assistant Dean. In such cases the number of absences that merit withdrawal will be reduced. Absence probation lasts for one year from the date it is imposed, unless otherwise specified.

**Academic Expectations**

Students should be prepared for class. Preparation for class is first of all evident in the student’s use and comprehension of the books read for class. The prepared student recalls details from the text and recognizes major points, key questions, and important tropes and images, making use of them to raise questions and to offer explanations.

Students are expected to participate in class discussions. Appropriate and constructive participation can take a variety of forms, including but not limited to: breaking complex ideas into parts (analysis), integrating ideas into larger wholes (synthesis), venturing hypotheses, opening new lines of inquiry, and expanding the understanding of already established ideas and methods of inquiry.

In classes our learning is collaborative. Students should be willing to listen to others, be open to constructive criticism, and have the courage to offer even their tentative opinions in public. In addition to providing original contributions, they should speak in ways that help advance lines of inquiry initiated by others. These expectations concerning participation in conversation and collaborative learning in the classroom are applicable in conferences with their tutors and in a more concentrated way in the seminar orals.

Along with preparing for class and sharing their work in class, students are expected to complete the work specific to each tutorial or laboratory. This includes translations and interpretative possibilities in language tutorials, demonstrations in mathematics tutorials and in laboratories, analyses of musical works, and understanding and conducting laboratory practica. In each case this work requires basic knowledge appropriate to that class, including foreign language grammar and vocabulary; the elements of mathematics; musical notation, vocabulary, and theory; and comprehension of the purposes of laboratory practica and the physical theories related to them.
For all classes, students write papers and essays. These should exhibit many of the same qualities appropriate to student participation in class discussions. In addition, written work should exhibit sufficient command of the English language, clarity of purpose and expression, an organized structure, appropriate and supporting evidence and arguments, seriousness of purpose, and the exercise of imagination. While we value the collaboration and spontaneity of conversation, we also value the focus, discipline, and coherence that can be achieved in writing. We expect clarity and technical competence, but beyond these we value thoughtfulness, cogent argumentation, sound analysis, imagination, and exploration.

On the whole students working successfully through the program become practiced in various modes of learning in different areas of inquiry, such as dialectical discussion, experience, reflection, inference, hypothesis, experiment, calculation, measurement, and analysis. Students read with attention to content, form, and language. They listen attentively to conversation, to prose, poetry, and music. They become practiced in formulating oral and written judgments, distinctions, questions, and arguments, and in looking for, examining, and discussing underlying principles.

Grades and Grading Policies
St. John’s College tries to minimize the pernicious effect that the publication of grades can have on a community of learning. The college does require all tutors to award letter grades to their students at the end of each semester (A=Excellent, B=Good, C=Satisfactory, D=Passing, F=Failure, with pluses and minuses, and I=Incomplete) and authorizes them to decide what elements they will take into consideration and in what proportion. It also requires them to record these grades in the Office of the Registrar. But the college does this primarily because other colleges, graduate and professional schools, granters of scholarships, and employers insist on seeing the grade records of its students and graduates.

Students at the college are consequently not routinely informed of their grades. Indeed they are usually discouraged from having much concern about them. They are urged instead to talk to their tutors about their work, both informally and in don rags. Grades have some usefulness within the college, but in a limited way, and most often as a basis for conversation. Important information about the significance of grades is contained below under “Requirements for Graduation.” A student who thinks that his or her work has been judged unfairly by a tutor should speak to the tutor about this concern. Should the result of such a conversation prove unsatisfactory, the student should speak to the Assistant Dean or Dean. The tutor has the final word on the grade, though in rare cases the Assistant Dean or Dean may amplify the given grade with a letter of explanation.

Incomplete Grades
Incomplete grades may be given only in the case of a true emergency, e.g., a death in the family or sickness attested to by a health care professional. In such cases, the grade that will be awarded if the work is not completed should be indicated. The form for this is, for example, I/C+. The alternate grade given (C+, for example) becomes the final grade if the incomplete work is not made up before the end of the second semester in the case of work left over from the first semester, or by the end of the first semester in the case of work left over from the second semester of the previous academic year. Of course, the alternate grade may become a different final grade if the work is completed within the time prescribed above. If the work is not completed within the time prescribed above, and the tutor failed to indicate an alternate grade for the Incomplete, the I becomes an F.

Annual Essay Grading
If an annual essay is not submitted, the grade is I (Incomplete). The grade of I remains on the transcript until an essay is submitted. If no essay is submitted the grade of I will become an F. If a bona fide freshman or junior essay is submitted and proves to be unacceptable, the grade is F. An Incomplete grade on an annual essay may be completed at any time, but a student may not continue into the next year of the program without some grade other than I for the annual essay of the preceding year of the program. When the condition for any student to continue into the next year of the program is the submission of an annual essay, that essay must be submitted no later than the second Monday after commencement of the academic year just completed. Of course,
eligibility to continue at the college may be contingent on other factors as determined by a student’s tutors or the Dean.

A sophomore who has not submitted an annual essay or has submitted an unacceptable essay may not proceed into the junior year until a sophomore essay has been submitted and received a grade that is satisfactory and the Instruction Committee has come to a positive enabling decision on his or her behalf.

Plagiarism, falsification of documents, and other cases of academic fraud carry a penalty up to expulsion, and may be disclosed in the academic record.

The Don Rag
Within the college, the most important form of evaluation is the don rag. Once a semester until the end of the sophomore year each student meets with his or her tutors for a don rag. The tutors report to each other on the student’s work during the semester and endeavor to describe the student’s overall progress. One seminar leader serves as chairman of the don rag committee while the other takes notes. The student is then invited to respond to the tutors’ 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 should expect the don rag reports to be generally compatible with, but not precisely indicative of, their grades. The latter are largely evaluations of performance, whereas in the don rag, which is an interim evaluation, such factors as effort, relative achievement, degree of improvement, and the desire to learn are also given their due.

During the junior year, students are invited to choose conferences instead of don rags. Students then initiate the conversation by giving an account of their activities in each of their classes. By the time the students are seniors, it is assumed that they can evaluate their own work. Thus, there is no don rag or conference for a senior unless a tutor or the student believes that there is a special need for one. Notes from the don rags are placed in the students’ files but are not made part of the official transcript.

When the work of a student is inadequate 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 normally accepts the recommendation of the committee and communicates it to the student.

The Dean may send a letter to the parents of dependent students to report any conditions that have been set for their admission to the next semester or to report the recommendation of the don rag committee affecting their enrollment status.

After the first freshman don rag, the Dean sends a letter to parents of dependent students explaining the don rag and reporting whether or not the work has been satisfactory up to that point in the semester. A satisfactory report in the don rag, however, does not preclude an unsatisfactory grade if work in the remaining three weeks of the semester is not completed or is completed unsatisfactorily. The Dean sends a letter to parents of independent students, unless directed otherwise, explaining the don rag with no further information. Parents may obtain more detail if the student files an authorization in the Office of the Registrar.

Sophomore Enabling
Sophomore enabling is a review, conducted near the end of the sophomore year, of the student’s learning during the two years spent at the college. Tutors judge whether it is in the best interest of the student and the college for the student to continue into the junior and senior years. Although the grade record is considered, grades alone do not determine the enabling decision. Passing grades, or even grades that are better than merely passing, do not guarantee enabling.

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 essay in the senior year. No student who has not written a satisfactory sophomore seminar essay may enter the junior year.

Mathematical and language skills are considered in the enabling decision, as is the ability and willingness to contribute significantly to class discussions. Some factors that can contribute to a negative decision on enabling are these: absence from classes, lack of participation, getting in the way of the
learning of others, not submitting written work, and submitting written work that is sloppy or thin. Someone may not be enabled because the tutors judge that he or she won’t make the effort to do what’s required to be a student here — or because, despite eagerness, and great effort, the tutors judge that there is not the right fit between the student, with his or her particular strengths and weaknesses and style of learning, and the distinctive program of the college, with its particular ends and ways of doing things.

The enabling decision is a purely internal matter: The transcript of a student who has not been enabled bears no indication of that fact. Students who are not enabled but whose grades are satisfactory or better can usually transfer without difficulty to another college and get credit for work done here.

The enabling decision is made by the Dean and Instruction Committee, with the advice of the don rag committee and of the whole faculty. For the Instruction Committee to reconsider a negative enabling decision, the Dean must receive from the student, by the opening of business on the Monday morning after the enabling meeting, a letter of appeal giving reasons why the decision should be reversed or proposing conditions for enabling. Should a student decide to apply for readmission in some later year following a negative enabling decision, a written letter addressed to the Dean should accompany the request for readmission giving reasons for overturning the bar to entering the junior year. The Dean may consult with others in these cases, after which the Registrar will reply to the student. Parents of dependent students may be notified of the results of the enabling decision.

**Senior Essay and Oral Examination**

Seniors are required to present to the faculty an essay related to some aspect of their four years’ work and to pass an hour-long public examination on it. A senior who does not submit a *bona fide* essay by the specified due date does not qualify for graduation with the current class. *Bona fide* means in “good faith.” A good faith senior essay is one that has been written with the intention of having it accepted.

If the examining committee considers an essay to be acceptable, that is, if it can be given a satisfactory grade, it will be examined by that committee as submitted; no further revision is permitted.

If the committee considers the essay to be unacceptable, the chairman of the committee will notify the senior that it is rejected and the senior may submit either a revision or a new essay by noon of the first Tuesday after spring vacation. This new essay will be examined by the same committee or, rarely, by a newly chosen one. If acceptable, this new essay cannot be considered for a prize. If this essay is also considered to be unsatisfactory, the senior does not qualify for graduation with the current class. The senior may participate in the current commencement ceremony to the extent specified below under “Participation in Commencement Ceremony.”

a. In cases where a student submits a senior essay that is deemed Unsatisfactory, a final grade of “F” will be assigned to both the essay and oral classes. A new essay may be submitted any time after commencement of the current year. The student must first inform the Dean’s Office of the proposed essay topic. If approved, the student may submit the essay at any time attached to an application and deposit for readmission to re-enroll in the essay and oral classes for the projected term of completion. The student is not eligible for on-campus residence or financial aid. After the essay is received, a committee will be formed to evaluate the essay. If the essay is deemed satisfactory, an oral examination will be scheduled. Should the student pass his or her oral examination, a degree will be awarded at the next commencement ceremony for that division (May for undergraduates).

b. In cases where a senior does not submit an essay by the February deadline, a student will receive an Incomplete, or a grade of “I”, for the essay and oral class. A new essay may be submitted any time after commencement of the current year, but within one year of this date. If a new essay is not received after one year, the grades of “I” will revert to “F”. If the student would like to submit a new essay after one year, the student would petition with the Dean’s Office a proposed topic and, if approved, follow the procedure outlined in section A. to apply for readmission and submit a new essay.

No degree is awarded unless both the essay and oral examinations are satisfactory. The date on the degree will be the date of the Commencement ceremony following when all degree requirements are met.
Transcripts
The St. John’s College undergraduate transcript shows the four-year curriculum, by class, in conventional subject matter format. It contains the grades and credit received for each class. The back of the transcript has the four-year seminar reading list by class and also by conventional subject matter. Each transcript issued includes a brief description of the program written by the Dean including an explanation of the all-required nature of the program. The description further addresses the subject of majors and minors, stating that, if we were to analyze the program by credits into majors and minors, it would correspond to two majors, one in History of Mathematics and Science, the other in Philosophy, including metaphysics, ethics, and political theory. The minors would be in Classical Studies and Comparative Literature.

The procedure for obtaining a transcript is included under the Services, Accommodations, and Facilities section of this handbook under Transcript Requests.

Academic Probation
If, at the end of a semester, a student’s work, including class participation, is not satisfactory in all respects, but the student is permitted to continue at the college in the hope that the work will improve, the Dean may place the student on academic probation for a given time (usually a semester) with stipulated conditions. A student on academic probation, while allowed to go on to the next semester, will not be allowed to continue afterward unless this is positively recommended by every tutor on the student’s next semester’s don rag committee. Parents of dependent students may be notified of this change in a student’s status. If, at the end of that time, the conditions have not been met, the student will be required to leave the college without academic credit or refund of fees.

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

Algebra Requirement
Students are required to pass an algebra test or to complete an online algebra learning program specified by the Assistant Dean as a condition for entering the sophomore year. The test is simple, covering rational operations with polynomials, factoring, exponents, simultaneous equations, and quadratic equations. Help in preparing for the test is available in the form of sample tests and student math assistants.

The test is given several times each year. Freshmen are required to take the test to clear the requirement out of the way. Those freshmen who do not pass the test are required to complete the online learning program in order to continue into the sophomore year. No student may be enabled to continue into the junior year without fulfilling the algebra requirement.

Class Transfer Policy
All transfers must be approved by the Assistant Dean. Because sustained classroom activity is important, the college aims to make class transfers infrequent and minimally disruptive. In the case of unavoidable
schedule conflicts, the student should consult with the Registrar at the beginning of the semester. If a transfer is desired for other reasons, the student should speak first to the tutor of the class in order to explain the difficulties, and attempt to resolve them. Failing this, the student should then meet with the Assistant Dean.

The first meeting with the Assistant Dean will concern how the student might continue well in class. After that discussion, the Assistant Dean may consult with the tutors involved. If he considers a transfer advisable, the Assistant Dean will approve it, contingent on the approval of the student’s current tutor and the tutor into whose class the student would transfer. With their approval, the student may obtain a transfer form from the Assistant Dean. The completion of this form and submission to the Office of the Registrar will make the transfer complete and formal. In certain rare circumstances, it may be in the best interests of a student or students in the class that a student be moved to a different class; in that situation, the Assistant Dean may transfer a student without the current tutor’s approval. To preserve the integrity of the semester when a transfer is made, tutors are asked to verify on the request form that all assigned class work has been completed, and may be asked to write separately a brief comment for the don rag committee.

The Assistant Dean will not approve class transfers during the first three weeks of 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. Students who return to the college after withdrawing past the eighth week of the semester will be considered as repeating for transcript purposes. The transcript will reflect the class as repeated.

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

Requirements for the Degree of Bachelor of Arts
According to the Code of Maryland Regulations, in order to confer a baccalaureate degree an institution shall require the satisfactory completion of no fewer than 120 semester hours, or equivalent hours of college credit distributed according to the requirements of the curriculum. A minimum average of 2.0 on a 4.0 scale shall be required for graduation for both degree and certification programs. Keep in mind that F means no credit; D’s and F’s lower the average.

Seniors who have met the state requirements and the requirements listed below are recommended by the tutors to the Board of Visitors and Governors for the Degree of Bachelor of Arts at the last faculty meeting of the year. Graduating seniors must:
1. have completed all parts of the program;
2. show no incomplete grades on their record;
3. have no D’s or F’s on their record for any part of the senior year (the only requirement that maybe waived by faculty vote in light of the whole record);
4. have submitted a satisfactory senior essay by the date announced and stood a satisfactory oral examination on it.

Participation in Commencement Ceremony
A senior enrolled full-time for both semesters of the senior year but who has not completed degree requirements may choose from the options outlined below with regard to participation in a
commencement ceremony. A student may participate in only one commencement ceremony and be listed in only one commencement program. Option B requires the prior approval of the Dean and the President. Questions regarding participation in a commencement ceremony should be addressed to the Office of the Registrar.

Options:
A. Delay participation until all requirements have been completed. If this option is chosen, the senior’s name will not be listed on the current commencement program. When degree requirements have been met, the senior will be included on the program and may participate in the May commencement ceremony following the date the degree requirements were met.
B. Participate in the current ceremony with the senior class of which the senior is a member. If this option is chosen, the senior’s name will be listed on the commencement program with an asterisk (*) denoting that the degree will be awarded “upon completion of requirements.” The senior can process and recess with the other seniors; the senior’s name will be read by the Dean along with the qualification “upon completion of requirements”; the senior will not walk across the stage to receive a hood or diploma. The date on the diploma will be the date of the May commencement following the date the degree requirements were satisfied.

WITHDRAWAL, READMISSION, AND TRANSFER

Voluntary Withdrawal
A student must confer with the Assistant Dean in order to withdraw during the semester. The student will obtain a withdrawal form, which will need to be signed by the Assistant Dean, the Dean, and other college officials as stipulated on the form. The Assistant Dean will record the primary reason for withdrawal with the Registrar. The student will return the completed withdrawal form to the Registrar. This will complete the student’s withdrawal and the Registrar will notify the college offices and the student’s tutors of the official withdrawal and effective date. If a student is unable to complete the form due to illness, the student should speak to the Assistant Dean and fill out the top part of the form. The student should make sure to turn in all library or music library materials as needed and turn in the dorm key to the Assistant Dean’s office. If offices are closed, the student may turn in the key to Public Safety.

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

When a dependent student withdraws or is dismissed from the college during the semester, the parents or guardians will be notified. When a dependent student is told he or she will not be allowed to continue into the next semester, the parents may be notified. When a dependent student decides not to continue at the college at the end of a semester, the parents or guardians are not usually notified. When a dependent student, under extraordinary circumstances, is given permission to withdraw from one or more classes during the semester, dropping to part-time status, the parents or guardians may be notified.

If a student withdraws before three-quarters of the way through 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, a grade of “F” will be assigned and will appear on the student’s transcript. An appeal to the assistant dean to receive a “W” is possible, if there are mitigating circumstances.

Students who withdraw from the college when school is not in session should fill out a withdrawal form as soon as their decision not to return has been made. The form may be obtained from the website or by contacting the Office of the Registrar. 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 usually are not notified of a student’s decision not to continue.

Involuntary Withdrawal
The college recognizes that times arise when students may experience extreme distress or a medical or psychological condition that prevents them from being able to participate in the college’s program or to
comply with the college’s behavioral standards. As a means to ensuring the safety of all members of the college community, St. John’s College has adopted the following policy. A student may be involuntarily withdrawn from the college if the student:

- significantly disrupts or interferes with the academic environment;
- is not qualified or is unable to participate in the college’s academic program;
- poses a significant danger to health or safety; or
- refuses to cooperate with the Assistant Dean’s efforts to address the student’s behavior in accordance with this policy.

If the college is considering the involuntary withdrawal of a student, the Assistant Dean will notify the student and arrange for a conference with the student to discuss the reasons why involuntary withdrawal is being considered, including the student’s actions and behaviors, the impact those behaviors are having on the academic and community environment, and the relationship of those actions and behaviors to a medical or psychological condition. The Assistant Dean may then require that the student undergo an evaluation by an appropriate licensed medical or mental health provider approved by the college within a time period specified by the Assistant Dean. The student may be asked to sign an authorization form authorizing that the results of this evaluation be forwarded to the Assistant Dean. The student may also be required to submit relevant documentation from the student’s own treating providers relating to the medical or psychological condition at issue.

Before a student is involuntarily withdrawn for medical or psychological reasons, the Assistant Dean will convene a review committee, including the Assistant Dean (or his or her designee), the Director of Student Services, and at least one licensed medical provider in the case of withdrawals for medical reasons or at least one licensed counselor or mental health provider in the case of withdrawals for psychological reasons. The review committee will conduct an individualized assessment, considering all information related to the matter, including any evaluation or treatment plan for the student and any relevant medical documentation and information (with careful consideration of the opinions and recommendations of the student’s own health care providers), and make a decision regarding the student’s continued enrollment or withdrawal. The decision of the review committee will be based on the nature, duration, severity, and probability of the potential disruption, impairment, or threat. The review committee will consider whether modifications or adjustments of policies, practices and procedures or to the student’s academic or living environment could mitigate the risks or behavioral issues sufficiently to avoid withdrawal of the student. For instance, the review committee may determine that the student should be permitted to remain enrolled with conditions, such as moving off campus or participating in regular counseling. The Assistant Dean will notify the student in writing of the review committee’s decision. The Assistant Dean, in consultation with the review committee, may set conditions for re-enrollment of a student who is involuntarily withdrawn.

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

Within five days of receiving the decision of the review committee, the student may file an appeal to the Dean. The Dean will ordinarily consider and determine the outcome of the appeal within five business days. If the student is dissatisfied with the Dean’s decision, the student may file an appeal to the President. The President’s decision is final. At the discretion of the Assistant Dean, the withdrawal may remain in effect while the Dean and President consider the student’s appeal.
Financial Consequences of Withdrawal

Information regarding financial aid, federal student loans, and tuition refund policy in the case of a voluntary or involuntary withdrawal may be found in the Financial Aid Handbook found online at sjc.edu/finaid/forms or by contacting the Director of Financial Aid. The Financial Aid Handbook states that if a student registers for a class in which he or she was previously enrolled for more than three weeks, the class may be considered as repeated work, and the student may not be eligible for financial assistance. Exceptions to this policy may be granted by the Dean in cases of voluntary or involuntary withdrawal for medical or psychological reasons or other severe mitigating circumstances. In addition, a student on financial aid may owe a refund to the federal aid programs. Students are automatically enrolled in the Tuition Refund Plan through A.W.G. Dewar insurance company. This benefit allows up to a 60% tuition refund in the case of a medical or mental health withdrawal. Students may waive this benefit through the first day of class. Information about the insurance plan is available through the Student Accounts Office.

Readmission

A student wishing to be readmitted to the college for the fall or spring semester must submit a readmission application to the Registrar on the campus last attended. The student must comply with any conditions of re-enrollment set forth in the student handbook or as required by the college at the time of separation or at the time of proposed re-enrollment. The Assistant Dean will determine what if any documentation will be required before re-enrollment to demonstrate a student’s readiness to resume studies and be a successful member of the college community. The Assistant Dean will also determine what if any conditions should be set to ensure the safety and well-being of the campus community and that the college’s academic program is not disrupted.

A deposit, the amount of which is noted on the application, must accompany the readmission application along with other items listed. Students who are seeking readmission and who fail to meet the deadlines and Free Application for Federal Student Aid (FAFSA) and College Scholarship Service (CSS) filing dates stated below will be 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:

1. Fall readmission, by the third Monday in February prior to the fall for which the student is applying;
2. Spring readmission, by August 1 prior to the spring for which the student is applying;

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

1. Fall readmission, by March 1 prior to the fall for which the student is applying;
2. Spring readmission, by August 1 prior to the spring for which the student is applying;

After a readmission application and deposit have been received, the Dean and Assistant Dean review the student’s file. The student will be informed of the decision and, if the decision is for readmission, of any conditions that must be satisfied. If the student is not readmitted, the deposit will be returned. Once a student has been readmitted the deposit is not refundable and a deposit is never rolled forward to a future year. A readmitted student who decides not to enroll at the college must notify the Office of the Registrar by August 1 for the fall term and by December 1 for the spring term. Failure to notify the Office of the Registrar by these dates will result in the requirement of an advance deposit of $1,000 for any subsequent readmission application. 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 Financial Aid Director as soon as they are considering applying for readmission. Involuntary withdrawal from the college for disciplinary reasons may result in forfeiture of merit aid offered at initial time of enrollment. Readmission to the college does not guarantee an offer of financial aid though a student must have been readmitted before he or she can receive an aid award. Aid is need-based and granted on a rolling basis; the general rule for students who will require financial aid is: Apply for readmission early and submit aid forms within the filing deadline.
Transfer to the Santa Fe Campus

St. John’s College is conceived as a single college existing on two campuses, Annapolis and Santa Fe. 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 numbers of students going each way can disrupt enrollment, staffing, and housing on the campuses, the number and distribution of transfer students is subject to the discretion of the Deans and the Presidents. Students wishing to transfer between the campuses must follow the protocol described below.

Application forms are available 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. Applications submitted after the third Monday in February will not receive priority treatment. The application, accompanied by the advance deposit established for the upcoming year, is submitted to the Registrar of the campus currently attended. The application is subject to approval by the Dean and Assistant Dean on both campuses. After the application deadline, the advance deposit is neither refundable nor transferable. If, however, the application is not approved, the advance deposit is transferable for the upcoming year only. An advance deposit will not be rolled forward to a future year. A student who changes his or her mind about transferring after a transfer application has been approved by both campuses is not guaranteed a space on the home campus. Availability for financial aid may be limited.

Transfer applicants who require financial aid must complete and file all paperwork for the FAFSA/Renewal, FAFSA, and CSS Profile by March 1. 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 want to transfer. If a transfer applicant fails to have all financial aid paperwork complete by the March 1 deadline and in accordance with the above instructions, the transfer application will be rescinded. If a transfer applicant has indicated on his transfer form that he is in need of St. John’s grant assistance and his financial circumstances change so that he no longer needs assistance, he must notify the financial aid office by March 1 or his application will be null and void.

After the transfer application deadline, each applicant will be assigned a lottery number within his or her class. This lottery number will be applied to the following ranking 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 will be approved in the order of their ranking subject to the needs of the college as determined by the Deans and Presidents of the college.

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 a lot of work that is barely satisfactory. Every effort will be made in such a case to give students a final determination as early in the summer as possible, but that determination must wait upon receipt of final clarification of the record on the campus to which the student wishes to transfer. If there are complications, it may be late in the summer before a student learns that transfer isn’t possible after all.

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 of transfer. Mid-year transfer between campuses is not allowed unless under extraordinary circumstances and is particularly problematic for financial aid recipients. Rising seniors transferring to the other campus are expected to participate in the commencement exercises on that campus.

Readmission and Transfer
The readmission and transfer deadlines and guidelines stated above apply. Applicants for readmission and transfer who apply after the above deadlines will be considered for readmission only.

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 considered. If both applications are approved by the home campus, they are forwarded to the other campus along with those of applicants currently enrolled for consideration of transfer by the Dean of the other campus. 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 before the end of March prior to the fall in which they wish to enroll. Students should seek the advice of the Financial Aid Director on the home campus as soon as they are considering readmission and transfer.

FEES AND ADVANCE DEPOSIT

Fees
All tuition, room and board charges, and associated fees and fines must be paid in full in order for a student to register for any semester. In addition, outstanding obligations to the college may result in receipt of an unscripted diploma at commencement, a hold placed on the transcript, and ineligibility to transfer to the other campus.

Student Deposit
Undergraduate students are charged a $200 student deposit upon enrolling at the college. This deposit is used to cover charges such as lost library material and damage to college property. The deposit is used to offset any balances/fees/fines remaining on a student account upon leaving college. Any unused portion of the student deposit is refunded when a student leaves the college.

Advance Deposit
This deposit is required to secure a place in the upcoming academic year until the first semester’s tuition and fees are due. It must be paid on or before April 1st, so that the teaching slate for the upcoming year can be created. If the advance deposit is not paid by that date, the student will be removed from the roster and cannot be guaranteed a place in the class for the upcoming year. Parents are notified that the advance deposit is due, but students are responsible for seeing that it is paid on time. Students applying for transfer to the Santa Fe campus have a different deadline for the advance deposit. Please see the Transfer section in this Handbook for further information.

Non-transferring students who have paid the advance deposit and who decide that they are not returning to the college will receive a refund if they notify the Registrar of their decision prior to the second Monday in April. If a student has paid the advance deposit and the college determines that the student cannot return the following semester for academic reasons (unsatisfactory academic performance or failure to be enabled), the deposit will be refunded. After the advance deposit date, if a
student is expelled for disciplinary reasons or required to leave the college for excessive absences, the deposit will not be refunded. An advance deposit is never rolled forward to a future year. This policy is waived for incoming freshman who chose to defer enrollment to the following semester or fall.

**Return Item Fee**
A $35 fee will be charged for any items returned by the bank or payment processor.

**The Student Right-to-Know Act**
In compliance with the Student Right-to-Know Act, the Office of the Registrar will provide and make readily available completion or graduation rates to current and prospective students.

**Student Disciplinary File**
Student disciplinary files are kept separate from the academic records but as a part of the educational file. Disciplinary records not leading to withdrawal or expulsion are typically purged when the student graduates.

**Family Educational Rights and Privacy Act (FERPA)**
See Appendix V for a full statement of the college’s compliance with this act.

**FINANCIAL AID AND RELATED MATTERS**
Students are ONLY permitted to register and attend classes if payment obligations are fulfilled. It is the students’ responsibility to verify that their accounts are correct, that payments are made by the deadlines established and that financial aid documentation has been submitted with all appropriate support.

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

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

The financial responsibility of the student has implications beyond payment of tuition and fees. Failure to meet financial responsibility can impact a student’s participation in, or consideration for, various internships, summer scholarships, or fellowship programs made available to enhance the student experience. Each student is required to read and sign the Financial Responsibility Agreement prior to registration.

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

*Semester fee statements are available online no later than:*
- July 1 for fall
- November 1 for spring
Payment in full deadlines:

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

Payment 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. Remittances can be made at the business office located beneath the cafeteria in Randall Hall.

Checks should be mailed to:
St. John’s College
P.O. Box 69183
Baltimore, MD 21264-9183

Credit Card Payments
Credit card payments for tuition and fees can be made through the college’s third-party payment processor or in the business office. The third party payment processor and the college reserve the right to pass the convenience fee to the student.

One-Time payment (EFT)
Electronic fund transfers can be made online at sjc.afford.com through Tuition Management Services’ Make a Payment One-Time Payment option. Payers enter their SJC student ID number, bank routing, and account number (checking or savings) for same day transactions. There is no fee for this service.

Monthly Payment Plan (MPP)
Students who wish to make payments in monthly installments may enroll in SJC’s monthly payment plan. Enrollment is only accessible via the student portal. The 5-month plan term runs from July – November for the fall semester and December – April for the spring semester. Payments are automatically deducted on the 1st of each month. If you enroll after July 1st your first payment will satisfy the 7/1 budget and the 2nd payment will automatically be withdrawn on August 1st. SJC’s MPP is integrated in real time with adjustments to your student account. Do not enroll in a MPP until you have reviewed/waived/submitted all necessary billing requests. The enrollment fee is $50 per semester.

International payments are processed online through flywire.com.

Late Fees
St John’s College fall tuition is due in full by August 1st.

Students will not receive their schedule or room key without payment in full or a valid (current) monthly payment plan at the time of fall registration.
St. John’s College spring tuition is due in full by December 1st.

Student’s AN 1card Meal Plan and SF CBORD Meal Plan will not be activated without payment in full or a valid (current) monthly payment plan in place on the 1st day of the spring semester.
Refund/credit for missed meals will not be issued.

Any student account balance remaining as of the 1st of each month will be assessed a non-refundable late fee equal to $300 or 10% of the outstanding balance, whichever is less.
SJC will assess TMS payment plans a non-refundable late fee equal to $300 or 10% of the outstanding payment amount, whichever is less, on the 5th of each month. SJC’s late fee will be added to the student’s monthly payment plan budget. If the outstanding balance cannot be paid in full, the student may be disenrolled from the college for financial reasons.
St. John’s College complies with the Veterans Benefits and Transition Act of 2018 (38 USC 3679(e)).

NOTE: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

- We permit any Covered Individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- We will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Collection Agency Fees
Failure to pay student account bill or any monies due and owing St. John’s College upon voluntary or involuntary withdrawal or graduation, may result in the referring of the delinquent account to a collection agency. Students are responsible for paying the collection agency fee, which is calculated on a fee-based percentage up to a maximum forty percent (40%), as well as reasonable attorney’s fees necessary for the collection of the delinquent account. The delinquent account may be reported to one or more of the national credit bureaus.

Refunds
Refunds resulting from federal loans or grants are automatically refunded after the date of disbursement following federal guidelines. Refunds resulting from Parent PLUS Loans are prepared in accordance with the Parent PLUS loan application. All other refund checks resulting from federal loans or grants are made payable to the student.

Outstanding Refund Checks
A $25 fee will be charged for the reissuance of a lost or expired refund check.

Tuition and Fees – Undergraduate Program
Current tuition and fees are located on the SJC website at www.sjc.edu/admissions-and-aid/financial-aid/tuition-costs

Student Deposit
All incoming freshmen, re-admitted students, and Santa Fe transfer students are charged a $200 student deposit. This deposit will remain intact for as long as the student is enrolled at Annapolis. It will be returned, less any outstanding balances/fines/fees, when a student leaves the college.

SJC Manuals Fee
All students are billed a non-refundable charge of $125 for the manuals printed by the college for use in classes in the fall semester or upon readmission. Students are issued their manuals at registration.
Student Activity Fee
The $255 student activity fee is charged each semester. A portion of the fee is allocated to the Delegate Council, which determines for which activities the funds are to be used. The assistant dean of the college, however, retains ultimate authority over its disbursement.

Health Insurance
It is the policy of the college that all students have acceptable health insurance. Prior to the start of each academic year or the first part of an academic year for which a student registers, students are billed for student health insurance. US citizens and permanent residence students, who have private health insurance in place, can waive the St. John’s College Student Health Insurance plan. The web link for health insurance can be found at firststudent.com. The link is also provided on your student portal. Once the waiver submission is approved, the charge will be removed from your fee statement. Waivers must be submitted and approved by registration.

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

Tuition Insurance
The college’s withdrawal policy provides for a partial refund of tuition through the first three weeks of the semester, regardless of the reason for withdrawal. On or after the 22nd day of the fall or spring semester, no refunds are made. In addition to the refund schedule referenced on page 31, the college offers the Tuition Refund Plan, through A.W.G. Dewar, which covers up to 60% of tuition and activity fees for medical or mental health withdrawals at any time during the semester. Current costs are located on the SJC website at www.sjc.edu/admissions-and-aid/financial-aid/ tuition-costs. No additional application is required, but a student may waive the coverage. Should a student wish to waive the coverage, they should go to www.tuitionprotection.com/sjcannapolis. The link is also provided on your student portal. Waivers must be submitted and approved no later than semester registration. Failure to waive the coverage by the deadline will result in a charge to the student’s account. For more information contact A.W.G. Dewar directly at tuitionprotection.com/sjc or call 617-774-1555.

Graduation Fee
Graduating seniors 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. Failure to meet final academic requirements and/or financial requirements of the college in the senior’s last semester may lead to a delay in degree conferral. The graduation fee applies whether or not a student plans on attending commencement.

1Card Balances
Upon exiting the college, credit balances (in excess of $25.00) on a student’s 1Card will be used to offset any outstanding Student Account balance.

Undergraduate Financial Aid Application Procedures and Deadlines
The application process for financial aid outlined below is similar for entering freshmen and returning students. A new financial aid application is required by February 1st of each year. More extensive information as well as links to the required forms and applications are available at the college website: sjc.edu. The standard procedure for applying for financial aid is as follows:

1. Applicants for college and federal aid must file the FAFSA, the Free Application for Federal Student Aid. File the FAFSA at studentaid.ed.gov/sa/fafsa. International students must file the
2. Aid recipients must comply with federal and institutional verification requirements. If selected for verification by the Department of Education when you complete the FAFSA, we may require additional documentation, including Federal Tax transcripts, which are obtained from the IRS after you file. The Financial Aid Office will notify you of any additional documentation required for your application.
3. Residents of Maryland must apply for state scholarships. The deadline is March 1;
4. Students applying for and receiving financial aid from St. John’s are required to notify the Financial Aid Office of any loans, scholarships, grants, gifts, employment, or other financial benefits for which they become eligible. The office must also be informed of any change in their or their family’s financial situation, or change of name, marital status, or address;
5. Funding for St. John’s Grants is provided by many endowments and annual gifts to the college. If requested to do so, recipients of these funds are required to write a note of appreciation to the appropriate donor.

**Freshmen**
The FAFSA should be completed between October 1 and February 1. The earlier your aid application is received and your application for admission is approved, the better your chance that your financial need can be met. Candidates for admission applying prior to February 1 have a significantly higher chance of receiving all the funds for which they are eligible than those applying later. Financial aid awards are made to freshmen on a rolling basis starting in late January or early February. You must be accepted for enrollment before an award will be made.

**Returning Students**
Applications from returning students are due by February 1. The FAFSA should be filed by late January to allow time for processing in order to meet the February 1 deadlines. Applicants for Maryland State Grants must file the FAFSA prior to March 1. Late applicants have a lower percentage of need met through grant assistance, and Federal Work Study positions are generally not available for applicants filing after February 1.

**Graduate Institute Financial Aid Application Procedures and Deadlines**
St. John’s College Grants are awarded only to full-time students who have demonstrated need, as long as funds are available. Special packaging of financial aid is available to full-time teachers through the Teacher Grant Program and the National Educator’s Grant. The National Educator’s Grant is not based on financial need, but students must complete the National Educator Grant application, which is available on our website. The Hodson Trust Teacher Fellowship provides a grant of at least 70% of the cost of the summer program to primary and secondary teachers who show financial need, and are from Maryland, Virginia, DC, Delaware, Pennsylvania, New Jersey, Connecticut, or New York. Applicants must follow the application procedures for need-based aid. In addition, the VA Yellow Ribbon Program is available to veterans of Afghanistan and Iraq conflicts. Students who want to apply for need-based college funds (St. John’s Grant or Teacher Grant) and/or federal aid must follow this procedure:
1. File the FAFSA at studentaid.ed.gov/sa/fafsa. The code for Annapolis is 002092 and for Santa Fe 002093. You must fill out a new FAFSA prior to the fall term of each academic year, even if you have received aid in a prior year.
2. Applicants for Teacher Grants must file the Teacher Grant Application in addition to the FAFSA. The application is available in the Graduate Institute section of our website at sjc.edu.
3. If any further documentation is required to finalize your application, you will be contacted by the Financial Aid Office.

Continuing or returning students who need financial aid should apply for it as early as possible each year, and no later than the following filing dates:
<table>
<thead>
<tr>
<th>Term</th>
<th>Financial Aid Form</th>
<th>Financial Aid Filing Date</th>
<th>$250 Advance Deposit Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>2018-2019 FAFSA/Renewal</td>
<td>February 1</td>
<td>May 1</td>
</tr>
<tr>
<td></td>
<td>FA7SA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2019</td>
<td>2018-2019 FAFSA/Renewal</td>
<td>September 1</td>
<td>October 1</td>
</tr>
<tr>
<td></td>
<td>FAFSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2019</td>
<td>2018-2019 FAFSA/Renewal</td>
<td>February 15</td>
<td>March 15</td>
</tr>
<tr>
<td></td>
<td>FAFSA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicants who have been approved for admission after the above filing dates and who wish to be considered for financial aid should submit their applications as early as possible, but in no case later than three weeks prior to enrollment. Financial aid applications will be processed on a rolling basis, but awards cannot be made until the admissions application is approved and all financial aid documentation is received. Since funds are limited, applications should be submitted as early as possible to have the best chance of securing an award. Applicants are notified of their aid award within three weeks of the approval of their admissions application or of the completed submission of the required financial aid documentation, whichever is later.

Receipt of a financial aid award does not constitute enrollment in a given semester. Students must preregister with the Graduate Institute Office and submit the advance deposit to the Coordinator of Student Accounts in order to secure a place in the class and the financial aid award for a given semester. Failure to submit an advance deposit by the deposit deadline for any semester will jeopardize the financial aid award for that semester. See sjc.edu/graduate-programs for further information.

Withdrawal Refund Policy

Determination of Date of Withdrawal

A student considering withdrawal prior to the end of the semester may initiate the withdrawal process by notifying the appropriate office. Undergraduate students should contact the Office of the Registrar and graduate students should contact the Graduate Institute Office to obtain a withdrawal form. (See also Withdrawal.) At this point the student has officially indicated the intent to withdraw and the day the Official Notice of Withdrawal Form is obtained will be the date of withdrawal used for the calculation of return of Title IV Funds (Federal financial aid) and any institutional refund.

A student may rescind the intention to withdraw by simply contacting the appropriate office, and not returning the Official Notice of Withdrawal. If a student wishes to reverse a decision to withdraw after the Official Notice of Withdrawal has been submitted, the student must provide a written notification. If a student who rescinded 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.

If a student does not notify the appropriate office of the intention to withdraw, the date of withdrawal used for the calculation of return of Title IV Funds (Federal financial aid) and any institutional refund will be the midpoint of the semester. A date earlier or later than the midpoint may be used if the college can verify the last day the student attended class or handed in an assignment. 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. The student’s withdrawal date is established as outlined above in the Refund Policy. The schedule below is used to determine the percentage of fees (tuition, activity fee, room and board) that will be refunded.

### INSTITUTIONAL REFUND SCHEDULE

<table>
<thead>
<tr>
<th>DAYS ENROLLED</th>
<th>REFUND AMOUNT</th>
<th>AMOUNT CHARGED</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Days</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>22 Days</td>
<td>No Refund</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 school would receive 10% of non-federal aid that had been awarded.

A student who is expelled or asked to withdraw for academic or disciplinary reasons will receive no refund of tuition, fees, room, board, or deposits.

Return of Title IV Funds
If a student who has received Title IV Funds (Federal financial aid) leaves the institution prior to completion of 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 Section I of the Refund Policy.

The percentage of Title IV aid 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 week-ends but excluding scheduled breaks of more than five days) into the number of calendar days completed by student. For example, a student enrolled for 14 of 112 days would have earned 12.5% of 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:

A. Unsubsidized Stafford Loans;
B. Subsidized Stafford Loans;
C. Perkins Loans;
D. Federal Plus Loans;
E. Pell Grants;
F. SEOG.

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 that have been received for off-campus living expenses, up to 50% 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.

Sample cases of refund calculations are available in the Financial Aid Office.
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. The Assistant Registrar (Office of the Registrar) and the Director for International Recruitment (Admissions) serve as Designated School Officials (DSO). The information outlined below is not intended to be exhaustive. Students should contact the Registrar when they have questions about their F-1 status.

As a result of the USA Patriot Act of 2001, the Student and Exchange Visitor Information System (SEVIS) was created. SEVIS is a web-based system for collecting and maintaining information on international students and exchange visitors in the US. It creates an interface between institutions of higher education, the Department of Homeland Security (DHS) and the US Citizenship and Immigration Services (USCIS), consulates and embassies abroad, and ports of entry. SEVIS is administered by the Student and Exchange Visitor Program (SEVP), a division of US Immigration and Custom Enforcement (ICE), the largest investigative arm of the Department of Homeland Security.

An F-1 visa is obtained after a student’s visa application has been approved by a US consular official. (Please note: a visa is not required for Canadian citizens to enter the US in any nonimmigrant category). An F-1 visa stamp is placed in the applicant’s passport by the US Consular Officer, noting the period of its validity and the number of entries allowed. After this, the I-20 form, originally issued by the college and used in the visa application process, is returned to the student to apply for admissions to the US. As of January 1, 2003, students may be admitted to the US no sooner than 30 days before the “report date or program start date” indicated in SEVIS and on Form I-20. At the port of entry the student must present to immigration officials: a passport valid for at least six months; an F-1 visa stamp (unless exempt from the visa requirement as for Canadians) on which the name of the school must match the name of the school on Form I-20; evidence of financial support, including the same financial support information used to obtain the F-1 visa; and form I-20 properly signed by the DSO and by the student. Upon admitting the student to the US, the immigration officer issues the student the departure portion of Form I-94, marked with the date and place of entry, the alien’s status as an F-1 student, a unique 11-digit admission number, and for the period of admission known as “duration of status,” indicated by the notation “D/S.”

“Duration of Status” consists of the time spent pursuing a full-course of study (as indicated on the I-20 form), time spent in practical training after completion of studies, a 60 day “grace period,” and any extensions of duration of status granted under the regulations.

It is extremely important for an F-1 student to maintain status while in the US. Failure to maintain the terms and conditions of nonimmigrant status is a ground for deportation under USCIS regulations. An F-1 student maintains status by:

1. Reporting to the PDSO for Initial Registration in SEVIS upon arriving at the school.
2. For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must intend to attend.
3. Pursuing a full course of study at the school listed on the currently valid Form I-20 during every academic session or semester except during official school breaks, or unless approved under a specific exception, in advance, by the PDSO.
4. Making normal progression towards completing the course of study, by completing studies before the expiration of the program completion date on Form I-20.
5. Keeping Form I-20 valid by following proper procedures for extension of stay, change in educational levels or program of study and transfer of schools.
6. Remaining in the US for no longer than 60 days after completing the full course of study, unless prior to that time the student has followed proper procedures for applying for practical training, moving educational levels, or school transfer.
7. Reporting a change of address to the PDSO within 10 days of the change, so that SEVIS can be updated.
8. Abiding by rules requiring disclosure of information and prohibition on criminal activity.
9. Abiding by any special requirements, such as Special Registration requirements.
10. Keeping a passport valid at all times unless exempt from the passport requirement.
11. Working only in on-campus employment unless otherwise allowed by USCIS regulations. An F-1 student who is eligible for on-campus employment must follow the college’s on-campus employment policies. F-1 students may not work full-time during the regular semesters.

Optional Practical Training (OPT) is defined as temporary employment for practical training directly related to the student’s major area of study. OPT is granted for a cumulative maximum of 12 months and can be authorized before or after completion of studies or a combination of both. A student must have been lawfully enrolled on a full-time basis at a USCIS approved school for one full academic year before being eligible for OPT. OPT is recommended by the DSO, proper forms are filed by the student and the DSO with the USCIS Service Center having jurisdiction over the student’s place of residence in the US. If positively adjudicated by the USCIS, an employment authorization document (EAD) is issued. Work cannot begin before issuance of the EAD. OPT can be part-time (maximum of 20 hours per week) while school is in session and full-time during official breaks or after completion of requirements. Please note, if an F-1 student is planning to use the OPT after completion of degree requirements, they must apply for OPT prior to completion of requirements.

Visits Abroad and Re-entry in F-1 Status
F-1 students wishing to visit a country other than their home country while in F-1 status must check with the embassy of the country they would like to visit to inquire about specific entry procedures. Usually, F-1 students returning to their home country for a visit will be allowed to enter their country if they hold a valid passport or other travel document issued by that country. Please keep in mind that Mexico and Canada have distinct entry requirements, which must be investigated by F-1 students wishing to visit there.

To re-enter the US after a temporary absence of 5 months or less and to resume his or her program of study, an F-1 student must have a valid passport or travel document and a valid F-1 visa unless exempt from the passport and visa requirement. If an F-1 student’s visa has expired, they must go the US Consulate office in their home country to obtain a new visa. An F-1 student must also have a properly endorsed (by a DSO) Form I-20. An F-1 student should bring their I-20 to the Office of the Registrar for signature every time they plan to leave the US.

Housing  On-campus housing is available during winter and spring breaks to all students who hold F-1 visas. For a modest fee and on a first come first serve basis, international students may move into the prospective rooms in Humphrey’s during breaks.

Pangaea  Is a club for all students to experience the culture, history and food of other countries.

VETERANS/ DEPENDENTS

Please see the Registrar if you think you are eligible for veterans’ benefits. In compliance with federal and state regulations, St. John’s has developed a set of policies on minimum standards of progress for enrolled veterans or dependents:

St. John’s will report to the Department of Veterans Affairs (VA) within 30 days all incidents of official termination or change of status that would affect benefits.

A. The VA requires that grades be given for all classes undertaken and that all grades be considered in computing a grade point average. A VA enrolled undergraduate student who withdraws from a class after the midpoint in a semester will have a W/grade recorded indicating the quality of work up to the date of withdrawal. No credit will be given for withdrawal grades nor, in accordance with college policy, will they be included in the GPA.

A VA enrolled graduate student who withdraws from a class after the three-quarter point in a semester will have a W/grade recorded indicating the quality of work up to the date of withdrawal.
No credit will be given for withdrawal grades nor, in accordance with college policy, will they be included in the GPA.

B. For undergraduates, minimum acceptable grades of a C average are expected. If a student falls below this average and/or the student’s tutors think there is a serious academic problem, the Don Rag Committee will report this to the Dean, who may ask the student to leave the college or may place the student on academic probation and possibly stipulate conditions that must be met if the student is to continue in the college. The normal probationary period is one semester. During that probationary period support and counseling are available to the student. For graduate students, the minimum acceptable grade average is B-.

C. St. John’s will inform all VA enrolled students that prior academic credit from post-secondary schools will be evaluated, but prior credits are not applicable to the all-required degree program at the college except in very unusual circumstances. Prior credit will be granted for pursuit of the same four-year, all-required curriculum at the Annapolis and Santa Fe campuses. The award of prior credit by the college will reduce the training time toward the award of a degree and will be reported to the VA as required.

D. For graduate students, the minimum requirement for full-time status is nine credit hours; for three-quarter time, six to eight credit hours; for half-time, three to five credit hours.

RULES OF THE COLLEGE COMMUNITY

Civility
St. John’s is a community of learning. The college expects its members to conform to standards of civility that make communal life and work possible. Foremost among these standards is respect for the person and property of others. Such respect is shown in both speech and action. All members of the community should expect this respect from others and must behave toward others in a way that makes such respect clear. In a community that brings people from diverse backgrounds together this may require a deliberate effort to understand those with whom one is working and living. The college expects this effort from all of its members; such an effort is essential to the intellectual enterprise in which we are engaged.

This is followed closely by the obligation to maintain an orderly and reasonably quiet atmosphere conducive to study and reflection, and by the obligation to cooperate with others whose habits differ from one’s own. The college does not tolerate failure to meet this standard, nor does it condone incivility in any form. Failure to abide by decent standards of civility may result in immediate expulsion from the dormitories or from the college. A student who is expelled from the dormitories will have to find housing elsewhere and will not be entitled to refund of dormitory fees or food-service charges. The Assistant Dean may bar off-campus students from visiting the dormitories.

Responsibility
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 whether or not it is explicitly mentioned in the rules of residence; it expects every student to exhort fellow students to similar behavior. For the good of the community, it also expects all students, regardless of consequences, to report their own misdeeds, to try to persuade others to report their own misdeeds, and to report the misdeeds of those who cannot be persuaded. Failure or refusal to report misbehavior may lead to disciplinary action up to and including expulsion.

Honesty
The college expects community members to be honest. The college expects students not to lie and not to withhold information, either about themselves or about their fellow students. Dishonesty may lead to disciplinary action up to and including expulsion.
Citizenship
Students are obliged to obey all city, state, and federal laws. Being a St. John’s student offers no special immunity to any violator of public laws.

Rules of the Student Polity
The Undergraduate Student Polity has established certain rules by referendum vote. Both undergraduate and graduate students should conform their behavior to these rules. The rules established by referendum are:

1. The sleep-study rule: no Polity member shall knowingly interfere with the sleep or study of another Polity member. If a student finds his sleep or study disturbed, he should first politely speak to those who are causing the disturbance. If this fails, he may appeal to a Resident Assistant, but if this is not possible he should call a Public Safety Officer. If problems persist in a particular room or hall, the student should first inform the Resident Assistant, and then the Director of Student Services or Assistant Dean;
2. No Polity member shall render any Polity facility unusable;
3. All dormitories shall be open to all Polity members at all times, with the following exceptions: first, the Delegate Council in consultation with the Assistant Dean may set aside certain parts of a dormitory and establish limited visiting hours for those areas. Should the Delegate Council do this, the hours will be posted at entrances to those areas. Second, certain halls, by signed agreement of every student therein and with the approval of the Assistant Dean, may establish hall rules that could ban students under the influence from entering that hall. (This rule may be superseded in cases where students need to be restricted and privacy must be maintained. As stated in “Civility,” above, the Assistant Dean may ban students from the dormitories without consulting with the Delegate Council. In addition, students may not have currently enrolled students as overnight guests.)

Alcohol and Other Drugs
Each student is required to become familiar with the college’s policy on drugs and alcohol, stated in Appendix IV of this Handbook. This campus-wide policy must be taken very seriously; penalties are severe, including expulsion. The paragraphs below set forth the college rules concerning the legal use of alcohol, and outline the disciplinary approach to illegal use of alcohol and other drugs.

Alcohol Use
The college observes state and municipal laws respecting alcoholic beverages. These prohibit the purchase or consumption of alcoholic beverages by any person who is less than 21 years of age, as well as the furnishing or sale of alcoholic beverages to anyone less than 21 or to any intoxicated person. College penalties for violating these laws start at 5 hours of community labor.

Students who consume alcoholic beverages under any circumstances are expected to do so moderately and are responsible for their actions. Drunkenness, offensive conduct, engaging in “drinking games,” or other violations of college rules may subject the offender to disciplinary action including fines, suspension, and expulsion.

Drug Use
The college recognizes that drug abuse may be a sign of a serious health problem; please read the second paragraph below (“Help for Students with Alcohol or Drug Dependency”). The college follows the laws of the state regarding the use of drugs, and it is at risk as an institution if it fails to do so. Moreover, the college believes that use of illegal drugs and misuse of any drug are incompatible with both the purposes of the college program and the honest and responsible community we try to foster. The faculty regards enrollment as a commitment on the part of all students that they will not use illegal drugs or misuse any
drug. The college will take disciplinary steps up to and including expulsion upon learning that a student has engaged in either activity. Involvement by a student in the distribution of illegal drugs will result in immediate expulsion.

Help for Students with Alcohol or Drug Dependency
It is important to emphasize that the college makes a distinction between discovering improper or illegal drug or alcohol use on the part of one of its students, and hearing from a student that he or she has a problem and wants help for it. The college stands ready to provide various kinds of support to students who recognize a pattern of dependency in themselves and who are attempting to alter their behavior. We urge students in this situation to seek help from the Assistant Dean, the Associate Dean for the Graduate Program, the Director of Student Services, one of the college nurses or counselors, or from one of the community abuse support groups listed in Appendix IV. The Assistant Dean can advise students and direct them to counseling and treatment and will try under some circumstances to work with students who are motivated and able to continue at the college while pursuing treatment. This is more likely to be possible when a student comes forward voluntarily to seek advice. At the discretion of the Assistant Dean, Dean, or President, a student’s continued enrollment at the college may be contingent on the student’s entering and successfully pursuing a drug abuse counseling or treatment program.

Alcohol at Student Events  (See also Parties.)
Under no circumstance is alcohol to be provided to or consumed by persons less than 21 years of age. Party hosts are responsible for following an age identification system approved in advance by the Director of Student Services. Party hosts must make every reasonable effort to see that alcohol is not served to intoxicated people. “Drinking games” are not permitted at parties or elsewhere.

All student social events at which alcohol is to be served must be approved of by the Director of Student Services by 2 p.m. four business days before the requested party date. For example, the St. John’s College Event Contract must be completed before 2 p.m. on Tuesday for a Saturday-night party. No more than one party where alcohol is served is permitted each weekend.

The Director of Student Services must also approve in advance the total amount and kind of alcohol to be served, the bartenders, and the method of service. The service of alcohol may begin when the Senior Resident on-call arrives at the party. All alcohol must be served by an approved bartender. No one may bring any additional alcohol into the party. The party hosts are responsible for upholding this rule, and for seeking the support of a Senior Resident or Public Safety Officer if they need help doing so.

Beer and wine are the only alcoholic beverages that will be approved for service at student parties unless the Director of Student Services grants a specific exception.

Whenever alcohol is served, food and appealing non-alcoholic beverages must also be served. If there is no charge for alcoholic beverages, there can be no charge for food or non-alcoholic beverages. The distribution of alcohol must end at least 30 minutes before the end of the party.

All events at which alcohol is to be served must be held indoors unless the Director of Student Services gives special permission. Alcohol is not to be at athletic events. An exception to this is made for the annual croquet match with the Naval Academy.

Alcoholic beverages are prohibited in all classrooms, in FSK Auditorium, in the dining hall and in the gym. Special exceptions may be made for these prohibitions only with the explicit permission of the Director of Student Services. Under no circumstances is alcohol to be sold to raise money for student organizations or functions. Alcohol may be sold at cost, but for this, a liquor license is required. Obtaining a liquor license from the City of Annapolis can take several weeks. Students who file an incomplete license or who are granted a liquor license but do not pick it up at the City Clerk’s Office may be fined by the city. Students who wish to apply for a liquor license must consult with the Director of Student Services before approaching the city.
Gambling
State and local laws generally prohibit individuals from betting, making wagers, or gambling. Thus, a poker game, if played for money, is unlawful. The college does not sponsor or sanction such activities, and no student group may sponsor, organize, or participate in such activities, except as the law allows.

Qualified organizations, including the college, may conduct “gaming events” under certain circumstances. The Assistant Dean must approve any gaming event at St. John’s College. Lola’s is a permitted gaming event, and the college works with students to ensure compliance with the law. Roulette is prohibited, and card or dice games are allowed only if they are played for tokens for which no cash prize is awarded or offered. Under certain circumstances, prizes in money or merchandise may be awarded using a paddle wheel, wheel of fortune, chance book, or bingo. Only individuals who have been members of the college (student, faculty, or staff) for more than 12 months may operate a gaming device.

The college is required to submit a report to the Department of Inspections and Permits for each gaming event (e.g. Lola’s). Student groups coordinating a gaming event will provide the Director of Student Services with the information necessary to make this report.

Discrimination/Harassment
St. John’s College is a small closely-knit community, all of whose members have a responsibility to treat one another with respect. 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. Discrimination and harassment will be treated as serious disciplinary matters that can lead to dismissal from the college. Rules against discrimination and harassment apply to all members of the community, including tutors in their relations with students. The college has defined and formulated a detailed policy for Non-Discrimination and Anti-Harassment, which is included in Appendix B at the back of this handbook.

Tutor-Student Relationships
Sexual or romantic relationships between tutors and undergraduate students are prohibited. Such relationships may lead to circumstances falling under the definition of sexual harassment; they constitute a breach of conduct even when harassment is not alleged. The responsibility for preventing such relationships lies with the tutors. Conducting sexual or romantic relationships with students will subject tutors to sanctions which may include termination of appointment.

These prohibitions apply to tutors and Graduate Institute students whenever a tutor has any kind of instructional or evaluative responsibility for that student, for the same reasons as given above and with corresponding sanctions. Should a tutor be in a sexual or romantic relationship with a Graduate Institute student, that tutor must disclose the relationship to the Associate Dean in order to avoid being assigned to a position of instructional or evaluative responsibility for that student.

Sexual Misconduct
The college is committed to having a campus environment free from all forms of sexual misconduct. The policies against sexual misconduct aim to support the college’s primary goal: the preservation and enhancement of a positive working, learning, and living environment for all community members. Sexual misconduct will not be tolerated and violating the college policies may lead to dismissal from the college or termination of employment by the college.

If a member of the college community has been or may have been a victim of sexual misconduct, that person is urged to seek help. In case of emergency, students should call Public Safety (443-336-2348 or extension 2000 from an on-campus phone), 911, or go to the Harrison Health Center or AAMC Emergency Room immediately. The counselors at Counseling Services are available to provide confidential support for students who have experienced or suspect they may have experienced sexual misconduct. If a student needs immediate support after hours, there is a counselor on call at all times who can be reached through Public Safety. To make an appointment with a counselor, e-mail counseling@sjc.edu or call 410-626-2552. Additionally, the following help lines are available to
support persons who have experienced sexual misconduct: Sexual Assault Crisis Center Hotline: 410-222-7273; Annapolis Police Department: 410-268-9000; Sexual Assault/Spouse Abuse Resource Center of Annapolis: 410-836-8430; National Sexual Assault Hotline: 800-656-HOPE (4673); Maryland Coalition Against Sexual Assault: 301-328-7023.

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

The college encourages students to report incidents to a Title IX Coordinator. Even if a student is unsure whether a student has been subject to sexual misconduct, the college encourages them to seek appropriate assistance by talking with someone they trust. College employees (including RA’s and senior residents) have an obligation to let a Title IX Coordinator know if they are aware that sexual misconduct has been reported. Communications with counselors and other health care providers are confidential; the counselor/provider will not report the misconduct to a Title IX Coordinator unless the student requests it.

The college has defined and formulated detailed policies on sexual misconduct (sexual assault, sexual harassment, domestic violence, dating violence, sexual coercion, sexual exploitation, and stalking). These policies are included in Appendix A at the back of this Handbook. For a summary of the policy and the process of reporting, visit sjc.edu/student-life/title-ix/report-misconduct.

Copyright
Copyright law extends to “original works of authorship” (Title 17, United States Code), whether literary, dramatic, musical, artistic, or some other kind of intellectual work. If such a work is copyrighted, there are specific 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. If you are interested in copying, showing, or distributing something that is copyrighted, the Library Director is available to give you guidance. In general, the Library Director is available to help you answer questions about appropriate use of copyrighted materials.

Copyright infringement will be treated as a disciplinary matter, subject to disciplinary action up to and including expulsion. Legal penalties for copyright infringement include both civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. More information can be found on the website of the U.S. Copyright Office at copyright.gov, and their FAQ’s at copyright.gov/help/faq. A copy of the St. John’s College plan to address copyright infringement is available upon request in the IT office.

Audio and Video Recording and Photography
Honesty, civility, and respect are cornerstones of the college community. In order to ensure that all parties feel free to speak and express themselves openly and without fear of unauthorized or surreptitious recording, audio and video recording and photography of any community member requires express consent, except where taken by the college for identification, security, or other institutional purposes or by a community member for submission to the Campus Safety Alert system. Please note that it is also a violation of Maryland state law to record a conversation without the express consent of all parties.
Social Media Policy
In their use of social media, students are expected to conform to community standards, such as civility, responsibility, and honesty. All material posted on social media is subject to privacy and copyright laws. Care should be taken to make sure that material posted online is appropriate for public display.
Use of the St. John’s College name, logo, and seal should be reserved for officially affiliated pages only.
The full social media policy can be found here: sjc.edu/social-media

Dress
The maintenance of standards of civility is essential to the well-being of a community devoted to study; the observation of certain formalities supports those standards. Seminars, lectures, concerts, convocation, and commencement exercises are formal occasions and students should dress appropriately. In tutorials, offices, bookstore, library, coffee shop, and dining hall (other than on the occasions mentioned above), students may dress more informally.
Feet must be shod at all times in the classroom buildings, offices, bookstore, libraries, coffee shop, dining hall, and FSK Auditorium.

Bicycles and Skateboards
Bicycles are to be registered in the Public Safety Office. Students who own bicycles should keep them locked on one of the bicycle racks. The college advises students to use the best quality U-type lock available. Racks are located in front of Paca-Carroll, behind Randall, by the library, and in the basements of Chase-Stone, Gilliam, and Spector. Bicycles must not be left in the halls or common rooms of the dormitories. Unregistered bicycles will be removed from the racks periodically. Advance warning (one week) of removals will be given.
The college walkways are designed for pedestrians. Students who use bicycles or skateboards on campus are responsible for doing so safely and considerately. If, in the judgment of any college official or Public Safety Officer, a bicyclist is endangering or disturbing others, a fine may be imposed and the bicycle or skateboard may be confiscated.

Litter
Empty cans, bottles and wastepaper should be placed in the litter baskets or recycling containers located at convenient places around the campus.

Name Changes
When a student’s name changes, the student must notify the Office of the Registrar and present official documentation of the name change, e.g., a court order or marriage certificate. Alteration of the name on the student’s record and notification to the college community will only be made after these documents have been presented. Students who require a change of name in congruence with their gender identity or expression should contact the Office of the Registrar.

Parking
Parking on campus is very limited. Freshmen and sophomores who live on campus are not allowed to park cars on campus; freshmen and sophomores who live off campus may purchase commuter permits during registration or at the Public Safety Office; juniors and seniors are strongly urged not to bring cars unless it is truly necessary. Parking on college lots is by permit only. There is only one type of permit for student parking. Permits do not guarantee the availability of parking spaces. Parking regulations may be changed at any time.
The Campbell, Chase Stone, and Mellon lots are faculty/staff lots. They are reserved for faculty and staff employees between the hours of 7:30 a.m. and 4:30 p.m. on Tuesdays and Wednesdays, and
between the hours of 7:30 a.m. and 10 p.m. on Monday, Thursday, and Friday. Students who park in these lots during these hours may have their cars towed without prior warning. Students may occasionally be given permission to park temporarily in these lots for specific reasons such as loading or unloading a car, but to do so they must first check with the Office of Public Safety advance.

Public Safety Officers may ticket and tow unauthorized or illegally parked cars. The cost of retrieving a towed car is at least $130, plus storage charges if the car is not picked up the same day it is towed. **Always assume that your car will be towed if it is parked illegally.**

Students who have guests on campus are responsible for properly registering the guests, obtaining temporary parking permits for them from the Office of Public Safety, and making sure they know which lots are open to them. Otherwise, their vehicles will be towed at their expense.

Motorcycles and motor scooters must be registered with the Office of Public Safety and parked in designated areas. Motorcycles, mopeds, or motor scooters may not be kept in any buildings. Also, a fine will be levied upon the owners of vehicles driven across any part of the campus. Drivers will be responsible for any damage incurred.

**Off-Campus Parking**

Off-campus parking is available at the Navy-Marine Corps Memorial Stadium. The stadium is located less than a mile north of St. John’s. Visit pinnacleparking.com for more information. The State parking garage, located on St. John’s Street, is open to the public free of charge from 6 p.m. to 6 a.m. weekdays and all-day Saturday, Sunday, and holidays.

**Parking Registration**

A valid driver’s license, vehicle registration, and verification of insurance are required to obtain a permit. Freshmen and sophomores who live on campus may not park on campus. All others may purchase permits at the Public Safety Office. Permits may be purchased only for a car registered in the name of the student purchasing the permit or in his or her parent’s name. Students who obtain, or attempt to obtain, a permit for which they are not eligible are subject to significant penalties and may forfeit their eligibility to obtain a pass in the future.

**Current Fees**

- Student Parking, year $150
- Student Parking, second semester $75
- GI Student Parking, each semester $75
- Summer parking $60

**Parties and Events**

Parties on campus are an important facet of student life and in order to allow them, there are necessary and prudent limitations that must be observed. Most rules that govern parties are devoted to ensuring their future continuation. Since so much is at stake, these rules will be enforced with great strictness.

Hosts of parties or events must enter into an event contract with the Director of Student Services. The contract should be completed by 2 p.m. four business days before the event (e.g., 2 p.m. on Tuesday for a Saturday night party).

To protect students’ needs for sleep and study, parties on campus must end by 2 a.m. on Fridays and Saturdays. Parties on Friday nights may not start until 11 p.m. or after the end of the question period, whichever is earlier. Under special circumstances, or for certain traditional parties, extensions for the ending of parties may be granted by the Director of Student Services. Permission for weeknight parties will be granted only on rare occasions.

The first step in organizing a party is to designate three party hosts. Party hosts are responsible for seeing that the party is in compliance with college rules, such as those concerning the use of alcohol. (See “Alcohol at Student Events”). The primary responsibility for the conduct of guests falls on individual guests themselves; hosts, however, are responsible for upholding college rules and maintaining a safe and
responsible atmosphere at their parties. For this reason, party hosts are advised to recruit several co-hosts to help maintain good order. Further, hosts must have support and assistance available to them. If a guest at a party violates college rules, hosts may either approach the violator themselves or call a Senior Resident or Public Safety Officer to approach the violator.

Should a party disturb the sleep or study of any student, the student disturbed should first politely ask the hosts to quiet the party. If this fails, the student should contact a Public Safety Officer. Public Safety Officers may also ask students at a party to moderate noise or may require students to disperse, if, in their judgment, this is warranted. They exercise this judgment at the specific request of the Assistant Dean. Students who question a decision should comply with it and see the Assistant Dean at the earliest opportunity to discuss the matter.

The host or hosts at a party are also responsible for ensuring that after the party the room where the party was held is put in order in accordance with the clean-up instructions on the party permission form, and for making good any damage to college property. The housekeeping and buildings and grounds staff are not responsible for setting up or cleaning up after student parties. If a party facility is not left clean to the satisfaction of the Director of Student Services, the hosts will be charged for the necessary cleaning and may be fined. If this sort of problem recurs, the hosts may be denied permission to host parties or required to post cleaning bonds. The hosts of the party are responsible for asking a Public Safety Officer to check the area both before and after the event in order to ensure an accurate report regarding any damage that may have occurred or any out-of-the-ordinary cleaning that may be required. A Public Safety Officer or a Senior Resident may end the party if there are noise complaints and the hosts do not succeed in responding to them. Should this occur, the party hosts will need to meet with the Assistant Dean or Director of Student Services on the next business day.

**Parties in Common Rooms**
To hold an alcohol-free party in a common room a student must reserve the room through the Director of Student Services. The student who reserves the room is responsible for the party and for putting the room in order after the party. A Resident Assistant, Senior Resident, or Public Safety Officer may stop forthwith any spontaneous dormitory party for which no host takes responsibility.

**Parties Held on Campus but Not in a Dormitory**
To use non-dormitory areas for parties or other events students must reserve the space in the Facilities Office or Registrar’s Office before submitting an Event Contract to the Director of Student Services. Please see “Facility Use” on page 54 for more information about this. Graduate Institute party hosts must also notify the Graduate Institute Office and the Public Safety Office.

Since the boathouse is located in a somewhat isolated part of campus, it is more susceptible than other places to unwelcome intrusions. For this reason, requests to host an event in the boathouse must receive approval from the Director of Student Services, the Director of Facilities and the Chief of Public Safety.

**Informal Socializing in Public Areas**
When students gather spontaneously in the college’s public areas (especially the quad and the coffee shop) the gathering may sometimes come to resemble a party even though there are no hosts or organizers. In such cases all college regulations are still to be observed. If, in the judgment of a Public Safety Officer, a Senior Resident, the Director of Student Services, or the Assistant Dean, such a gathering is disturbing others or giving rise to violations of the rules, the gathering may be dispersed and the public area cleared.

**Privacy**
Disciplinary actions are private matters, though they may justly touch on common concerns. Disciplinary records are part of the education record of the student and may be permanently retained in the student’s file. They are governed by all of the requirements of Family Educational Rights and Privacy Act set forth in Appendix III. In accordance with these requirements, some of the disciplinary matters of dependent...
students may be disclosed to their parents when the Dean or Assistant Dean deems that it is appropriate to do so.

**Prospective Students**
Prospective students must obey the same rules as enrolled students. Enrolled students must use discretion in their social contacts with visiting prospective students; those who are irresponsible or exploitative in their relations with prospective students are subject to disciplinary action.

**Sanctions and Penalties, Fines and Damages**
Violation of the principles, policies, and rules set out in this handbook will result in penalties. It is the task of the Assistant Dean or the Director of Student Services to determine the penalties and see that they are carried out. Penalties range from polity service and monetary fines to expulsion.

In cases of very serious infractions of college rules, the Director of Student Services may require that a student move out of a dormitory and find a place to live off campus. Sometimes such banishment may even extend into the following term, or the following year. A student required to move out of the dormitory during the semester also loses access to the dining hall and is not usually eligible for a refund of room or board fees.

**Fines/Community Labor**
College fines and/or community labor hours are levied by the Assistant Dean, the Director of Student Services and the Chief of Public Safety. Some fines/labor hour assignments for specific offenses are:

- **Unauthorized room changes**: 10 hours service, minimum
- **Prohibited smoking**: 15 hours service, minimum
- **Moving college furniture**: 10 hours service, minimum
- **Obstructing hallway**: 15 hours service, minimum
- **Removing door closer**: 15 hours service, minimum
- **Use of water bed**: $50 per day
- **Graffiti**: 15 hours service, minimum, plus fee to paint over graffiti
- **Telephone damaged**: 15 hours service, minimum, plus fee to repair phone
- **Broken window**: 15 hours service, minimum, plus fee to repair window
- **Window screen removed from window**: $25
  - **screen damaged**: $50, plus fee to repair screen
  - **screen missing**: $125, plus fee to replace screen
- **Pet in room**: 25 hours service, minimum, plus fee to clean and/or exterminate room
- **Bicycle improperly parked in dorm**: 15 hours service, minimum
- **Presence on the roof of any building**: 20 hours service, minimum
- **False fire alarm**: $200 and 25 hours service, minimum
- **Misuse of fire extinguisher**: $200 and 25 hours service, minimum
- **Use of hot plate, electric fryer, toaster or toaster oven**: 25 hours service, minimum
- **Burning candles or incense**: 25 hours service, minimum
- **Misuse of smoke detector**: 25 hours service, minimum
- **Unauthorized entry of bell tower**: 25 hours service, minimum
- **Failure to vacate dorm room on time**: $100 per day
- **Failure to leave dorm room in condition in which it was found on move-in day**: $100
Damage to walls or doors caused by tape or holes $35 per wall/door
Room not swept after vacating $35

This list is not exhaustive; other fines and/or community labor hours may be levied when warranted. Labor hours associated with the violation of the alcohol policy begin at 5 and escalate rapidly according to the seriousness of the violation and the type of alcohol involved.

In general, when a student has committed any previous offense, fines and other penalties will increase sharply. Even one offense can be cause for dismissal from the college.

**Damages**
Fines do not include costs of repairing damages. The Superintendent of Buildings and Grounds determines these costs and the Director of Student Services informs students of the charges. Damages to college property in students’ rooms will be charged to the occupants. Students sharing a double or triple are jointly responsible for the room and its contents.

If the student responsible for damage to areas other than dormitory rooms is not identified, costs will be pro-rated among the students living in the dormitory, or using the area, and fines may be levied against them. This necessity is abhorrent, and is easily avoided when all of the residents take full responsibility for what transpires in their residences.

**Smoking**
Under Maryland law, smoking is not allowed anywhere in any building on campus because all are workplaces. College fines/community labor will be assessed for violations of the law. Some entrances to buildings have been designated smoke free entrances as denoted by signs. Disrespect for these outdoor no smoking zones may result in fines or community labor being assessed.

**HOUSING**
First and second year undergraduates are required to live on campus. Requests for exceptions to this policy should be addressed to the Director of Student Services. Housing is limited for upperclassmen and will be available through a housing lottery.

On-campus housing is available for Graduate Institute students only during the summer semester. Such housing is generally subject to the policies outlined below, but see also Graduate Institute Summer Housing Policies.

Life on campus is governed by the four principles listed above: civility, honesty, responsibility, and citizenship. Housing regulations apply most directly to students living on campus, but must be respected by all members of the community.

**Appliances**
Hot plates, electric frying pans, toasters and toaster ovens are not allowed in the dorms. Each room may plug in and run up to three appliances at a time. Small refrigerators, microwave ovens, electric coffee pots, and other small cooking appliances may be brought to the dormitories. Cooking on open burners is prohibited.

**Changing Rooms**
Undergraduate students are not to change rooms without the permission of the Director of Student Services. Students who change rooms before receiving permission to do so will incur community labor hours. Those wishing to change rooms shall see the Director of Student Services to discuss the move and complete a room change request form.
Common Rooms and Kitchens
The Campbell, Gilliam, Humphreys and Spector kitchens are for the occasional use of all on-campus students. Occasional use includes baking or preparing meals on special occasions. The kitchens are not intended for preparation of daily meals since this interferes with the wider use by the community. Common rooms are intended for use by all students. Students are not to sleep in the common rooms.

Conducting Business
Students may not engage in independent commercial activities on college property without express permission of the Director of Student Services.

Decorating Rooms
When decorating a dormitory room, do not damage, paint, or mark the door, the walls, or the woodwork. Hang pictures and wall decorations only from the picture molding in Chase-Stone, Pinkney, Campbell, and Humphreys. In Paca-Carroll only small thumbtacks or fine pushpins may be used, as tape damages the walls. Do not use Scotch tape or glue of any kind. Decorations may be affixed to the wall with “plastitac,” or similar products that may not damage paint, but the responsibility for any damage is the student’s. Nothing should be suspended from the ceiling. Fixtures for curtains will be installed on request. (See Repairs and Maintenance.) Students must supply their own fixtures but must not attempt to put them up. Minimum charge for damage to walls caused by tape, adhesives, fixtures, or anything else is $35.

Candles, incense, and any other sources of flame are prohibited in the dormitories.

Fireplaces
Useable fireplaces are in the Coffee Shop, Chase-Stone basement and Paca-Carroll. Wood is available from Buildings and Grounds and you must arrange for it to be set on the hearth by submitting a work order a few days in advance. Before you light a fire, you must contact the Office of Public Safety and let them know which fire place you’ll be using. An officer must be present when lighting a fire. Paper is not allowed for lighting fires in college fire places. Fireplaces may only be used between October 15 and April 15.

Furniture
Dormitory rooms are furnished with a twin bed, desk, chair, lamp, and dresser for each student. Bed linens, pillows, towels, and area rugs must be supplied by the student.

Box springs and mattresses must stay in the room. Students will be charged for their cleaning and repair if necessary. Students will be charged $300 for missing beds. Other college furniture is not to be moved into or out of common rooms or dorm rooms without the permission of the Director of Student Services. Students will be fined $50 per item if they fail to comply with this regulation.

Unwanted furniture may not be placed in hallways. Fire regulations require that hallways be kept clear of obstacles at all times. Students placing furniture in hallways will be fined at least $75. Waterbeds in dormitory rooms are not permitted. Any student living in the room where a violation of this regulation occurs will be fined $50 per day.

Keys and ID cards
See Campus Public Safety.

Living in the Dormitories
Students must respect the needs and sensibilities of other dormitory residents. In addition to being the residence of many students and three of the Senior Residents, the dormitories are the work place of housekeeping, maintenance, Public Safety, and other staff members. They must be shown the courtesy of respectful language and appropriate dress and must be allowed to do their work unimpeded. Staff members take pride in their work and appreciate students taking the time to get to know them. If there is
any significant conflict between the responsible performance of their work and the needs of the residents, this should be discussed with the Director of Student Services. Please do not ask housekeepers and other staff members to alter their schedules or the work they are assigned.

Unmarried freshmen and sophomores are required to live in the dormitories and to take their meals in the dining hall. Exceptions to this rule are rare, since it is our experience that freshmen and sophomores living off campus have significantly more difficulty meeting the demands of the academic program and benefiting from campus life. Circumstances that may warrant an exception should be discussed with the Director of Student Services. Students are cautioned not to sign a lease, make a deposit, or otherwise obligate themselves without first receiving this permission.

**Living Off Campus**
Students beyond the sophomore year are permitted to live off campus. It will be presumed that students who are already living off campus intend to continue to do so. If they wish to move onto campus they should contact the Director of Student Services.

**Married Undergraduate Students**
The college does not have married student housing.

**Opening and Closing Dates for 2020-2021**
Students who are dormitory residents may move into their rooms according to the opening and closing dates noted below. Those students who must arrive and move in after registration hours can pick up their keys from Public Safety. In general, no students are permitted to remain in residence in the dormitories during college breaks. Students are expected to leave their rooms in a clean condition upon vacating them.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 9, 2021</td>
<td>Dormitories open at 12 noon</td>
</tr>
<tr>
<td>March 6</td>
<td>Dormitories close at 12 noon for spring break</td>
</tr>
<tr>
<td>March 20</td>
<td>Dormitories open at 12 noon for all students</td>
</tr>
<tr>
<td>May 17</td>
<td>Dormitories close 12 noon for summer vacation</td>
</tr>
<tr>
<td>TBD</td>
<td>Spector Dormitory opens at 9 a.m. for Graduate Institute students</td>
</tr>
<tr>
<td>TBD</td>
<td>Spector Dormitory closes at 12 noon for Graduate Institute students</td>
</tr>
</tbody>
</table>

*There will be no exceptions to these dates and times.*

**Pets**
Birds and mammals are not allowed in the dormitories or on campus, except for Arcadia Spector, the college dog. Students failing to comply with this regulation are assigned a minimum of 25 hours of community labor and required to remove animal immediately. Students whose illegal pets cause an infestation of fleas or other vermin may be assessed sizable extermination costs for a whole floor or dormitory.

**Renters’ Insurance**
The college recommends that students, whether they live on campus or off, consider renters’ insurance. College insurance will not, in general, cover theft or loss on campus, and will never cover theft or loss off campus.

**Repairs and Maintenance**
Bring any need for repairs to the attention of the maintenance staff by either notifying an RA and asking that a work order be submitted. Be specific about the location and nature of the problem. If the repair will require access to your room, you will need either to be present while it is carried out or to give your permission for the staff to enter your room in your absence.
**Restrooms**
Contact the Switchboard if a restroom needs to be restocked or is not in a useable condition.

**Room Inspections**
Dormitory rooms are inspected at least three times a year: just before occupancy, during the winter break, and at the end of the year. The college reserves the right to inspect dormitory rooms for damage at any time. Damage beyond normal wear and tear is reported to the Business Office and charged to the student’s account.

**Room Selection**
Demand for on-campus housing fluctuates from year to year. In order to keep costs reasonable for all dormitory residents, the college must keep the dormitories full. Students living on-campus must obtain permission from the Director of Student Services to be allowed to move live off-campus, and there is a lottery held for this purpose.

Choosing a room on campus is three-step process:

**Step 1 – Room Lottery.** Lottery numbers are drawn in early spring. Only students who have completely satisfied their financial obligations for the spring semester will be allowed to participate in the lottery.

**Step 2 – Off-campus Lottery.** A separate lottery will be held for those students requesting to be allowed to live off-campus in the following year.

**Step 3 – Room Selection.** Students who have chosen numbers or who have had lottery numbers chosen for them will pick rooms at room selection. Students must appear in person at room selection unless they have made a prior arrangement with the Director of Student Services. Only students who have paid their advance deposit by April 1st will be allowed to participate in room selection. If your advance deposit has not been paid, your lottery number will be passed over and your name placed on a waitlist for rooms available at the end of room selection. Those whose names are on this waitlist will choose rooms in the order that their advance deposits are paid.

Choosing a room at room selection represents a serious commitment on the part of students. The signed contracts are legally binding.

**Stereo Equipment**
Music or other sounds emanating from the dormitories must be kept at a level that does not interfere with the conduct of college business. Speakers are not allowed in the windows. Failure to respect the rights, privileges, and sensibilities of others will result in substantial fines or expulsion from the campus.

**Student Telephones**
The dormitory hall phones can be used to call any campus extension including the Public Safety Office. The purpose of the dormitory telephones is to provide students with access to incoming calls and intra-campus calls.

**Visitors and Guests of Students**
Overnight guests of students must sign in and out at the Public Safety Office. Failure to register guests upon their arrival and to sign them out when they leave may result in a $25 fine per day to the host student and possible eviction from the dormitory. Guests must produce identification, such as a driver’s license, when signing in. The Public Safety Office will verify the identification. No student may sign in more than two guests at one time and students may not have currently enrolled students as overnight guests. Guests must stay in their host’s room, and may not occupy common spaces.

Normally the maximum length of stay is three nights. For longer visits, see the Director of Student Services. Unregistered visitors may be required to leave.
Students are responsible for the conduct of their guests while their guests are on campus. All guests are expected to abide by the rules of residence.

Graduate Institute Summer Housing Policies

Off-Campus Housing A Graduate Institute housing and rides bulletin board is located on the first lower level of the Barr-Buchanan Center.

On-Campus Summer Housing As the introduction of this Handbook states, St. John’s College is a community of learning. To provide graduate students the best conditions for learning in the compressed, intensive summer term, dormitory rooms are available for summer Graduate Institute students only. A room may be reserved through the Graduate Institute Office during the preregistration process. A room deposit is not required. Roommates are not assigned. Students reserve rooms as singles, although there are a limited number of double rooms that may be reserved by students who will have an immediate family member living with them for the summer.

Moving into the Dormitory Graduate Institute students who have reserved rooms for the summer semester may pick up their dorm packets at the Public Safety Office in Pinkney Hall on the weekend prior to the beginning of summer classes.

Moving out of the Dormitory Students must be moved out by noon on the Saturday after classes end. Room keys are to be turned over at the Public Safety Office upon departure. There is a $50 fine for failure to return a dormitory room key at the end of the summer.

Damages During Occupancy Damage beyond normal wear and tear after summer occupancy is reported to the Business Office, and the resident is billed accordingly.

Food Service There are no summer dining plans. (See Dining Hall.)

OFFICE OF PUBLIC SAFETY

The office of Public Safety is located in Pinkney Hall. St. John’s College Public Safety officers are sworn and certified Campus Police officers and serve under Public Safety Article Title 3-Subtitle 3 Special Police Officers appointed by the Governor of the State of Maryland. According to this section, each special police officer shall protect and preserve peace and good order and may arrest individuals who trespass or commit offenses and shall exercise the powers of a police officer on the campus of St. John’s College, Annapolis.

Public Safety Officers patrol the college twenty-four hours a day, 365 days per year.

The Office of Public Safety can be reached from campus phones by calling ext. 2000. If you need to call an Officer from another phone, dial 443-336-2348. Public Safety Officers are available for members of the college community wishing an escort to accompany them to on-campus locations after dark. Red security phones in buildings on campus (listed on the first page of this Handbook) connect directly to the Public Safety Office. Students can help to ensure the safety of the community by promptly reporting unusual or dangerous circumstances. If an incident occurs on campus, a victim who wishes to proceed with a criminal investigation should notify a Public Safety Officer immediately. This enables Officers to preserve evidence until police investigators arrive. It may also make it possible for them to apprehend someone or warn others in the community.

College officials may enter dormitory rooms, as well as any other rooms on campus, and may search all areas and even personal belongings, especially if they have reason to suspect dangerous or unlawful activities. Public Safety Officers do not ordinarily enter dormitory rooms except when apparent emergencies, in their judgment, require it, or when they are authorized by a college official, or invited to enter by a student.
On the Office of Public Safety website sjc.edu/student-life/annapolis/public-safety/ you will find a description of the security practices and procedures at St. John’s College and the crime statistics for the past three calendar years. This information also meets all compliance standards as established by the federal Crime Awareness and Campus Security Act of 1990 including the 1998 Amendments. Printed copies are available to all current students and employees.

In the interest of public safety, the college asks that everyone cooperate with the Public Safety Officers. Any questions concerning campus security should be directed to the Assistant Dean or to the Chief of Public Safety.

In compliance with the Clery Act, the college produces an Annual Safety, Security, and Fire Safety Report. You can find it at sjc.edu/student-life/annapolis/public-safety/crime-awareness-clery-act.

1Card System
The St. John’s 1Card is the identification card for members of the St. John’s College community. It is required to access campus buildings and dorms. Certain campus services require the use of the 1Card. These include using the campus meal plan, paying for the use of campus laundry machines, and printing from computers in the student computer lab and the Greenfield Library. The 1Card may also be used for bookstore purchases, purchasing class manuals, and paying library fines. New students will receive the 1Card upon registration and should carry the card at all times while on-campus.

Entrances to college buildings with key-card access will unlock only when a 1Card is presented to the card-reading machine at the side of the door. Dormitories, the computer lab and the gym are accessible through use of the 1Card only. Mellon Hall is accessible by 1Card only beginning at 5 p.m. on Tuesdays, Wednesdays, Saturdays, and Sundays; at 8:30 p.m. on Mondays and Thursdays; and at 10:30 p.m. on Fridays. The Barr-Buchanan Center/Woodward Hall is only accessible by 1Card during the summer months and during winter and spring breaks.

No security system can be effective if those who have access do not use it properly. An intruder in a building may be dangerous to anyone who lives or works there. While this is not a frequent problem, assaults have been committed against students in dormitories. For this reason, it is very important not to prop open doors or interfere in any way with their secure closure. Intruders most commonly enter buildings by following someone with an access card. Fines may be levied for improper use of the access system, including admitting someone who would not otherwise have access and doesn’t belong.

Please carry your 1Card with you at all times as it is the most important card that you will have at St. John’s College. A lost or stolen card must be deactivated for the protection of the entire community. Immediately report a lost or stolen card to the Office of Public Safety at 410-626-2533. To deactivate your Campus Cash account, go to stjohnscollege1card.com or call 866-568-5121. A $25 fee will apply to replace your card.

1Card Balances
Students are responsible for carrying their student ID cards while on campus or participating in any college activity. Students are also responsible for maintaining their 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.

Upon exiting the college, credit balances (in excess of the $25.00) on a student’s 1card will be used to offset any outstanding Student Account balance.

Undergraduate Key Regulation
Primarily for reasons of security, dormitory residents must return their keys to the college when they leave for summer vacation or graduate from the college. A $50 fine will be applied to the caution fee of any student who does not return his or her key at the end of the academic year.
Undergraduate 1Card Regulations 1Cards are issued to all undergraduate students when they first register for classes. Rising sophomores, juniors, and seniors who have paid their deposits for the fall semester may keep their cards, which allow them to borrow books over the summer.

Graduate Student 1Card Regulations 1Cards are issued to all registered graduate students when they first register for classes.

Fire Protection
Students should learn the locations of the fire extinguishers and alarm boxes in their dormitories and in other buildings. A fire-alarm box is located on each floor of every building on campus. If you suspect a fire, pull the fire alarm if you can do so safely, and leave the building immediately. After leaving, notify a Public Safety Officer promptly.

It is of greatest importance that the fire alarms be set off only in case of fire. Setting off a fire alarm brings a prompt response by several Annapolis Fire Department trucks. Violation of this regulation will result in a substantial fine.

Fire extinguishers are to be used only for fires. The fine for willful misuse of a fire extinguisher is substantial.

Smoke detectors are for your protection. Willful misuse or damage of a smoke detector will result in a substantial fine.

Attics in dormitories may not be used as storage places for luggage, boxes, or other belongings. Open flames, including candles, and heating devices with exposed elements are forbidden since they constitute a serious fire hazard. A fine will be levied for a violation. Dormitory fireplaces are blocked. Do not attempt to use them. A substantial fine will be levied for a violation. The only three fireplaces that may be used are in the Chase-Stone Common Room, the Paca-Carroll Common Room, and the coffee shop in McDowell Hall. Consult with a Public Safety Officer before building a fire.

Safety

After Dark  For reasons of safety, students should not walk alone after dark either in the city or on any part of the campus.

Bell Tower  Anyone who enters the Bell Tower of McDowell Hall will be subject to a substantial fine.

Firearms and Weapons  Unauthorized weapons may not be brought to the college. This includes any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, electronic stun devices, knives with blades five (5) or more inches in length, air guns, fireworks (including firecrackers), explosives, or other weapons. The possession of pepper spray is allowed only when used in a defensive fashion. Unauthorized weapons may not be kept or used in dormitories or on college property. Since violation of this rule endangers the lives of others, violators may be subject to a substantial fine or summary expulsion. The possession of most fireworks is a felony in the state of Maryland. Some items that are considered weapons (such as fencing equipment) can be kept for a student’s occasional use by the college. See the Assistant Dean to ask about the weapons policy.

Ice Skating on College Creek  Because College Creek is a tidal creek, ice skating is dangerous. Cracks and soft spots appear with the changing of the tide conditions. Students are urged not to skate on the creek.

Locking Doors  Students should lock their room doors whenever they leave the room. The door should also be locked while the occupants are sleeping.

Lower Back Campus  Although we have improved the security of lower back campus, the area from the lower playing field to College Creek is an isolated area, especially at night. Students should not go there alone or with only one or two other people. The campus Public Safety Officers have been told to keep students away from this area after dark. Students should not sunbathe on the lower back campus.
Roofs No one except authorized maintenance crews will be permitted on the roof of any building. A substantial fine will be levied against anyone violating this regulation.

Strangers on Campus The presence of strangers on campus should be reported to a Public Safety Officer immediately. Students should not invite people they do not know into their dormitories or to college parties.

Swimming in College Creek The water of College Creek is shallow and often polluted, so students should never dive into it and are encouraged not to swim in it. Moreover, animals including crabs, jellyfish, and snakes inhabit the creek and the wetland. These have been known to pinch, sting, and bite in self-defense. Since the college has no lifeguard, students who swim there are urged not to do so alone. At least one strong swimmer should be present at any time, preferably one trained in lifesaving and resuscitation procedures. Students are urged not to swim beyond the bridge on King George Street, since the Navy racing shells are put into the water in this area and there is the possibility of a serious accident.

CAMPUS WELLNESS

Health Center, Insurance, and Medical Forms/Vaccinations
St. John’s College is committed to promoting the health and wellness of our students. The Harrison Health Center, located on the north side of campus (see map), is open on weekdays to provide basic primary care, psychiatric, and counseling services to students. Staffed by a team of medical and mental health professionals, the Harrison Health Center is available to all registered students. Should a student require medical or mental health treatment beyond what can be provided within the Health Center, referrals to appropriate community resources will be made.

Appointments can be made by calling 410-626-2553.

All students are required to demonstrate that they are covered by health insurance while enrolled as part of the health insurance waiver process. All international Students will be automatically enrolled in the Student Health Insurance Plan. Even though you may have existing health insurance in your home country, you are not permitted to waive your enrollment in the Student Health Insurance Plan. All domestic students who fail to waive the Student Health Insurance Plan by the published date will be automatically enrolled and a charge will be posted to your student account with the College.

The Harrison Health Center also provides counseling to students at no charge. Student may seek counseling for any number of reasons and need not be in crisis. Counselors can help with adjusting to life in the US and to college, sadness, anxiety, eating issues, substance abuse concerns, grief, stress, and any other concern that life brings your way. To request an appointment with a counselor please call 410-626-2553.

All newly enrolling students are required to complete and return the required medical forms. Specific medical forms and vaccination requirements can be found on the mysjc portal.

Disability-Related Accommodations
St. John’s College is committed to fostering an inclusive environment for all students where diversity is valued in the pursuit of knowledge. Each student brings unique perspectives, abilities, and skills which together form the greater community in which we live, work, and learn. Students with disabilities are just one group of students that comprise our diverse community.

St. John’s College works with students seeking reasonable accommodations as outlined in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act including academic accommodations, housing accommodations, and policy accommodations. Students are not required to register for accommodations, identify themselves to any members of the College community as a person with a disability, or utilize accommodations they do not need or want. Accommodation requests are evaluated on a case-by-case basis within the structure of the College program. Accommodations are not retroactive, so it is important that accommodations are sought in a timely fashion to avoid unanticipated
consequences. The Request for Accommodation Form and the Documentation Requirements are available on the mysjc portal.

SERVICES AND FACILITIES

Alumni Relations

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

The Alumni Office

The Alumni Office is a college-wide department that links the alumni and the college community on campus. It is located on the first floor of Hodson House, and students are welcome and encouraged to visit. Within the Alumni Office, the Alumni Engagement and Giving Officer works most closely with current students, particularly with upperclassmen, as they prepare to become full-fledged alumni. The Alumni Office works closely with the Career Services Office to aid in the transition from life as a student to life beyond the halls of the college and can assist with making connections to alumni around the world for personal or professional interests.

The Alumni Office helps to maintain alumni records in the college database. If you move, change phone numbers, or otherwise need to update your contact information in the college’s records, please notify the Alumni Office. (Please note that official academic records like transcripts are maintained by the Registrar.) If you have preferences about how you would like the college to communicate with you as an alum, including but not limited to your honorifics (Ms./Mr./Mx.) or requests not to receive phone calls or physical mail from the college, please contact the Alumni Office – it is important to us that we communicate with you in the ways that are best for you.

SJC Connect

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

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

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

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

Homecoming
Alumni are invited back to campus each year in mid-September for Homecoming activities, particularly those celebrating quinquennial anniversaries (every 5 years) of their class being graduated from the college. Alumni who return for Homecoming enjoy a variety of activities, including opportunities to reconnect with classmates and tutors, enjoy seminars and other programs for intellectual exploration, and return back to campus to see all that’s new and all that’s stayed the same. The Alumni Association recognizes outstanding achievement and distinguished service to the public or the college with Awards of Merit and the induction of honorary members of the Association, both of which are presented during the Homecoming festivities. Students are welcome to participate in many activities at Homecoming, and volunteer help is always greatly appreciated; please contact the Alumni Office for more information at alumni@sjc.edu.

Art Gallery
The Elizabeth Myers Mitchell Art Gallery, located in Mellon Hall, generally hosts 4 museum quality exhibitions and a Faculty/Staff/Student show every academic year. Due to campus restrictions, all exhibitions for this academic year will be online only. There are a number of events, including lectures, book clubs, workshops and other related programming for which students are invited to view and attend. Student gallery guard job opportunities are often available through the Financial Aid office. The Mitchell Gallery is accredited by the American Alliance of Museums and is the only accredited college art museum in Maryland. For exhibitions and information, visit the website: sjc.edu/mitchell-gallery.

Athletics and Recreational Resources
St. John’s students are able to rediscover the joy of amateur athletics in a congenial setting. The college provides an extensive intramural program that includes team competition in a variety of sports, often featuring basketball, flag football, handball, netball, soccer, volleyball, and ultimate Frisbee. Competition
between intramural teams is passionate but good-natured. There are also a variety of individual
tournaments—often in badminton, basketball, table tennis, tennis, and volleyball.

Students and tutors also pursue interests in aerobics, Aikido, dance, Fencing (the Fencing Club has
regular bouts with local clubs and universities), Jiu Jitsu, Pilates, Tai Chi, weight training, and yoga,
among others. The Office of the Graduate Institute employs a summer activities coordinator from among
the student body to organize extracurricular activities for summer Graduate Institute students.

Facilities include playing fields, tennis courts, a well-equipped gymnasium, a dance studio, and a
suspended running track. Students can check out a variety of sports equipment, including balls, rackets,
plastics, and much more. Check with staff in the gym for the whereabouts of these items.

The Hodson Boathouse on College Creek serves as headquarters for active crew and sailing programs.
Sweep rowing and sculling are very popular among the students, and the college’s rowers often
elect to participate in local regattas. There is also an active sailing program, and the college’s sailors often
participate in regattas with other local colleges. For those inclined to less competitive recreation on the
water, the college has a fleet of canoes, kayaks, and paddleboards with which students may explore the
beauties of the Chesapeake.

**Sporting Events**
Each spring a team from St. John’s takes on the Naval Academy in a much-celebrated croquet match for
the Annapolis Cup.

**Bookstore**
The college bookstore, located in the basement of Humphreys Hall, carries editions and translations of the
works read in classes, as well as used program books. It also stocks a wide variety of other books, lectures
given at the college, and cards, clothing, and supplies. Books and bags carried into the bookstore must be
left in the designated place.

**Hours**
- Fall and spring: M – F 10 a.m. – 5 p.m.
- Summer: M – F 10 a.m. – 4 p.m.

**Payment**
The bookstore accepts 1Card, MasterCard, VISA and American Express credit cards, in
addition to personal checks (with proper identification.) The minimum credit card purchase is $5.
(minimum cannot include payment for postage stamps.) Bounced checks incur a $35.00.

**Returns Policy**
The bookstore will accept returns in mint condition within seven days if accompanied
by store receipt. Refunds are in the form of store credit, except where the original purchase was made by
credit card, in which case refund may be to the same credit card. Program books may not be returned
except in exchange for a different edition of the same text. Manuals or photocopies are not returnable.
Defective merchandise is an exception to the above rules and will be accepted at any time for even
exchange.

**Used Books**
The bookstore will accept program books in exchange for store credit, after the
completion of the related seminar or class. Photocopies and manuals are not eligible. The amount of credit
offered is at the store’s discretion and varies according to condition and other factors, up to a maximum of
50% of the original price. The seller must provide proof of identity.

**Special Orders**
Any book in print in the U.S., and many published elsewhere, may be special-ordered.
There is no charge for this service, although in exceptional cases a nonrefundable deposit may be
required.

**Fax Service**
Customers may send or receive faxes at the bookstore during normal business hours. A
charge applies. The fax number is 410-295-5550.
**Bulletin Boards**

Important notices to the college community are placed on the “Important Notice” bulletin board located in the coffee shop in the basement of McDowell Hall. While the coffee shop is home to many bulletin boards and postings, there are also other bulletin boards around campus: at both entrances to the basement of McDowell Hall, at the foot of the staircases on the first floor of McDowell Hall, in the entryway to the dining hall in Randall Hall, outside the music library in Mellon Hall, in the basement and on the first floor of Greenfield Library, outside the café in Mellon Hall, and one on each dormitory floor. Student jobs are posted outside the Career Services Office. Students should make a habit of checking the bulletin boards on campus regularly to keep informed about college activities, important dates, and deadlines.

Graduate Institute Students should pay particular attention to the bulletin board in the foyer of the Barr-Buchanan Center, as it is the main source of postings that relate to Graduate Institute students. A smaller bulletin board is on the wall next to the Graduate Institute mailboxes in the coffee shop in McDowell Hall. A Graduate Institute housing and rides bulletin board is located on the first lower level of the Barr-Buchanan Center.

**Career Services Office**

The Career Services Office, located in Pinkney Hall, provides support to all students, alumni, and the greater college community in the pursuit of career, employment, and further educational goals. It offers the following services: career counseling appointments, career conversations, career forums with invited guests, résumé-writing assistance, mock interviews, interview preparation, internship assistance, recruitment activities, alumni networking, fellowship and graduate school information, personality inventories, and advising. The office also coordinates all aspects of the Hodson Internship and the Pathways Fellowship Programs. Student employment opportunities for off-campus part-time and temporary jobs are posted on the bulletin board outside the Career Services Office, the office Facebook page, and Handshake, which is the online database for internships and jobs.

**Hours**

Monday - Friday 8:30 a.m. – 4:30 p.m.

**Materials** The Career Services Office produces handouts on information related to careers, employment, scholarships and fellowships, graduate and professional schools, and study-abroad opportunities.

**Publications & Resources** *Horizons* and *Internship News*, the Career Services newsletters, are distributed to students through their SJC email account during the academic year and are posted on the website. Handshake, the Career Services online database, lists internships and jobs, both full and part-time. In partnership with the Alumni Office, SJC Connect, an online networking platform for alumni, will be available to students in their sophomore, junior, and senior years.

**Petty Cash Reimbursement**

SJC Students who request/require reimbursements will be paid either via payroll (if they are an employee at the college) or via direct deposit once an ACH form has been completed and a Check Request has been submitted on their behalf. The Business Office will follow up to verify identity and banking information.

**Class Cancellations due to Weather or Other Causes, and Class Assignments**

The College rarely cancels classes unless there is very severe weather or other emergency. The College uses the Omnilert notification system for class cancellations and emergency announcements. This service will send a text message or e-mail announcement if classes are cancelled or if the College is aware of a situation that warrants emergency notification. Information and help in signing up for this are available by contacting the IT Office, the Assistant Dean’s Office, or the Graduate Institute Office. Instructions can be mailed to you.
Announcements may also be made on TV on WMAR (Channel 2) and WRC (Channel 4), and on radio on WBAL (1090 am) and WTOP (1500 am), and will be posted on the college website. Graduate students may also call the College Switchboard at 410-263-2371 after 2 p.m. on the day in question to check on Graduate Institute class cancellations.

The standing policy regarding assignments for upcoming classes following cancellations is that students should be prepared to discuss BOTH the reading scheduled for the missed class and the reading scheduled for the next class at their next class meeting. The tutor may decide at the next meeting to reschedule assignments in some way or to try to discuss both assignments together.

Coffee Shop
Besides offering light meals and snacks, the coffee shop, located in the basement of McDowell, is regarded by students and tutors alike as the hub of campus life. All persons eating in the coffee shop are expected to discard paper plates, cups, newspapers, discarded mail, and other trash in the trash receptacles. Recycling receptacles are available for paper, cans, and bottles.

Computers Policies and Services
Each student must obtain and abide by the Information Technology Handbook, which is available in the Information Technology Services office. The campus student lab is available to all students, is located on the lower level of the Barr Buchanan Center, and is equipped with PC as well as Macintosh computers and two laser printers. Printing is available at $.05 per page or $.07 per duplex page and operates on the 1Card for increased student convenience. The primary purpose of this lab is to provide students of St. John’s with access to Microsoft Office, printing, e-mail and Internet services. Your College issued 1Card is required to enter the computer center and is accessible 24 hours a day, seven days a week during the academic year. Summer hours are posted on the lab door. More specific information, including guidelines, notices, and announcements, is posted in the lab. Wireless network access is available in all buildings and some outdoor spaces across the campus. Computer workstations, with access to Microsoft Office, printing, e-mail, Internet services, and a scanner (available for students to scan items and print them or send them to USB or e-mail) are also available at the Greenfield Library.

Information Technology staff are available by appointment or by stopping by the office in the basement of Randall Hall to assist with computer and network related problems. Lab assistants are available in the lab to assist students in the use of computer resources and to offer assistance with computer problems. Their schedule is posted in the Center.

Dormitory Connections
All dormitories at St. John’s College are wired for Internet access. To connect to the campus network, when you arrive at St. John’s you must register your computer with the Information Technology Office.

E-mail Accounts
E-mail accounts will be provided by Information Technology Services to members of the college community. Your college e-mail account is the official form of communication to students and should be checked frequently. Students who withdraw for any reason will not have access to their account during their time away from the College. Students obtaining e-mail and network access will receive, and sign for, a copy of the appropriate use policy. Acceptance thereof signifies that you have read and agree to guidelines detailed in the policy. The policy and guidelines apply to all use of, and/or publication to, the St. John’s College servers, no matter the source of the information stored thereon. Violations of the policy or guidelines may result in loss of privileges, disciplinary action, and/or legal action.

Email Policy
Use of the students’ college email accounts is considered an official means of communication with students at St. John's College. Email enables the college to send notices quickly and to conserve paper. Email 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 email, it is necessary for students to check their college email accounts on a frequent and consistent basis in order to stay current with college communications. Students should check
their college email at least twice a week and respond promptly to requests from administrative offices. Be sure to check the junk mail and clutter folders.

Copiers
The college Print Shop, located in the heating plant building next to Mellon Hall, provides low-cost photocopying, collating, and stapling services. (See also Print Shop.) There is a scanner, available for students to scan items and print them or send them to USB or e-mail, in the Greenfield Library.

Darkroom
The Mellon darkroom for photo developing is available for use under the supervision of the darkroom archon, who can be reached through the Assistant Dean’s Office.

Dining Hall
The dining hall is located in Randall Hall. Entrance to the dining hall should be through the front door only. Feet must be shod. Plates, cups, and flatware may not be removed from the dining hall. Brown bag meals are not permitted.

In case of illness, a student may have a tray picked up by a friend. The friend makes the request directly to the dining hall checker, signing out for the tray and giving the name and room number of the student who is ill. The tray and dishes must be returned by the time of the following meal.

Hours
M – F: Breakfast 7:30 a.m. – 9:30 a.m.
       Lunch  11:30 a.m. – 1:30 p.m.
       Dinner (T/W/F)  5:30 p.m. – 7 p.m.
                (M/Th)  5:15 p.m. – 7 p.m.
Sat./Sun. Brunch 11:30 a.m. – 1:30 p.m.
          Dinner  5:30 p.m. – 7 p.m.

Meal Plans
19 meals – all meals (required for all freshmen)
14 meals – any 14 meals per week

Following registration, the Director of Student Services must be notified of meal plan changes. Any student not on a meal plan may purchase a meal at the door.

Undergraduate Dining Policies
All undergraduate students living on campus are required to participate in either the 19- or 14-meal plan. All freshmen are required to be on the 19-meal plan.
Rising sophomores, juniors, and seniors who want to live on campus but anticipate the impossibility of participating in the food service for medical or religious reasons should request permission to live off-campus. The food service provider will make extraordinary efforts to accommodate the diets of all students; speak first to the Director of Food Service if you have special needs. No student residing on campus will be released from the requirement to participate in a meal plan. The nurse may also be consulted, but will only advise on dietary ramifications of medical problems. She will not release students from this requirement. All such arrangements must be made in advance; no request will be considered once the year has begun, unless the student can show that his religious belief or medical condition has changed in the course of the year.

Graduate Institute Dining Policies
During the fall and spring semesters meals may be purchased from the dining service for a fixed price at the door during the hours of operation listed above, or food may be purchased in the Coffee Shop in the basement of McDowell Hall. There is no dining or coffee shop service for students in the summer semester. Summer residents may make full use of the dormitory kitchen. Students may use the microwave oven in the Mellon Fishbowl or the microwave and refrigerator in the Barr-Buchanan Center Common Room for storing or heating up meals from home. As well, there are numerous restaurants located nearby for quick or leisurely dining.
Emergency Notification
The College subscribes to an emergency notification system called Omnilert that is widely used by schools across the country. Students are encouraged to register for this service (for which there is no cost to students). You may receive either text message or e-mail notification, or both, and you may enter your own and another person’s information (a parent’s or spouse’s, for example, who might receive a notice if you did not).

Further information, instructions for registering, and assistance are available. See the IT Office in the basement of Randall Hall, the Assistant Dean’s Office in Mellon Hall, or the Graduate Institute Office in the Barr-Buchanan Center.

Enrollment Status Verification
A student seeking verification of enrollment should submit a request for such verification to the Office of the Registrar. Forms are available in the Office of the Registrar. If verification is needed when school is not in session, the student can e-mail the request, from their college issued e-mail address, to annapolis.registrar@sjc.edu.

Facility Use
The primary facilities on campus are the Great Hall, the Hodson Boathouse, the Conversation Room, the Hodson Room, the Private Dining Room and the Francis Scott Key auditorium, Francis Scott Key lobby, and Mellon dance studio. Students who would like to use college facilities must have permission from the Director of Student Services in the Assistant Dean’s Office before they reserve the space. If the Director of Student Services approves the event, the next step is to find out whether the space is available and, if it is, to reserve it.

To reserve facilities, go to the Campus Reservations Office located on the back of Campbell Hall in Office #3. At that time, please be prepared to request any Audio/Visual Services needed for the event as well. To reserve the Greenfield Library’s Cohen Study Room, contact a staff member at the library’s Circulation Desk. Classrooms are reserved through the Registrar’s Office. The facilities of the college are first and foremost for the use of the St. John’s College community. If an event does not conflict with college needs, facilities are sometimes rented to outside groups for meetings, conferences, concerts, workshops, and receptions. Outside events held in the Francis Scott Key lobby, the auditorium, the Hodson Boathouse, and the Great Hall are listed on the Weekly Calendar as “Facilities Events.” These events are closed to the college community.

Fax
A fax terminal is located in the bookstore in Humphreys Hall basement for student use. (See Bookstore.)

The Fine Arts Program
The Fine Arts program is coordinated by the Assistant Dean’s Office (ext. 2512).

Studio Classes Each semester there are studio classes that instruct students of various levels in a variety of subjects, including drawing, pottery, and painting. These classes are open to all students free of charge, and materials are provided. For each class taught each semester, there are two short five-week sessions. This is designed to allow students to engage in exploring these media without imposing the commitment that a semester-long course would create; students are welcome to join at the beginning of any session and may continuously sign up. The courses will adapt to the variety of levels of students present at any given time. Sign-up sheets will be available in the Assistant Dean’s Office; sign up can also be done by e-mail or campus mail to the Assistant Dean.

Studio Workshops Approximately every month there is a three-hour workshop on a specific technique or in a particular medium taught by studio instructors. These workshops are open to all students free of charge; materials will be provided. A schedule for each semester’s workshops will be
posted on campus and will also be available on the college website under the Assistant Dean’s Office. Sign-up sheets will be available in the Assistant Dean’s Office.

**Art Field Trips**  Approximately every month there is a field trip led by a Tutor to an area museum or gallery, usually to explore a particular artist, exhibition, or period. These trips are open to all students free of charge. Transportation and funding for lunch will be provided. A schedule of the field trips for each semester will be posted on campus and will also be available on the college website under the Assistant Dean’s Office. Sign-up sheets for these trips will be in the Assistant Dean’s Office.

**Art Conversations**  Every month there are scheduled conversations about art, where students gather with a Tutor to look at reproductions of specific works of art or architecture, discuss them and related ideas, and consider readings concerned with art. A schedule of the art, topics, and readings for these conversations will be available on the college website under the Assistant Dean’s Office. These conversations are open to all students, and are emphatically not limited to artists or those taking art classes; they are meant to be broad, thoughtful, and philosophical conversations of interest to all students. These conversations will not be sequential, and students are free to attend continuously or occasionally as their time and interest dictate.

**The Art Studio**  The Art Studio is located on the second floor of Mellon Hall and, apart from studio class times, is open to all students. On Friday afternoons after classes, there is an open studio gathering, where there is coffee, tea and snacks and companionship in art making. Everyone is welcome. The Studio has art supplies and portable easels for student use. There are two art assistants responsible for the Studio, and they will help to regulate the borrowing of equipment. Interested students should contact the art assistants or the Assistant Dean’s Office.

**Laundry Facilities**  Laundry facilities are located in the basements of Campbell, Chase-Stone, Gilliam, and Spector. Each wash cycle costs $1.25 and each dry cycle cost $1.25. On-campus laundry machines operate on the 1Card for increased student convenience.

**The Greenfield Library**  The Greenfield Library supports the curriculum as well as the teaching and learning that occurs in a variety of ways at St. John’s College. Comfortably situated study spaces with subtle natural light are available for reading and contemplation. In all its activities, the library seeks to participate in the program of the college and reflect its philosophy of education.

**Collections**  The books chosen for study at St. John’s form the basis of the collection, with additional volumes serving as secondary sources and representative works in the major fields of learning. In addition to books, the library also collects periodicals and newspapers, audiovisual materials, typescripts and audio recordings of faculty and Friday night lectures, faculty publications, and Master’s and student prize essays. Below is a description of some of the collections. The collection numbers over 123,000 items including works in various languages and many diverse subject areas, with a concentration in the sciences and humanities.

**Main**  Sometimes referred to as the general collection, the main collection constitutes the majority of the library’s holdings. The main collection consists of a completely accessible open shelf arrangement of books arranged by the Library of Congress call number system. Items in the main collection are searchable in the online public catalog and are located on all four floors of the library.

**Reference**  Books in this section are comprised of general and thematic encyclopedias, dictionaries, and catalogs, as well as other various indexes and bibliographic resources. Most of the titles in this collection are shelved in the reference room, located across from the reference desk. All items in the reference collection are searchable in the online public catalog and are available for use in the library only.

**Periodicals and Newspapers**  The library maintains approximately 120 subscriptions to print periodicals as well as a small collection of current newspaper titles. The periodicals are located on the second floor. The items in this collection are searchable in the online public catalog. A printed list of
periodical titles in the collection is also available at the circulation desk, although the most current information about the library’s holdings is available in the online catalog. The periodicals collection is augmented by microform copies of select titles as well as electronic journals that are available through JSTOR.

**New Program** This collection includes works of the St. John’s College Program authors and is located in the New Program Room, adjacent to the reference room. These items are arranged alphabetically according to the author’s last name. All items in the New Program Room are searchable in the online public catalog and are available for use in the library only.

**Audiovisual Material** This collection numbers approximately 2800 items and includes DVDs, audio cassettes, and LPs. This material is searchable in the online public catalog.

**Reserve Collection** This collection contains one copy of all program readings as well as class manuals. The items are located behind the circulation desk.

**Prize Essays** The library maintains a collection of Master’s and student essays that have won prizes. These items are located behind the circulation desk and are available for use in the library only.

**Archives and Special Collections** The Greenfield Library has, in addition to its general collection, archival and special collections. Most of the materials included in these collections, such as St. John’s College photographs, rare books, a collection of fine art slides, college publications, college records, and instruction manuals used by the tutors throughout the years, are available in the library. Some of our notable special collections available in the library are the Prettyman Collection, collected papers and correspondence of Jacob Klein, the collected papers and correspondence of Stringfellow Barr, and the Douglas Allanbrook collection of musical scores and papers. Some of the library’s pre-1940 materials are housed at the Maryland State Archives. For more information or access to this material, please contact the Library Director or the Associate Library Director.

**St. John’s College Digital Archives** The St. John’s College Digital Archives, at digitalarchives.sjc.edu, provides online access to unique material from the archival and special collections at the Greenfield Library (Annapolis, MD) and Meem Library (Santa Fe, NM). It also preserves these resources in digital format. This searchable database includes material such as audio recordings and typescripts of lectures and speeches, photographs, and College publications.

**Electronic Resources** The library subscribes to several electronic academic resources. These resources can be accessed in the library, dorms, or by any computer that connects to the St. John’s network. The library subscribes to: ARTstor, ARTFL, Books in Print, Britannica Online, The Chicago Manual of Style, Chronicle of Higher Education Digital Loeb Classic Library, JSTOR, Naxos Spoken Word Library, OCLC FirstSearch (ArticleFirst/WorldCat), Oxford Dictionaries, Oxford English Dictionary, Naxos Music Library, and the Thesaurus Linguae Graecae. Information about these resources is available in the “Electronic Resources” handout located at the reference desk and on the library’s web page at libguides.sjc.edu/az.php

**Library Hours** The library’s hours are posted on the outside of the library’s front doors, on the library’s website, and can also be obtained by calling the circulation desk at 410-626-2548. https://www.sjc.edu/academic-programs/libraries/greenfield-library

**Library Cards** The library barcode placed on the back of the student’s 1Card serves as the student’s library card. 1Cards must be presented each time material is borrowed from the library. Responsibility remains with the card owner for all materials checked out on their account.

**Library Catalog** The library’s online catalog is accessible via the Internet. To access the Library’s catalog, please visit the following address: stjohnsmd.ipac.dynixasp.com.

**Policies**

**Loan Periods**

**Books** Current students, faculty, and staff may borrow an unlimited number of books and print lectures from the Main collection for 120 days, with one online renewal for another 120 days. Material from the New Program Room, the Reserve collection, and Reference collection are for
Library use only. The library strongly encourages all borrowers to return library material when they are finished using them, rather than waiting to return them at the end of the semester.

**Periodicals** Current students, faculty, and staff may borrow up to five periodical issues at one time. Periodicals may be borrowed for a period of two weeks.

**Audiotapes and CDs** Current students, faculty, and staff may borrow up to five audio items at a time. Audio material may be borrowed for a period of two weeks, with one online renewal for a period of another week.

**DVDs** Current students, faculty, and staff may borrow up to three items at a time. Video material may be borrowed for a period of one week, with one online renewal for a period of another week.

**Recalls** Patrons may request material that is currently checked out, with the exception of program titles. Recall requests may be made via the library’s online catalog.

**Renewals** All library material must be brought to the Library to be renewed or renewed online (limit of one online renewal per item) via the online catalog under the “My Account” tab.

**Fees**

**Lost Charges** If library material is not returned within three weeks of its due date, it will be considered lost. The library charges a flat rate for each category of material, including a $10.00 processing fee per lost item. The charges for each category are as follows:

- Books: $50
- Bound Periodicals: $50
- Unbound Periodical: $10
- DVDs: $30
- Compact discs: $30
- LP Recordings: $30
- Print Lectures: $10
- Audiotapes: $30

Unusually expensive books and art books will be individually assessed.

**Food and Drink** Food is prohibited in the library. Drinks in secure, closed containers are permitted. Please help the Library protect its collections for present and future generations by adhering to the food and drink policy.

**Cell Phones** The use of cell phones is prohibited in the library. Please turn off phones, or set them to silent or vibrate, before entering the library. If it is necessary to make or receive a call, please step outside to do so.

**Services**

**Interlibrary Loan Services** enable current students, faculty, and staff to request books and journal articles that are not part of the library’s collection from libraries throughout the country. Interlibrary loan requests may be submitted via the Interlibrary Loan Request Form found online at sjc.edu/academic-programs/libraries/greenfield/resources at the Library’s reference desk. Requested items usually arrive within one to two weeks.

**Acquisition Request Form** are available at the Libraries reference desk or online at sjc.edu/academic-programs/libraries/greenfield-library/acquisition-request-form

**Reference** assistance is provided to library patrons who need help locating materials throughout the library, searching the library’s online catalog, using electronic databases, and finding information on the Internet. Reference services are available Monday through Friday from 8:30 a.m. to 4:30 p.m. For assistance, please visit the reference desk during regular business hours, or contact the Associate Library Director at 410-295-6928, or e-mail at cara.sabolcik@sjc.edu.

**The Cohen Study Room** (Joseph P. Cohen Study Room) located on the 2nd Floor, may be reserved by contacting a staff member at the Circulation Desk.
The Music Library
The Music Library, located in Mellon Hall, contains musical scores and recordings available for use by all St. John’s College community members. Instrumentalists and vocalists will find over 5,000 pieces of sheet music and study scores in the collection, including multiple copies of scores for use in seminar and music tutorials. Approximately 6,000 recordings may be checked out or used in one of the six listening stations. A computer containing various music applications is available for student use.

Pianos for practice are available in three practice rooms in the basement of Mellon Hall. Pianos are also available in the three music classrooms when no class is in session. Two fine digital pianos are located in the Music Library. Mellon 135 is available for ensemble practice and for the storage of large musical instruments. There is a Rock Room in the basement of Mellon Hall that is open to student groups for rehearsals. A harpsichord and electronic organ are available to students through the Music Library, as are a number of musical instruments, which may be borrowed.

Hours:
- M/Th 8:45 a.m. – 5: p.m.
- Tu/W 8:45 a.m. – 5: p.m. and 7 p.m. – 10 p.m.
- F 8:45 a.m. – 4 p.m.
- Sat. 1:00 p.m. – 4 p.m.
- Sun. 1:00 p.m. – 4 p.m. and 7: p.m. – 10 p.m.

Summer hours are posted on the door.

Loan Periods and Circulation Policies:
- Scores and Recordings may be signed out for the semester; to be returned on the day of Call-In.
- Compact Discs may be signed out for one month.

Lost and Found
The college Lost and Found is located in the Public Safety Office.

Mail Mailroom
The mailroom and mail boxes are located in the lower level of McDowell Hall. Each student has a mailbox assigned by the mailroom supervisor. Undergraduates receive their mailbox number and combination card at registration; the Graduate Institute Office distributes mailbox numbers and combinations for their students prior to or during registration for each semester. It is extremely important that students check their mailboxes daily. Tutors, staff and students use the college campus mail system to convey important information including, but not limited to, assignments, meeting times for conferences, and class cancellation and relocation.

The college address is: St. John’s College, 60 College Avenue, Annapolis, MD 21401-1687. Detailed information about the College’s mailroom and mail services can be found on the SJC website under the Student Services tab.

Parking Regulations
See Rules of the College Community.

Photography
Occasionally, for the Admissions Office or other publications, the college hires photographers to take pictures of the campus, classrooms, or activities. Students who object to having their photo taken should inform the college representative accompanying the photographer. Unless so informed, the college assumes permission to publish student photographs in any type of medium.

Polity Vans
The Polity vans are available for college-sponsored student activities (e.g. Swim Club, Project Politae, local shuttles). Vans are not used for individual recreation, personal business, moving or hauling.
Overnight trips and destinations beyond the Washington/Baltimore areas must be authorized by the Assistant Dean and normally will require an accompanying adult. Only those persons who are approved and registered with the Public Safety Office may drive the vehicles. Approval depends upon the student’s age, driving experience and driving record. Driver applications are available in the print shop.

The vans are reserved through the van reservationist, Carmita Thomas, Assistant Manager of the Print Shop (ext. 2169), who in turn informs the Public Safety Office. Reservations are normally made on a first-come-first-served basis. Reservations for weekend use must be made by 4 p.m. Friday afternoon. Public Safety Officers do not schedule van use. Drivers pick up vehicle keys from the Public Safety Office and return them there. Polity drivers must show a Public Safety Officer their driver’s license when the keys are picked up.

**Print Shop**

**Hours**
- Fall and spring: Monday - Friday 8:30 a.m. – 4:30 p.m. (Hours may vary)
- Summer hours variable

**Services**
The Print Shop can copy in black/white and color. Class Manuals are produced by the College Print Shop and are required for some classes. Students can order replacement manuals for a fee. A copy of each manual is also available in the Reserve Collection at the Greenfield Library, for use in the Library only. Contact the Print Shop Manager for copy requests and cost estimates.

**Class Manuals**
Manuals are produced by the College and are required for some classes. Students can order manuals at following webpage stjohnscollege1card.com. Once you arrive on Campus, you will be directed to our Print Shop/Store where the Manuals can be picked up and paid for using your SJC 1Card or a credit card. A copy of each manual is also available in the Reserve Collection at the Greenfield Library, for use in the Library only.

**Rings**
See Alumni Association and Activities.

**St. John’s Chorus**
All community members may participate in the St. John’s Chorus, which meets in the Great Hall during the regular academic year. See the Weekly Calendar for rehearsal day and time.

**Summer Storage**
There is no on-campus storage. However, there are several self-storage sites within a few miles of St. John’s. Also, there are companies who will deliver, pick-up, and store portable storage units for the summer.

- **Self Storage Plus** 410-266-6100
  - (wide variety of sizes available, starting at 4'x 4')
- **Public Storage** 410-990-9190 or 800-44-STORE
  - (Annapolis location has discounted second floor units)
- **Annapolis Extra Space** 410-266-7272
  - (wide variety of sizes; deeply discounted second floor units)
- **ABC Storage** 410-268-5120
- **Shurgard Storage** 410-295-0448
- **Extra Space** 410-757-9300
  - (located in Arnold, about six miles away)
- **Extra Space Storage Co.** 410-266-6055
- **PODS** 888-297-9883
  - (pods.com)
General Tips:
1. Consider your storage needs. Sites vary in level of security and degree of access. Some units are climate controlled while others are not.
2. Research prices. They change depending on availability of units, season, and promotions. Call around to see what is current.
3. Ask questions. Sometimes a three-month rental of a climate-controlled 5’ x 9’ can be less expensive than that of a non-controlled 5’x 5’, so check several possibilities. In addition to pricing, be sure to check on administrative fees, billing and payment requirements, and prorating policies.
4. Plan ahead. If you know you’ll need storage, reserve it in advance. Johnnies compete with Midshipmen for the smaller units. Some places charge for reservations; others do not.
5. Buddy-up with other students to save money. A 5’ x 5’ unit holds about 60 medium-sized boxes; a 5’ x 10’ holds twice as much, but it doesn’t cost twice as much.
6. Some places have trucks available to rent or borrow, but they may require a parent or adult over 25 to do so.
7. Some students go farther away for cheaper storage.
8. You will need to provide a lock. Most places have them for sale at the site.
9. Students whose storage needs exceed what is available on campus may want to rent a storage space for the summer.

Student Employment
See the Career Services Office for information about off-campus jobs. Information about work-study jobs is distributed by the Financial Aid Office.

Student Payday
Students who have earned money from campus jobs will receive their paychecks every other Friday. The checks will be distributed by campus mail.

Student Publications
Energeia, The Gadfly and Historia are student publications of St. John’s College. All students are encouraged to write for or work on any of these publications. These publications are available in the Greenfield Library and can be accessed on the Digital Archives collections page.

Study Areas
Comfortably situated study spaces with subtle natural light are available for reading and contemplation in the Greenfield Library. A Group Study Room is available in the Library and may be reserved at the Library’s Circulation Desk. There is a Study Lounge on the lowest floor of Campbell Hall; many Greek, Math, and Writing Assistants hold their assisting hours in the Study Lounge. The General Hartle Room and the King William Room in the Barr Buchanan Center also provide comfortable areas for quiet study. The King William Room is used during the spring for senior and master’s essay oral examinations. Both rooms are used occasionally for college functions. In addition, on Tuesday, Wednesday, and Sunday nights there is a Quiet Café held in Chancellor Johnson House; students can drop by and study quietly with others or talk with a Study Assistant about strategies for doing the work of the college.

Take a Tutor to Lunch
Students are encouraged to take a tutor (or anyone who works for the college) to a meal free of charge, from time to time. This offers students an excellent opportunity to become familiar with tutors and other students in their subject area.
members of the college community. Tutors may also invite students for a meal. Undergraduate students may issue invitations to lunch in the dining hall; Graduate Institute students may issue invitations to lunch in the dining hall or in the coffee shop, and to dinner on Monday or Thursday evenings in the coffee shop. Students should tell the attendant that the meals are to be charged to the Dean’s Office. Students and tutors are asked to limit their invitations and acceptances to four per month.

During the summer term, when the dining hall and the coffee shop are closed, Graduate Institute students may take a tutor or other college employee to lunch at a local restaurant or coffee shop, and then present their receipts from this lunch to the GI office for reimbursement. The maximum reimbursement on each occasion is $20.

**Take a Senior Resident to Lunch…or Breakfast or Dinner**

Students may invite a Senior Resident to dine in the dining hall and the Assistant Dean’s Office will pay for the meal. Students do not need to be on the meal plan. A few students may ask out one Senior Resident or one student may ask out a few Senior Residents. All members of the dining party must sign in at the front desk of the Dining Hall.

**Telephones**

See Housing.

**Transcript Requests**

St. John’s College has authorized Parchment, Inc. to manage the ordering, processing, and secure delivery of SJC transcripts. Official transcripts – both electronic and paper versions – can be requested online. There is a one-time Parchment account setup process similar to other online ordering sites, after which official transcripts may be ordered and paid for through the site. Electronic transcripts sent through Parchment carry a security feature verifying that the transcript has not be altered. More details about how to request transcripts through Parchment are available on the Annapolis Registrar page of the college website.

Unofficial transcripts are available to students electronically.

Transcript requests are typically delivered within 2 business days, however it may take up to 7 business days during peak periods. Grades are not available for release for 4 or more weeks after the end of the semester due to grade submission, processing, and in the case of fall grades, office closure. If a transcript is needed to meet a deadline prior to the release date, the student should speak with his or her tutors as early as possible and request that the tutors submit the student’s grades to the Office of the Registrar prior to the normal due date.

The College reserves the right to place a hold on transcripts of students who have outstanding obligations of any kind to the Financial Aid or Student Accounts 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 when the Student Account Manager and Financial Aid Director inform the Registrar that outstanding obligations have been fulfilled.

**Travel Information**

Driving directions to St. John’s College and a campus map are printed on the back cover of this handbook. The college website contains information on the local airports, train stations, and bus and shuttle services.

**Weekly Calendar**

The campus activities calendar is maintained by the Student Services Assistants and is available on the College website.
**Woodshop**
Contact the Assistant Dean’s Office for information and hours of operation.

**CEREMONIES, EVENTS, AND CUSTOMS**

**Board of Visitors and Governors Meetings**
Student representatives, who are undergraduates elected by the Delegate Council, and Graduate Institute students appointed by the Graduate Council, attend regular sessions of the Board of Visitors and Governors on the Annapolis campus, with a voice in deliberation, but without vote. (Graduate Institute students: See Appendix IV: Constitution and Protocol, Graduate Council of St. John’s College at Annapolis, Maryland.)

**Commencement**
Commencement is held in May for all graduating students and in August for summer Graduate Institute graduating students. (See the Academic Policies sections for information concerning participation in Commencement ceremonies.)

**Convocation**
Convocation is held in the beginning of fall for freshman and first-time Graduate Institute students, and in at the start of the spring and summer terms for first-time Graduate Institute students. At this ceremony, new students are welcomed into the College and sign the official college register.

**Holiday Policy**
With the exception of Thanksgiving Day, the college holds classes on federal and state holidays such as Independence Day, Labor Day, Columbus Day, Presidents’ Day and Martin Luther King’s birthday. St. John’s College, as a non-sectarian institution, does not observe religious holidays.

**Homecoming**
All St. John’s alumni are invited to participate in the events of the annual Homecoming in the fall. Homecoming events include the traditional Friday-night lecture, receptions, dance parties, an autograph party at the bookstore for recently published alumni and faculty members, seminars, a meeting of the Alumni Association, a Saturday-night banquet, and often special concerts and presentations.

**Lectures**
The college hosts lectures followed by question periods on various program and non-program topics on Friday evenings during the academic year and mid-week during the summer semester. When possible, typescripts and recordings of lectures are made available at the Greenfield Library and online via the Library’s online catalog and via the SJC Digital Archives at digitalarchives.sjc.edu.

**GRADUATE INSTITUTE ACADEMIC POLICIES AND RELATED MATTERS**

**Curriculum of the Graduate Institute**
The Graduate Institute curriculum in Liberal Arts is divided into five segments: Literature, Mathematics and Natural Science, Philosophy and Theology, Politics and Society, and History. Each segment consists of a seminar and a tutorial. Two or three segments are offered each of the three semesters - fall, spring, and summer. Reading lists can be found on the college website.

**The Master of Arts in Liberal Arts**
The aim of the Master of Arts in Liberal Arts is to help students formulate and respond to fundamental questions about themselves and their world by reading and discussing with others the great books of the
Western tradition. Students in the MALA complete four segments and four preceptorials in any order that is compatible with both their interests and the availability of course offerings, except that the History segment may never be taken as the first segment. The MALA is a 36 credit hour degree.

**Certificate in Liberal Arts Education**

The Certificate in Liberal Arts Education is available to those seeking a great books qualification in just two summers. Teachers enrolled in the Liberal Arts Education Certificate Program will participate in classes along with other St. John’s graduate students, reading and discussing foundational texts of the western tradition, and studying pedagogy to bring back to their classrooms. Topic areas offered include: Philosophy and Theology, Politics and Society, Literature, Mathematics and Natural Science, Latin, and Pedagogy and Education. Teachers completing the two-summer Liberal Arts Education Certificate degree will receive 18 hours of transferable graduate-level credit. They may also return to finish the Master of Arts in Liberal Arts degree by completing two additional semesters of study any time within eight years of enrolling in the program.

**Office of the Associate Dean for Graduate Programs**

The Graduate Institute Office is comprised of two administrators: the Associate Dean and the Associate Director. The Associate Dean oversees the academic, recruitment, enrollment, and administrative functions of the Graduate Institute. Questions concerning curriculum and pedagogy, classroom relationships between tutors and students, and policies governing campus life should be addressed to the Associate Dean who serves as the graduate student advisor. Students are encouraged to introduce themselves and to meet with the Associate Dean. The Associate Dean is often available at student social events, where casual conversations concerning the academic program and student life are welcome. All graduate students are advised to bring problems or disputes to the attention of the Associate Dean before they approach the Dean or the President. Some problems may be resolved by the Associate Dean; others may be more easily or quickly dealt with through the Associate Dean’s collaboration with other college administrators.

The Associate Director is responsible for executing and organizing academic, administrative, and student life components of the program as well as planning and coordinating special events. The Associate Director is the liaison between the Graduate Institute and the offices of the Registrar, Student Accounts and the Business Office, Financial Aid, Information Technology, Career Services, the Health Center, Public Safety, the Library, and the Assistant Dean. In the absence of the Associate Dean, the Associate Director is available to answer questions concerning academic issues and student life. Both the Associate Dean and the Associate Director serve unofficially as ombudspersons and advocates for students in their dealings with other campus offices. Both the Associate Dean and Associate Director’s offices are located on the first level of the Barr-Buchanan Center which houses the majority of the Graduate Institute events, classes, and offices. They can be reached via email or telephone at their respective addresses located in the College’s directory.

**Getting Started**

**Classes**

**Fall and Spring Semesters**

The fall and spring semesters of the Graduate Institute operate in conjunction with the standard academic year calendar, running 16 weeks each. Classes meet twice per week, on Monday and Thursday evenings. Seminars meet Mondays from 7:30 p.m. to 9:30 p.m. Tutorials meet Mondays and Thursdays from 5:15 p.m. to 6:30 p.m. Preceptorials* meet Thursdays from 7:30 p.m. to 9:30 p.m.  

*The Ancient Greek Language preceptorial meets on both Tuesdays and Thursdays.

**Summer Semester**

The summer semester is offered in a modular format in order to accommodate busy schedules. Seminars and tutorials are offered together in a five-week session midsummer. Preceptorials are offered in three-
week sessions both before and after the seminar/tutorial. Students may enroll in any combination of offered sessions. Taking the seminar and tutorial segment (6 credits) along with one preceptorial (3 credits) is considered “full time.”

Seminars meet Mondays, Wednesdays, and Fridays for two hours.
Tutorials meet Monday through Thursday for 75 minutes, with additional 75-minute session on Tuesdays and Thursdays.
Preceptorials meet for two hours per day, Mondays-Fridays.

The Seminar
The seminar is the heart of the St. John’s program. Classes meet to discuss a reading that is usually 20 to 100 pages long. The tutor opens by posing a question, then students and the tutor discuss the question and related problems based on the assigned text. Discussion is usually wide-ranging, exploratory, and characterized by openness and rigor. Toward the end of the semester, each student completes a one-on-one oral examination with his/her tutor based on a question posed and developed by the student. For more information about this component please refer to the Oral Examinations for Seminar Students heading under the Evaluation of Academic Performance section in this guide.

The Tutorial
The emphasis of a tutorial is on close reading and analysis of a short text. Students usually write two brief papers on readings discussed in the tutorial class.

The Preceptorial
Preceptorials are small classes that meet to study a single book, topic, or question in depth. Topics vary widely from semester to semester, depending on the interests of students and tutors. At the end of the preceptorial, students write a major essay on a topic of their choice related to the work of the preceptorial. Essays are expected to be of substantial length (usually 3000 to 4000 words; 12 to 16 pages) and to show evidence of serious thought and inquiry.

Enrollment Plans
Active and newly-admitted graduate students are required to submit, in writing, their enrollment timeline for all of the segments they plan to complete in the program. The Associate Director will request revised enrollment plans from students each semester through electronic submission of the Enrollment Plan form. The Enrollment Plan Form is available for download from the sidebar of the current student information page. In order to pre-register for upcoming semesters, continuing students are expected to have met all previous financial obligations to the college.

Optional Focus
While the Master of Arts in Liberal Arts degree is designed to give students a broad exposure to foundational texts across four of five segments, students also have the flexibility to build a Focus in one of the five segment areas if they so choose. In order to construct a focus, a student enrolls in preceptorials (electives) that all fall within the subject-area designated by one of the segment titles. For instance, a student might have a Focus in Literature, or Politics and Society. While some students find it useful or rewarding to concentrate their studies in this way, the majority prefer to choose the elective that most appeals to them each semester without the constraint of a Focus.

Advance Deposit Requirement
Advance deposits of $250 are due in the Business Office in order to secure a seat in upcoming semesters. All students, even those with financial aid grants or loans, are required to pay this advance deposit. Pre-registered students who pay the advance deposits by the published deadlines secure enrollment in the upcoming semester. Students who do not pay an advance deposit by the deadline risk losing the opportunity to enroll along with any financial aid (see also Financial Aid). Please note that College policy
is that an advance deposit will not be rolled over to a subsequent semester nor refunded should a student decide not to enroll after the deposit deadline has passed.

**Advance Deposit Due Dates:**
- Fall – May 1
- Spring – October 1
- Summer – April 15

**Orientation for New Students**
All new students are required to participate in orientation and registration activities prior to the start of their first class. These activities include an opening seminar, a meal, and formal enrollment procedures. A seminar for all new graduate students on Plato’s *Meno* (70-86d) and Stringfellow Barr’s “Notes on Dialogue,” followed by discussion about the seminar conversation format, is scheduled on the morning of the first day of the fall and spring semesters and, in the summer, on the afternoon of the day prior to the start of classes. Students should come prepared to discuss both texts.

**Registration**
Formal registration for new students, students transferring from the other campus, and students with outstanding balances is held prior to the start of classes. During registration, new students have their 1Card photo-identification cards made and register for computer accounts. On the first day of classes, students who paid tuition and fees in full may purchase parking permits from the Public Safety Office. Vehicles to be parked on campus must be registered with the Public Safety Office, and a parking fee must be paid each semester.

**Late Registration**
A student must obtain permission from the Graduate Institute Office to register late. It is the student’s responsibility to contact his or her tutors before the semester begins to find out the assignments for classes that will be missed and to notify them of his or her absence. A student given permission to register late, must make up any work he or she has missed in accordance with the deadlines established by the policy for grades of Incomplete. (See also Classroom Policies and Grading).

**TUITION, FEES, AND FINANCIAL AID**

**Payments of Deposits, Tuition, and Fees**
Bills for each semester’s tuition and fees are issued by the Student Accounts Manager and can be viewed on the MySJC portal. The portal contains information about payment options, fee statements, and financial aid awards each semester. All tuition, fees, and fines must be paid before a student can register for any semester. Outstanding obligations to the college may result in receipt of a hold placed on the transcript, ineligibility to transfer to the other campus, and an unscripted diploma at commencement.

**Additional Payment Options**
Tuition Management Services (TMS) provides St. John’s College students and families alternative payment options. Contact TMS directly at 800-722-4867 or sjc.afford.com for more information regarding credit card payments and electronic check payments. International wire transfers can be initiated on flywire.com. Full information about payment options can be found on the MySJC portal, or by contacting the business office.

**Tuition and Fees Due Dates:**
- Fall – August 1
- Spring – December 1
- Summer – May 1
Graduate Financial Aid – Application Procedures and Deadlines

St. John’s College Grants are awarded only to full-time students who have demonstrated need, as long as funds are available. Special packaging of financial aid is available to students who are full-time teachers through the Teacher Grant Program and the National Educator’s Grant. The National Educator’s Grant is not based on financial need, and students must complete the National Educator Grant application, which is available on our website. In addition to these opportunities for grant funding the Graduate Institute has additional scholarship opportunities such as The Hodson Trust Teacher Fellowship, The Ann Bigham Annual Scholarship, and various Veterans benefits. More detailed information about these financial aid opportunities, including application procedures, can be found here. Students are encouraged to contact the Financial Aid Office with questions about eligibility and disbursement.

Continuing or returning students who need financial aid should apply for it as early as possible each year, and no later than the following filing dates:

**Financial Aid Due Dates:**
- Fall – May 1
- Spring – September 1
- Summer – March 1

Emergency Loan Fund

The Robert Augustyniak Memorial Emergency Loan Fund was established through donations to assist graduate students at times when cash reserves are in short supply or suddenly depleted. Loans of up to $500 may be requested through the Graduate Institute. An emergency loan must be repaid to the College prior to the end of the term in which it was received. Recipients will not be allowed to enroll in the subsequent term or receive an official transcript until the loan is repaid. An emergency loan is intended to cover expenses for the following reasons: medical or dental emergencies; unexpected travel (e.g., a family funeral); short-term living crises (e.g., food or housing costs); or other emergency situations. The loan is interest-free, and a student may borrow from the fund more than once, as long as he or she has repaid the earlier loan. A student’s reason for borrowing from the loan fund will be kept confidential.

Enrollment

Class Selection

Several weeks prior to the beginning of each semester, students who have submitted their plans to enroll and also paid the advance deposit are notified of their segment placement. They are given their seminar and tutorial reading lists, and a list of relevant preceptorial topics to rank in the order of their preference and return to the Graduate Institute Associate Director. Class lists are assembled accordingly and students are notified of their preceptorial placement for the upcoming semester. After tuition and fees have been paid in full, individual class schedules and other information is shared with the student.

Adding, Dropping, and Changing Classes

Adding, dropping, or changing classes must be approved by the Associate Dean for the Graduate Program. Any student who thinks he or she has difficulties that might be alleviated by changing to another class should speak first to the tutors or students involved, and should attempt to resolve the differences independently. If difficulties persist, the student should then meet with the Associate Dean for Graduate Programs, who may then consult with the tutors. Because every effort has been made to ensure balance and variety in devising class lists, transfers from one class to another are discouraged and approved only as a last resort. In the case of seminars and tutorials, permission for transfer may be granted only after the first three weeks of a fall or spring semester or the first two weeks of a summer term. In the case of a preceptorial, however, because their content varies, changes are generally not possible after the first two meetings. Therefore, students considering a request to change to a different preceptorial should consult the Associate Dean as soon as possible, preferably in the first two weeks.
Part-Time Enrollment
Students who wish to change from full-time to part-time enrollment must petition the Associate Dean for Graduate Programs. Full-time enrollment is encouraged for several reasons. Most importantly, the seminar and tutorial readings and class discussions are designed to complement each other; therefore, students taking a seminar or tutorial separately are often at a disadvantage in class discussion. In addition, classmates risk the possibility of missing informative insights shared by students enrolled in only one of the courses. Therefore, students who wish to attend part time should enroll in a preceptorial course and wait until they are able to take the seminar and tutorial classes of a given segment simultaneously. Enrollment priority is given to full-time students. Financial aid is generally not available to part-time students. As a consequence, students who receive financial aid and who are considering part-time enrollment should consult with the Financial Aid Office. Eligibility for health insurance is based on full-time enrollment status, as well. Students are normally expected to have completed both classes in a segment before pursuing the next segment; therefore, a real consequence of part-time status is that some semesters may need to be skipped. It is for these reasons that part-time attendance should be requested by appeal to the Associate Dean for Graduate Programs.

Graduate Alumni Enrollment in Classes
Many Graduate Institute alumni wish to return to the college for their fifth segment, additional preceptorials, or the Master’s Essay. College policy allows Graduate Institute alumni who have graduated to pay half tuition for each course taken as space allows and at the discretion of the Associate Dean for Graduate Programs. Students enrolled in classes under this plan are considered to be regular students of the college. Each course appears on the official transcript as graded, with credit awarded. No financial aid is available for any courses that are pursued after the M.A.L.A. degree requirements have been completed.

Undergraduate Alumni Enrollment in Preceptorials
Undergraduate alumni from either campus who have earned the St. John’s College Bachelor’s degree may enroll in Annapolis Graduate Institute preceptorial classes as space allows and at the discretion of the Associate Dean, as non-degree seeking Graduate Institute students. Graduate credits and grades will be posted on the Graduate Institute transcript. Tuition cost will be half the cost of one Graduate Institute class. No financial aid is available for any courses that are pursued after the B.A. degree requirements have been completed.

Auditing
Prospective students occasionally audit one or two class meetings. They are counseled not to participate in class discussions nor to sit at the discussion table. More extensive auditing is prohibited.

Repeating Classes
On rare occasions, the Associate Dean and the Graduate Institute Committee may require a student to repeat a class as a condition for continuing study in the program. In the event that a student is required to repeat a class, that fact, along with the grade for the repeated class, will be noted on the transcript, but the student will not be awarded more than three credits for the class. The grade for the repeated class is the one used by the Registrar to compute grade point average.

Transfer & Withdrawal
Transfer Credits
As of the fall semester of 2004, the Graduate Institute no longer accepts transfer credits from any other institution, with the exception, in Annapolis, from students in the Dual Degree Program with the University of Maryland School of Law.
Transfer to the Santa Fe Campus
Any student in good academic standing who has no outstanding balance on the student account may transfer between campuses, provided space is available. Students should submit an Intercampus Transfer Application, available online, no later than 60 days before the beginning of the semester. The application is the means through which students can outline their transfer and enrollment plans to both Graduate Institute Offices. Students should submit the required $250 enrollment deposit by the deposit deadline to the campus they plan to attend. Students who apply to transfer fewer than 60 days before the beginning of the semester in Annapolis will forfeit $50 of their advance deposit. Transfer is not possible for students who are in questionable academic, financial, or disciplinary standing, or who have incomplete grades from previous semesters. Students on financial aid must also notify the Financial Aid Offices on both campuses (Annapolis 410-626-2502, annapolis.financialaid@sjc.edu; Santa Fe 505-984-6058, santafe.financialaid@sjc.edu). Financial aid recipients who transfer to Santa Fe may request that their financial aid application be sent from Annapolis to the Financial Aid Office in Santa Fe. Financial Aid awards are determined by analysis on the Santa Fe campus. It is often difficult to arrange financial aid for mid-year transfers. Loans must be cancelled in Annapolis and applied for separately in Santa Fe. The student’s academic record and official academic records are maintained on the campus where the student last attended.

Withdrawal
Students who need to withdraw must notify the Graduate Institute Office immediately and submit their notice of withdrawal in writing. Students may withdraw as late as the end of the twelfth week of a fall or spring semester or as late as the end of the sixth week in a summer term without receiving grades on the transcript for that semester. A grade of W is recorded on the transcript if the withdrawal occurs prior to the deadline. If the withdrawal occurs within the last quarter of the semester, a grade reflecting both withdrawal and the grade which the student was on track to earn (i.e., “W/grade”) is recorded on the transcript. In this case, the letter grade reflects the work up to the time when withdrawal occurred. If a student withdraws from the program within 21 days of the first class meeting they are eligible for up to an 80% refund, after this date has passed there may be no chance for a refund. Official information about refund and withdrawal policies can be accessed in the Annapolis Financial Aid Handbook at www.sjc.edu/about/policies. A student who leaves the college without formally withdrawing may have difficulty obtaining a transcript or refundable fees. A student on financial aid who is contemplating withdrawal is urged to consult the Financial Aid Office and to review the Financial Aid Handbook. The Financial Aid Handbook states that if a student registers for a class in which he or she was previously enrolled for more than three weeks, the class may be considered as repeat work, and the student may not be eligible for financial assistance. Exceptions to this policy may be granted by the Associate Dean for Graduate Programs in cases of involuntary withdrawal due to serious illness or other severe and mitigating circumstances. In addition, a student on financial aid may owe a refund to the federal aid program.

Academic Information

Preceptorial Essays
The following is intended as a general description; individual preceptorial tutors may provide further guidelines. Essays are expected to be of substantial length (usually 3000 to 4000 words; 12 to 16 pages) and to show evidence of serious thought and inquiry. They should be based primarily on preceptorial readings; although, with the tutor’s approval, they may refer to other program books. The essays are not research papers; instead, they should be articulate presentations of organized thought about a question originating in the issues, arguments, and conclusions presented in the texts studied. They usually include the student’s attempt to reflect upon and to explain the author’s meaning and its implications. They may go beyond that to offer additional support for the author’s position or to offer reasoned criticism and alternatives to the viewpoint of the author. This is not to suggest that the essay must present a “thesis” or argue a “position.” It may be an essay in the rigorous sense of the term: an attempt to investigate a
particular problem or issue in a manner that provides the reader with a clearer sense both of the questions involved and of their significance, rather than an articulation of solutions. Students should feel free to consult with their tutor about the progress of their papers. Since four preceptorial essays replace the conventional master’s thesis, they are course requirements that cannot be waived. The work of the preceptorial course cannot be judged complete without the preceptorial essay. This means that if the paper is not submitted, the only possible grade for the preceptorial is an Incomplete, which automatically becomes an F if the paper is not submitted by the end of the next semester. A tutor may refuse to accept a late paper. Permission must be obtained for an extension. Tutors should return papers with written comments and/or schedule a paper conference. Deadlines for submission of preceptorial essays are published in the Graduate Institute calendar each semester.

**Ancient Greek Language Preceptorials**
The Introduction to Ancient Greek language preceptorial is usually offered during the fall semester as one of the preceptorial topics. Every effort is made to accommodate each student who desires to take it. A follow-up preceptorial, often on a work in Ancient Greek, is typically offered in the spring semester to students who were enrolled in the fall portion of the Introduction to Ancient Greek language preceptorial or who have had other instruction in Greek. A “genuine” preceptorial paper focusing on translation is not required in the fall semester of the Introduction to Ancient Greek course because students are still acquiring the language skills. Because a preceptorial paper is only possible in the spring semester of this course, the Introduction to Ancient Greek course is the only exception to the requirement that M.A.L.A. degree recipients write four separate preceptorial papers. In addition, unlike other preceptorials, which meet once each week, the Ancient Greek language preceptorial meets twice weekly.

**Optional Master’s Essay and Master’s Oral Examination**
Students who have completed at least two segments of the graduate program and who have demonstrated considerable facility both in writing and in-class conversation may petition for permission to write an optional Master’s Essay. A Master’s Essay may replace one preceptorial (in this case, opting to write this essay could delay graduation) or it may be undertaken in addition to the full graduate program degree requirements. In both cases, tuition is equal to that of one graduate course. Students who wish to submit a proposal in their third or fourth semester should consult with the Associate Dean early in their second semester. Students wishing to write the essay in addition to the degree must begin within two years of graduation and complete the essay within two years of the semester when the writing started. The student is responsible for finding a tutor to serve as an advisor during the writing of the Master’s Essay.

**A Note about the History Segment**
Many of the readings of the History segment presuppose familiarity with the works of authors read in the other segments. Thus, only students who have successfully completed at least one other segment may enroll in the History segment. Students who intend to enroll in the History segment should check with the Graduate Institute website for scheduling information. Certificate students are not eligible to take the History segment.

**Dual Degree Program with the University of Maryland School of Law**
The St. John’s College Graduate Institute will accept nine credits awarded by the University of Maryland Carey School of Law for satisfactory completion of the J.D. degree toward the MALA degree, provided that grades of B- or higher were earned at the School of Law. Specific courses to be considered for transfer include Constitutional Law II, Criminal Law, and Property Law. In all cases, any classes taken at the School of Law that are intended to apply to the MALA degree must be approved by the SJC Associate Dean of Graduate Programs prior to the student’s enrollment in those School of Law courses. This approval process formalizes the student’s participation in the JD-MALA Dual-Degree Program from the perspective of the SJC Graduate Institute.

The University of Maryland Carey School of Law will accept nine credits awarded by the SJC Graduate Institute for satisfactory completion of the Politics and Society segment toward the School of Law’s J.D. degree, provided that the student has not yet completed those specific SJC graduate courses, and provided that the SJC Politics and Society segment credits were earned after the start of enrollment at the
University of Maryland Carey School of Law. Specific preceptorial topics to be submitted for approval in conjunction with the Politics and Society segment include courses in the areas of History, Politics and Society, and Philosophy and Theology. In all cases, any classes taken at SJC that are intended to apply to the law degree must be approved by the Office of Registration and Enrollment at the School of Law prior to the student’s enrollment in those SJC courses. This approval process formalizes the student’s participation in the JD-MALA Dual-Degree Program from the perspective of the School of Law.

**Eastern Classics Program**
The Graduate Institute in Santa Fe administers a Master of Arts in Eastern Classics degree program based on classical texts of the Eastern tradition. Information and an application for admission are available from the Graduate Admissions Office in Santa Fe and on the college’s website.

**Classroom Policies**

**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. When absences are unavoidable, students should notify tutors in advance. Multiple or extended absences should be discussed with the Associate Dean for Graduate Programs as well as with tutors. Such absences could make it impossible for the student to meet the requirements for completing the semester.

**Formal Address**
It is the policy of the college that formal address be used in all classes.

**Electronics and e-Readers**
According to the Dean, the following description reflects the consensus of the faculty regarding electronic devices in the classroom: “It is essential that students and tutors be actively engaged in classroom discussions. Tutors will exercise their judgment to promote engagement in the proper activity of the classroom and to minimize anything that detracts from or interferes with it, for example, leaving the classroom or using electronic devices such as cell phones. For this reason, cell phones and other communication devices must be turned off in the classroom. Tutors are concerned that electronic reading devices also may present a distraction; students who choose to use them to prepare for class should realize that their use in class may not be permitted. They should also note that translations available for these reading devices are often poor in quality. We advise students not to be guided solely by what is available electronically when choosing editions and translations of texts. The Greenfield Library has class copies of many program books. Both the Library and the Bookstore provide an opportunity to compare translations and editions. The Bookstore makes an effort to stock only editions that would be useful in class and keeps a notebook with comments on various translations by members of the community.”

**Class Cancellations**
St. John’s College rarely cancels classes unless there is very severe weather or another emergency. The college uses the e-2Campus notification system for class cancellations and emergency announcements. This service will send a text message or e-mail announcement if classes are cancelled or if the college is aware of a situation that warrants emergency notification. Students must independently register for this service at: https://sjca.omnilert.net/subscriber.php

**Class Assignments After Cancellations**
The standing policy regarding assignments for upcoming classes following cancellations is that students should be prepared to discuss BOTH the reading scheduled for the missed class AND the reading scheduled for the next class at their next class meeting. The tutor may decide at the next meeting to reschedule assignments in some way or to try to discuss both assignments together.
Books
To facilitate easy reference in the course of class discussion, we recommend that students use editions of program books that include marginal, paragraph, or line numbers. Tutors may recommend a specific translation or translations for a class. A loose-leaf binder containing reviews by tutors of different translations and editions of some of the assigned texts is available in the bookstore and the library. Both the bookstore and the library carry all program materials.

Evaluation of Academic Performance

Seminar, Tutorial, and Preceptorial Grading
The seminar grade is based partly on the seminar oral examination but principally on the quality of the student’s contribution to seminar class discussions. Students are expected to not merely demonstrate that they have read and 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 the quality of the student’s tutorial class participation, but the brief tutorial papers 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. The quality of the student’s participation in preceptorial class discussion is also weighed heavily.

Oral Examinations for Seminar Students
Each student enrolled in a seminar engages in a 30-minute oral examination, which is scheduled and conducted by the seminar tutor. The oral examination is meant to give students the opportunity to think through an issue of the sort that might arise in seminar, while assuming more responsibility for the course of the discussion as a whole. At its best, an oral examination is an intimate seminar between tutor and student in which new questions and understandings emerge. Seminar oral examinations are scheduled during the fall and spring semesters in the twelfth through fourteenth weeks and during the summer term in the sixth and seventh weeks. No later than two days before the oral examination, each student must submit to the seminar tutor the equivalent of one type-written page of reflections (two to three paragraphs) on the question the student plans to discuss in the oral examination. It ought to focus on readings that will have been discussed in seminar prior to the examination. While this assignment is short, it should be thoughtful and thorough. Hastily written comments or unfocused questions are unacceptable. This paper is meant to serve as a starting point for the discussion and is a requirement in order for the oral examination to be held.

Conferences
The graduate student conference is a formal occasion during which the student meets privately with the tutors of the classes in which they are currently enrolled. The aim of the conference is to enable all the participants to gain a sense of the student’s work as a whole. Conferences are required for all students currently enrolled in their first or second semester and for students experiencing some sort of academic difficulty. Students who wish to have a formal opportunity to speak with their tutors may request a conference and tutors may request a conference for any student. At the conference, each tutor reports on the achievements of the student with respect to preparation and understanding of the texts being read, participation in class conversations, and writing that has been submitted for the class. The tutors also offer suggestions about how the student might improve. The student is invited to comment on each of the tutor reports and to suggest how the tutors might provide additional help or how courses might be more rewarding. The Office of the Registrar is responsible for scheduling conferences and will reach out to students via email to inquire about availability. Written reports of the conferences are placed in the student’s official academic records and may be read by the student, upon request.

Tutor Comment Sheets
At the end of the semester, tutors complete comment sheets for students who were enrolled in their classes. These brief reports usually contain a summary of the student’s progress and, in the case of the
preceptorial, an evaluation of the preceptorial paper. They are kept in the student’s official academic records in the Registrar’s Office, and may be read by the student, upon request.

**Grades**

Classes are graded according to the following scale: A-excellent; B-good; C-passing but unsatisfactory; F-failure. There is no grade of D. Plusses and minuses may be given, except that C- does not exist. Only grades of B or better are considered to be fully satisfactory for graduate-level work, although a C grade may be credited toward the degree. Classes for which the grade is F receive no credit. The Master’s Essay and Master’s Essay Oral Examination are graded according to the following scale: Master’s Essay – Pass or Fail; Master’s Essay Oral Examination – Honors, Pass, or Fail. St. John’s College does not routinely report grades to students; therefore, students who want to see grades may obtain a transcript from the Registrar’s Office upon request.

**Grades of Incomplete**

The grade of Incomplete is approved rarely and only for extraordinary reasons. When a grade of Incomplete is approved, the tutor is asked to submit written comments to the Associate Dean for Graduate Programs, including a reason why it is deemed appropriate, a note of the work to be completed, the deadline for making up the work, and the grade that is to be entered permanently if the work is not completed by the new deadline. It is expected that a continuing student will finish any outstanding work by the beginning of the next semester. The Associate Dean for Graduate Programs will notify the student in writing of all particulars relating to incomplete work. A grade of Incomplete must be removed no later than the end of the following semester when the student is enrolled. If the Incomplete was for failure to turn in a preceptorial essay, the Incomplete becomes an F if the preceptorial essay is not submitted before the end of the following semester. No credit is earned for a failed preceptorial. A student may be denied enrollment in the following semester.

**Good Standing, Academic Probation, and Exclusion from the Program**

As noted above, for graduate level work, grades of B- or better are considered to be fully satisfactory. However, since St. John’s College does not consider grades to be the most important means of evaluation, the college does not have a precise grade formula for excluding a student whose work has not been satisfactory. A student who receives a C will be notified by the Associate Dean for Graduate Programs and will not be in good standing in the semester following the C. Good academic standing is re-established by satisfactory work in all classes in the next semester. As noted above (see Grades), an “F” is not merely an unsatisfactory grade: it signifies zero academic credits. A student who receives an “F” must petition the Associate Dean and Graduate Institute Committee in order to continue as a student. If the petition is granted, the student will be required to retake failed classes and receive a grade of “B-” or better in those classes in order to complete the requirements for the degree. A second unsatisfactory grade (any grade below a “B-”) may bar a student from earning the Master of Arts in Liberal Arts degree. The Associate Dean will consult the Graduate Institute Committee in such cases. A student showing a pattern of unsatisfactory work may be asked to withdraw from the program. All students will receive a letter of standing from the Associate Dean for Graduate Programs after each semester.

**Master’s Essay and Oral Examination Grading**

A specially-selected Essay Evaluation Committee will be comprised of three tutors, one of which will be appointed to be Chair. The Chair is appointed by the Associate Dean for Graduate Programs in the fall semester and by the Assistant Dean in the spring semester. Note that the student’s Master’s Essay-writing advisor is not included in the Essay Evaluation Committee. The grading scale for the Master’s Essay is P-Pass or F-Fail. Careful screening of applicants through the proposal process is designed to ensure that failing grades would be extremely rare. Students whose Master’s Essays are not considered passing are not eligible for the oral examination. Instead, they are given the opportunity to rewrite the essay. Students whose rewritten Master’s Essays still fail to meet minimum expectations will receive no credits for the work. Instead, “Master’s Essay Work” (i.e., a course with no credits in the essay-writing semester) will be recorded on the student’s official transcript. Students whose Master’s Essays are considered passing are examined orally. The Master’s Essay Oral Examination is an hour-long, public oral examination on the
Master’s Essay which is graded as H-Honors, P-Pass, or F-Fail. Students whose oral examinations fail to meet minimum expectations will receive no credits for the work. Instead, “Master’s Essay Work” (i.e., a course with no credits in the essay-writing semester) will be recorded on the student’s official transcript. If both the Master’s Essay and the oral examination are considered passing the grades and essay title will be recorded on the student’s official transcript.

Prizes
The Alumni Association of St. John’s College funds a prize for a distinguished graduate-level preceptorial paper, to be awarded at spring commencement. A prize committee, composed of tutors, will consider papers submitted by tutors of preceptorials in the previous spring semester, summer term, and fall semester for this award. The prize for the best summer tutorial essay, also offered by the Alumni Association, is awarded at the summer Associate Dean’s Reception for the best summer tutorial essay. An ad hoc committee of tutors teaching in the summer term will consider papers submitted by summer tutorial tutors. Award-winning essays are kept in the Greenfield Library.

ADMINISTRATION, OFFICE OF THE REGISTRAR, AND MISCELLANEOUS POLICIES

Commencement
The formal commencement ceremony of the college is held in May. Graduate students who complete the M.A.L.A. degree requirements at any other time are included in the May ceremonies and events. All graduating students will be charged a $100 graduation fee during their final semester, whether they participate in the commencement ceremony or not.

Class Membership
Graduate students who complete degree requirements by August are considered to be members of the class of that calendar year. Those students completing degree requirements between the day after the end of the summer semester and December 31 are considered to be members of the class of the next calendar year. Diplomas are issued in May to spring graduates and in January to summer and fall graduates.

Commencement Participation for Students Who Have Not Completed All Degree Requirements
A graduate student in the final semester who has not completed all degree requirements may choose from the options outlined below with regard to participation in a commencement ceremony. A student may participate in only one commencement ceremony and can be listed in only one commencement program. General questions regarding participation in a commencement ceremony should be addressed to the Graduate Institute Office.

Options:
1. Delay participation until all requirements have been completed. If this option is chosen, the student’s name will not be listed in any earlier commencement programs. When degree requirements have been completed, the student may participate in the next commencement ceremony and the name will be included in the next commencement program.
2. Participate in the current ceremony. This option requires approval from the Associate Dean for Graduate Programs. If this option is chosen, the student’s name will be listed in the commencement program with an asterisk (*) denoting that the degree will be awarded “upon completion of requirements.” The student can process and recess with the other students, and the student’s name will be read by the Associate Dean for Graduate Programs along with the qualification “upon completion of requirements;” but the student will not walk across the stage to receive a hood or a diploma. Diplomas are dated in either January (for summer and fall completions) or May (for spring completions), whichever date immediately follows a student’s completion of degree requirements.
3. In the rare instance when a student wishes to participate in the commencement ceremony in Santa Fe, the student must petition the Associate Dean for Graduate Programs in Annapolis well in advance, if the petition is approved.
Timeframe for Degree Completion
Students must complete the requirements for the Master of Arts in Liberal Arts (M.A.L.A.) degree within eight years. Students who wish to return more than eight years after the date of matriculation must petition the Associate Dean for Graduate Programs. Any Graduate Institute classes taken more than eight years before graduation must be successfully repeated or approved by the Associate Dean for Graduate Programs to be applied toward degree requirements.

Transcripts & Enrollment Status
Transcripts or verifications of a student’s enrollment status may be requested from the Registrar’s Office in person or online at www.sjc.edu/annapolis/offices-services/registrar.

Address Changes
Student address change requests must be in writing and signed by the student. They should be promptly submitted to the Office of the Registrar, GI Office, & Financial Aid Office.

Access to Academic Records
Students may access their academic records by contacting the Registrar’s Office.

Public Safety
To contact a Public Safety Officer in the event of an emergency, or for an escort to the parking lot at night dial 2000 from any campus phone or dial 443-336-2348 from any other line.

Alcohol Policy
During the semester, we hope that you find many occasions to converse and socialize with each other outside of the classroom. When students gather spontaneously in the College’s public areas, the gathering may sometimes come to resemble a party even though there is no organizer. In such cases all college regulations are still to be observed. If alcohol will be served, please notify a Public Safety Officer in advance that such a gathering will occur.

ACADEMIC & STUDENT SUPPORT SERVICES

Take a Tutor to Lunch
Students are encouraged to take a tutor (or anyone who works for the college) to a meal free of charge, from time to time. This offers students an excellent opportunity to become familiar with tutors and other members of the college community. Tutors may also invite students for a meal. Graduate Institute students may issue invitations to lunch in the dining hall or in the coffee shop, and to dinner on Monday or Thursday evenings in the coffee shop. Students should tell the attendant that the meals are to be charged to the Dean’s Office. Students and tutors are asked to limit their invitations and acceptances to four per month. During the summer term, when the dining hall and the coffee shop are closed, Graduate Institute students may take a tutor or other college employee to lunch at a local restaurant or coffee shop, and then present their receipts from this lunch to the GI office for reimbursement. The maximum reimbursement on each occasion is $20.

Graduate Academic Assistants
Current students and alumni of the Graduate Institute are hired to serve as Academic Assistants for Greek, Writing, and Mathematics (only during semesters when the Mathematics & Natural Science segment is being offered). Each Academic Assistant is available by appointment or during their chosen office hours which are posted by the second week of each semester. Updated contact information and assistance offerings will be updated on the BBC’s bulletin board for reference at the beginning of each semester.

The Graduate Study Lounge
The Graduate Study Lounge is located in the Nelson Room, room 304 of the BBC. There is a spacious seminar table, small refrigerator, microwave oven, couch, and wifi for portable laptop use - all of which can be used before and after classes, or as convenient.
Annapolis Campus Bookstore

The Annapolis campus bookstore is located in the basement of Humphreys Hall, across the lawn from the west entrance of the coffee shop in McDowell Hall. The bookstore stocks all books required for St. John’s classes. Several translations and editions are available of most texts on the reading list, and the bookstore keeps a list of recommended editions and a compilation of book advice, opinions, and comparisons by St. John’s tutors. If you have questions, the staff of current students and alumni is well-acquainted with the Program and will happily help you make the best purchase for you. You may conveniently stop by or call 410-626-2540.

Greenfield Library

The Greenfield Library supports the teaching and learning that occurs at St. John’s College. In all its activities, the library seeks to participate in the program of the college and reflect its philosophy of education by providing accessing to program texts, educational resources, reference databases, and more. The Greenfield Library is located directly across the main lawn from the Barr-Buchanan Center and the operating hours fluctuate to accommodate the class-times and seasonal needs of SJC students. During Orientation, Graduate Institute students will visit the library and receive a barcode for their SJC 1Card which then registers them as student borrowers. More information about borrowing procedures, student privileges, and library resources can be accessed online via the Greenfield Library link at sjc.edu or by calling 410-263-2371.

St. John’s 1Card

The St. John’s 1Card is the official identification card of St. John’s College. Your card will be activated during Orientation by the Office of Information Technology. It will need to be re-activated every semester because it is required for identification and access to essential campus services. It offers a convenient account for making purchases on campus (meals in the Randall Dining Hall, refreshments at the McDowell Hall Coffee Shop, fines at the Greenfield Library, access to student computer labs where you can print papers, and student account payments less than $1,000). You can add value via cash, check, or credit card online at www.stjohnscollege1card.com.

Computers and Printing

Students are welcome to make use of the computer and printing lab in BBC on the second lower level. Both PCs and Macs with access to the internet are available. You may print at a cost of $.05/single-sided page or $.07/double-sided page, using funds uploaded to your 1Card. Any time you have challenges with any aspect of the computers or printers, please send e-mail directly to user.support@sjc.edu so the IT experts can help. Additional computers with internet access and printers are located on the first floor of the library and can be used free of charge. These computers allow access to various research databases as well as the online catalog.

Student Life

Campus Bulletin Boards

Important notices to the college community are placed on the “Important Notice” bulletin board located in the coffee shop in the basement of McDowell Hall. While the coffee shop is home to many bulletin boards and postings, there are also other bulletin boards around campus: at both entrances to the basement of McDowell Hall, at the foot of the staircases on the first floor of McDowell Hall, in the entryway to the dining hall in Randall Hall, outside the music library in Mellon Hall, in the basement and on the first floor of Greenfield Library, and one on each dormitory floor. Student jobs are posted outside the Career Services Office. Students should make a habit of checking the bulletin boards on campus regularly to keep informed about college activities, important dates, and deadlines. Graduate Students should pay particular attention to the bulletin board in the foyer of the Barr-Buchanan Center, as it is the main source of postings that relate to Graduate Institute activities.
Graduate Student Council
In general, the responsibilities of the elected members of the Graduate Council are: to represent the graduate students of St. John’s College, Annapolis on all matters pertaining to their general welfare as graduate students; to provide refreshments for and organize After-Seminar Gatherings (ASG) for which GC funding is already available; to provide for and promote graduate student extra-curricular activities; to provide for the welcoming and orientation of new graduate students; and to provide a formal means of communication among graduate students and undergraduate students; with the Associate Dean for the Graduate Program; and with the Dean and President of the College. Students should feel free to reach out to these representatives as a first line of inquiry for anything regarding ASGs, upcoming social events, seasonal activities, or post-class get-togethers that may be occurring. Representatives are there to ensure your inclusion in, and awareness of, social on-goings in the Graduate Institute.

Graduate Student Council Elections
Customarily, after the first meeting of seminar each semester, the Graduate Council holds an election of new GC Seminar Representatives. The election should only take a few minutes after the first class meeting and it will result in two GC Seminar Representatives from each seminar group. The day after the seminar representatives have been elected, one of those representatives should send an e-mail notifying the Graduate Institute Associate Director of the election results. During the first GC meeting, the remainder of the officers will be decided, those names should be sent to the Graduate Institute Associate Director, and the full set of names are posted on the bulletin board in the lobby of BBC, to the right of the Hartle room.

Colloquy
Colloquy is the Graduate Council publication that issues a new student-authored edition each semester. Submissions from authors have addressed topics such as what it means to read great books and to consider important questions, reflections on the purpose of our conversation here together, and epiphanies or moments of realization that transpired during a class discussion. Colloquy is comprised of an editorial board and student contributors. Colloquy welcomes submissions from contributing members of the current GI student-body as well as recent alumnus. Meetings begin early each semester and calls for submissions are routinely emailed to Graduate Institute students. Editors can be contacted at colloquy@sjc.edu.

Study Groups
Each semester there are as many as a dozen study groups led by enrolled graduate students. The study groups are open to the entire SJC community (including staff, tutors, GIs, undergraduates, and alumni) at no cost to participants. Prior to the beginning of each semester the Associate Director of the Graduate Institute will ask for students to submit any proposed study groups for the coming semester. The submission of books or authors not encountered in the program curriculum is warmly encouraged so long as the student thinks the text(s) will be grounds for an interesting and lively discussion. Following submission, room assignments and times will be organized for each respective group and then published via email to all members of the Graduate Institute. Study Group information can also be found throughout the semester on the main bulletin board in the Lobby of the Barr-Buchanan Center.

Residential Life and Dining
Room and Housing Bulletin Board
The bulletin board located in the first basement of Barr-Buchanan is an open posting site for rooms and other notices. If you need housing or can offer a room to a fellow Graduate Institute student, or if you need or can offer help in commuting to classes, please notify the GI Office and also post a small notice on this board so that others can contact you. The Barr-Buchanan board is a place that most Graduate Institute students see frequently, however you are still welcome to post notices in other locations on campus. Note: This bulletin board is not monitored by the GI, and may include listings from members of the Annapolis community that have not been vetted by the College.
Graduate Institute Summer Housing Policies
On-Campus Summer Housing: Residence hall rooms are available for summer graduate students and may be reserved through collaboration with the Graduate Institute Associate Director during the pre-registration process. Room contracts are available for three, five, eight, and eleven week periods during summer term. Current fees regarding summer housing arrangements are located online at www.sjc.edu/current-students/graduate-annapolis. A room deposit is not required. Roommates are not assigned. Students reserve rooms as singles.

Moving into the Residence Hall: Graduate students who have reserved rooms for the summer term may pick up their key packets at the Public Safety Office in Pinkney Hall on the weekend prior to the beginning of the summer term.

Moving out of the Residence Hall: Students must vacate their room by noon on the Saturday after classes end. Room keys are to be turned over at the Public Safety Office upon departure. There is a $50 fine for failure to return a residence hall room key at the end of the summer.

Damages During Occupancy: Damages beyond normal wear and tear after summer occupancy is reported to the Business Office. The resident of the room is billed accordingly.

Dining
During the fall and spring semesters, the campus dining hall is open for breakfast, lunch, and dinner on weekdays, and for brunch and dinner on the weekends. Students can pay the per-meal price to dine on campus. In addition, the McDowell Coffee Shop serves snacks and light meals, and is open between classes on Mondays and Thursdays. Both dining sites accept cash or the St. John’s 1Card.

The dining hall is open for three meals a day, Monday through Friday, during the summer Seminar & Tutorial five-week session only (i.e., not on weekends, and not during preceptorial sessions). Summer residents are encouraged to use the residence hall kitchens, the microwave oven in the Mellon Fishbowl, and the microwave and refrigerator in the Nelson Room on the third floor of the Barr-Buchanan Center. Food is served at social events hosted throughout the semester (e.g. After-Seminar Gatherings, Bocce & BBQ, Pre-Preceptorial dinners). There are also dozens of dining options within walking-distance of campus.

WHOM TO SEE ABOUT WHAT AT ST. JOHN’S COLLEGE, ANNAPOLIS

See the President, Mr. Panayiotis (Pano) Kanelos, (extension x2510), about:
- General policies of the college
- Fund raising

See the Vice President for Development and Alumni Relations, Ms. Kelly Brown, (x5554), about:
- Fundraising
- Community and public relations
- Alumni affairs

See the Dean, Mr. Joseph Macfarland, (x2511), about:
- Student’s academic status
- The program of instruction
- Prospective tutors and lecturers
- Conduct of classes
- Any other academic matters and administrative affairs in general

See the Assistant Dean, Mr. Nathan Dugan, (x2512), about:
- Class assignments
- Problems with classes
- Absences from class
- Withdrawal from college
- Matters of student discipline
• Rules of residence
• Student activities
• Fine Arts Program
• The art studio, pottery studio, & darkroom
• Campus security concerns
• Counseling concerns
• Thefts, intruders, unpleasant encounters on or off campus
• Problems with drugs and alcohol, advice on whom to speak with
• Anything not handled by anyone else

See the **Director of Student Services**, Ms. Taylor Waters, (x2512), about:
• Sexual misconduct
• Matters of student life
• Health Center concerns
• Rules of residence
• Absences from class
• Dormitory assignments
• Roommate problems
• Party permissions
• Use of facilities for student activities
• Student publications

See the **Executive Director for Campus Wellness**, Ms. Danielle Lico (x2530), about:
• Sexual misconduct
• ADA/Section 504 accommodations
• Wellness training and support
• Sexual assault prevention programming

See the **Print Shop Manager**, Mr. Michael Jordan, (x2546), about:
• Color printing, manual reprints, Senior Essay reprints, binding
• Printing for clubs, small posters, Gadfly printing

See the **Print Shop Assistant**, Ms. Carmita Thomas, (x2169), about:
• Mail, mailboxes, packages
• Polity vans

See the **Coordinator of Student Services**, Ms. Jen Cline, (x4104), about student activities

See the **Community Facilitator for Athletics and Outdoor Education**, Mr. Robin Lancaster, (x6578), about outdoor activities

See the **Community Facilitator for Student Activities and Events**, Ms. Rachelle Munsey, (x6578), about outdoor activities

See the **Athletic Coordinator and Campus Canine Companion**, Mr. Chris Krueger (x2558) about athletics and wellbeing of college K-9

See the **Director of Food Services** for Bon Appetite Dining Services, Mr. Michael Cleary, (x2219), about:
• Any dietary, nutritional, or gastronomic requests
• Any other aspect of food service

See the **Health Center** Director Ms. Nancy Calabrese, Associate Director Ms. Lynda Turner, (x2553), about:
• Health
• Nutrition
• Illnesses or injuries
• Birth control information

See a **Counselor**, counseling@sjc.edu (x2552), about personal problems
Ms. Heather Lopez
Mr. Cole Jaeschke

See the Director of Career Services, Ms. Jaime Dunn, (x2500), about:
- Career planning: self-assessment, occupational information, career decision-making, job search, internship guidance
- Graduate schools: program information, scholarships, fellowships
- Employment: part-time and full-time, off campus

See the Director of Financial Aid, Mr. Steven Bell, (x2502), about:
- Federal work-study and on campus employment
- Financial aid: scholarships, loans, and grants

See the Library Director, Ms. Catherine Dixon, (x2550), about:
- Library policies
- Guidance on copyright issues
- Donations to the Library
- Access to material from archival or special collections

See the Registrar, Ms. Melissa Steiner Pichotta, (x2509), about:
- Transcripts
- Grades
- Enrollment certification
- Transfer and readmission applications
- Withdrawal from the college
- Classroom reservations
- Change of address, phone, parental information
- Veterans eligibility and benefits
- Foreign student maintenance of status

See the Associate Dean of the Graduate Program, Ms. Michael Dink, (x2542), about Graduate Institute matters including:
- Graduate Institute academic program
- Students’ academic status
- Problems in classes
- Absences
- Graduate Council
- Transfer credit
- Master’s essay proposals
- Petition to change from full to part-time status

See the Associate Director of Graduate Student Services, Mr. Brandon Wasicsko, (x2543), about Graduate Institute student matters including:
- Preregistration, registration, and enrollment in classes
- Transfer to/from Santa Fe
- Process for withdrawal from the Graduate Institute
- Master’s essay application process
- Summer commencement
- Academic issues and campus life in the absence of the director
- Address changes
- Summer dormitory issues and reservations
- Submitting registration and other forms and sign-ups

See the Associate Director for Graduate Admissions, Mr. Ryan Johnson, (x2541), about:
- Prospective students
• Recruiting for the Graduate Institute
• Sending catalogues and information
See the **Alumni Relations Office**, (x4518), about:
  • Alumni activities
  • School rings
See the **Chief of Public Safety**, Chief Robert Mueck, (x2533), about:
  • Strangers on campus
  • Campus public safety
  • Automobile and motorcycle registration
  • Parking
  • Thefts on campus
  • Harassment off campus
  • Light bulbs for students’ rooms
See the **Coordinator of Communications**, Ms. Jennifer Behrens, (x2539), about:
  • Press, radio, TV releases, and other publicity
  • *The College* magazine, *Calendar of Events*, *Letter Home*, and other publications
  • Contents of the college website
See the **Editor**, about *The St. John’s Review*, [https://www.sjc.edu/publications/st-johns-review](https://www.sjc.edu/publications/st-johns-review)
See the **Athletic and Recreation Coordinator**, Mr. Christopher Krueger, (x2558), about:
  • The athletic program
  • Gymnasium use
  • Locker rental
  • Boathouse
See the **Treasurer**, Ms. Ally Gontang (x2514), about:
  • Financial policy
  • Buildings and Ground staff
See the **Student Accounts Manager**, Ms. Pamela Francis, (x2515), about:
  • Student Billing Statement. Charges and payments of fees, deposits, and Student Account balances
  • Tuition Management Systems
  • Refund checks
See the **Information Technology Office**, Help Desk, (x2892), with questions about:
  • The student computer lab
  • Connecting to the campus network
  • E-mail accounts
See the **Campus Reservations Manager**, Ms. Diane Ensor, (x2547), about:
  • Reservation of all facilities, except classrooms and common rooms
  • Set ups for reserved facilities
See the **Vice-President for Enrollment**, Mr. Benjamin Baum, (x2523), about:
  • Prospective students
  • Recruiting for the college
  • Sending catalogues and information
  • Recruitment literature
See the **Director of Events and Community Programs**, Ms. Molly Burnett, (x2530), about:
  • Parent and Family Weekend
APPENDICES

A. POLICY ON SEXUAL MISCONDUCT
In May of 2020, the U.S. Department of Education released new regulations mandating how colleges and universities investigate and adjudicate sexual misconduct cases under Title IX, a federal statute that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Like all educational institutions that receive federal funding, St. John’s College was required to amend its current policies to implement these new regulations. One policy, the Title IX Sexual Harassment policy, addresses sexual misconduct that falls within the U.S. Department of Education’s Title IX regulations; this policy is limited in its jurisdiction. A second policy, the College Sexual Misconduct policy, addresses sexual misconduct that does not fall within the scope of the U.S. Department of Education’s Title IX regulations.

Specific policy language and additional resources in support of the new policies are available online at sjc.edu/title-ix.

B. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

St. John’s College is deeply concerned about discrimination and 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. The College will not tolerate discrimination or 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 and is designed to ensure the prompt and equitable resolution of student and employee complaints of discrimination and harassment.²

I. STATEMENT OF POLICY
The College supports and will comply with the provisions of applicable Federal, State, and local laws (including Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act) that prohibit discrimination against and 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, gender identity or expression, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law.

II. DEFINITIONS
A. Complainant is an individual(s) affected by a violation of this Policy.

B. Discrimination means to treat a person (or category of persons) less favorably in admissions, educational programs, or employment, or to otherwise fail to comply with the College’s policies or procedures, on the basis of the person’s race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, gender identity or expression, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in an authorized complaint process), or any other classification protected by law.

² The policies and procedures set forth in the College’s Sexual Misconduct Policy shall constitute the College’s grievance procedures for investigating and responding to matters involving allegations of Sexual Misconduct, including Sexual Harassment. Accordingly, the procedures set forth in this Discrimination and Harassment Policy shall not be used in such cases.
C. Harassment means verbal or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, gender identity or expression, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law, that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; (ii) has the purpose or effect of unreasonably interfering with a person’s job or academic performance; or (iii) otherwise adversely affects a person’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, religion, national origin, age, disability or handicap, sexual orientation, gender identity or expression, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law.

D. Intimidation is any act to deter an individual from making a report of an alleged violation of this Policy or participating in an investigation or related proceeding under this Policy by imposing fear through threats of physical or emotional harm to anyone.

E. Reporting Party is an individual(s) making a report that this Policy has been violated. The Reporting Party and the Complainant may or may not be the same individual(s).

F. Respondent is an individual(s) accused of violating this Policy.

G. Retaliation is any act or attempted act to seek retribution against anyone who has reported an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, and discrimination.

III. PROCEDURES
A. Students and faculty members should report discrimination and harassment to the Dean of the College or the Assistant Dean.

Joseph Macfarland
Dean of the College in Annapolis
410-626-2511
joseph.macfarland@sjc.edu

J. Walter Sterling
Dean of the College in Santa Fe
505-984-6070
jwsterling@sjc.edu

Nathan Dugan
Assistant Dean for the Undergraduate Program
410-626-2512
nathan.dugan@sjc.edu

Michael Golluber
Assistant Dean for the Undergraduate Program
505-984-6174
michael.golluber@sjc.edu

Other employees should report to their supervisor, the Treasurer, or the Director of Personnel / Director of Human Resources.
Individuals are encouraged to report Discrimination and Harassment early, before it becomes severe or pervasive or impacts educational or work environments, so that corrective action can be taken.

B. A Complainant may file a complaint or charge with an external agency simultaneously to making a complaint under this Policy, where permitted by such agency.

C. Where appropriate, reports of Discrimination or Harassment may be resolved through informal intervention prior to initiating an investigation. Informal interventions include, but are not limited to: a College administrator speaking with the Respondent to remind them of this Policy and that disciplinary action may result for conduct which violates this Policy; instituting no-contact orders; changing work, educational, or living situations; and such other informal interventions as the College deems appropriate. The Complainant may choose not to participate in informal intervention and may ask that the College institute an investigation.

D. All complaints that cannot be resolved through informal intervention will be investigated promptly, thoroughly, and impartially. For complaints involving a student as the Respondent, the Assistant Dean will ordinarily serve as investigator. For complaints involving a faculty member as the Respondent, the Dean of the College will ordinarily serve as investigator. For complaints involving a staff member as the Respondent, the Director of Personnel will ordinarily serve as investigator. If, due to a conflict of interest, scheduling conflicts, or any other reason, the foregoing individuals are unavailable, the Dean may select another College employee or an appropriately trained investigator from outside the College to serve as investigator, provided that any person selected to serve as investigator shall receive appropriate training on investigating complaints of discrimination and harassment. In the case of complaints involving members of the community from different constituencies (for instance, a complaint by a student against a faculty member or a faculty member against a staff member), the College may determine that it is appropriate to assign more than one investigator.

E. The investigator will inform the Respondent of the complaint and both parties will be provided an opportunity to address the allegations in the complaint. Either party may request that the investigator interview witnesses possessing relevant information. The investigator will make a reasonable effort to do so, but reserves the right to decline to interview a witness when the investigator concludes that a witness does not possess relevant information, that the witness's evidence would be redundant, or when the witness is unavailable. Parties may, if they wish, be accompanied to meetings with the investigator by a support advisor who is another member of the College community (provided such person is not a witness to the alleged discrimination or harassment). Parties may not select an attorney to serve as their support advisor.

F. The investigator shall use a preponderance of the evidence standard in determining whether a violation of this Policy occurred (i.e., whether it is more likely than not that the discrimination or harassment occurred).
G. At the conclusion of the investigation, the investigator will make a determination of whether a violation of this Policy occurred. Then, in consultation with the appropriate authority (the Dean of the College, a supervisor, the Treasurer, or the Director of Personnel, as appropriate depending on a Complainant’s status), the investigator will determine how to address any violation found, keeping in mind the College’s duty to take immediate and appropriate corrective action to address Discrimination and Harassment. 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.

Sanctions include, but are not limited to: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the College, with or without the refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees; commencement of procedures to terminate appointment by reason of “failure to perform teaching duties in a satisfactory manner” or for “moral turpitude,” as provided in Polity Article IV (6) (a) (i) and (ii), in the case of tutors; disciplinary probation; no-contact orders or prohibitions from entering certain parts of campus or attending certain campus events; and mandatory education on issues related to Discrimination and Harassment, including, but not limited to, prevention and awareness, victims’ rights, and appropriate behaviors.

H. The College also reserves the right to provide appropriate sanctions when the investigation reveals violations of other College policies and procedures, such as the College’s civility policy.

I. Both the Complainant and the Respondent shall be notified in writing of the outcome of the investigation, which includes the rationale of the investigator in reaching the outcome, the determination, and any proposed sanctions or remedial measures. Investigations typically conclude within thirty (30) days of the time when the College becomes aware of the complaint (except that the College may need to delay temporarily the fact-finding portion of its investigation at the direction of the police or when witnesses are unavailable).

J. Consistent with applicable law, the College will take steps to prevent retaliation, and will take strong responsive action if retaliation occurs. Any Retaliation or Intimidation directed toward either party or any witness as a result of the filing or investigation of a complaint of Discrimination or Harassment is strictly prohibited and should be reported immediately to the investigator or the Dean of the College.

IV. APPEAL PANEL

A. If dissatisfied with the outcome of the investigation, either the Complainant or the Respondent may file a written appeal to a Title IX Coordinator within ten (10) days of being notified of the outcome of the complaint. Grounds for appeal shall be limited to claims: of procedural error; of the existence of new or additional evidence that was unavailable during the investigation; of disproportionate sanction; or that the finding was unsupported by the evidence. The non-appealing party will be provided a copy of the written appeal and may file a written response within ten (10) days of receiving the appeal. In the event new or additional information is accepted by the Panel for consideration, the information will be shared with both parties and each will be given an opportunity to address the new information in writing.

B. The Panel shall include three members and shall be composed of faculty and/or staff members of the College who shall receive appropriate training annually on this Policy, the appeal process, and issues related to discrimination and harassment. Campus-specific information regarding the current pool of personnel from each campus from which a Title IX Coordinator selects an Appeal Panel, and alternate personnel who may be chosen in the event of a conflict of interest, scheduling conflicts, or any other reason which prevents personnel from serving, is provided below. If, due to conflicts of interest,
scheduling conflicts, or any other reason insufficient members of the Panel or alternate members are available for a Panel, the Title IX Coordinator may select additional College employees to serve on the Panel, provided such employees receive appropriate training before serving on a Panel.

C. The Panel may, in its sole discretion, provide both parties the opportunity to address the Panel and to respond to any questions the Panel may have. If the Panel requests that the parties appear before the Panel, each party will have the opportunity to hear the other party’s statements to the Panel, but may request to address the Panel outside the presence of the other party. The parties shall address the Panel and may not address one another directly. However, a party may request that the Panel pose additional questions to the other party. The Panel shall determine, it its sole discretion, whether to ask the questions requested.

D. The Panel’s review is based on the written record compiled by the investigator and the statements of the appealing and non-appealing parties. Other than the parties and absent extraordinary circumstances, the Panel shall not call witnesses to appear before it or otherwise hold a hearing. The deliberations of the Panel are private and closed to the parties and the public. The Panel may accept, reject, or modify the investigator’s decision with respect to the finding and/or sanction or remand the matter for further investigation or consideration by the investigator. Both parties will be notified in writing of the outcome of the appeal. The Panel’s decision is final, and no further appeal is permitted. The appeal process ordinarily concludes within thirty (30) days of the date the non-appealing party provides a written response to the appeal (or indicates that no response will be provided).

V. APPEAL PANEL MEMBERS
This is a non-exhaustive list, and may be modified from time to time.

A. Annapolis Members
   • Ben Baum, Director of Admissions
   • Molly Burnett, Director of Events and Community Outreach
   • Catherine Dixon, Director of Library Services
   • Jaime Dunn, Director of Career Services
   • Susan Jenkins, Director of Web Initiatives and Social Media
   • Emily Langston, Associate Dean for the Graduate Program
   • Christopher Krueger, Athletics and Recreation Coordinator

Alternate Members
   • Assistant Dean Director of Personnel
   • Director of Student Services
   • Former Assistant Deans and Deans, provided each remains employed by the College

B. Santa Fe Members
   • Jennifer Sprague, Library Director

Alternate Members
   • Assistant Dean
   • Associate Dean for the Graduate Program Director of Human Resources
   • Director of Residential Life
   • Former Assistant Deans and Deans, provided each remains employed by the College

Revised August 6, 2018
C. SEXUAL INTIMACIES POLICIES

Tutor-Student Relationships
Background: in 1992 the faculties of St. John’s resolved on the following statements. Sexual intimacies between tutors and undergraduate students are always unwise, dangerous, and a breach of recognized standards of conduct governing teacher-student relations at this college. Sexual intimacy between tutors and students jeopardizes the work of the college: whatever their motives and outcome, such relations may subvert or may be seen as subverting the stated purpose of association between tutors and students.

The policy: sexual or romantic relationships between tutors and undergraduate students are prohibited. Such relationships may lead to circumstances falling under the definition of sexual harassment; they constitute a breach of conduct even when harassment is not alleged. The responsibility for preventing such relationships lies with the tutors. Conducting sexual or romantic relationships with students will subject tutors to sanctions which may include termination of appointment by reason of “failure to perform teaching duties in a satisfactory manner” or for “moral turpitude,” as provided in Polity Article IV (6) (a) (i) and (ii).

These prohibitions apply to tutors and Graduate Institute students whenever a tutor has any kind of instructional or evaluative responsibility for that student, for the same reasons as given above and with corresponding sanctions. Should a tutor be in a sexual or romantic relationship with a Graduate Institute student, that tutor must disclose the relationship to the Associate Dean in order to avoid being assigned to a position of instructional or evaluative responsibility for that student.

Consensual Relationships Among Employees
The College prohibits sexual or romantic relationships between any two employees—whether staff member, tutor, or employed undergraduate or Graduate Institute student—when one employee in any way supervises or evaluates the other. This prohibition extends to any staff member who evaluates, supervises, or is responsible for a non-employed undergraduate student. In addition, the College prohibits any employee from evaluating or supervising any person with whom they are having, have previously had, or have sought to have a sexual or romantic relationship. The responsibility for avoiding or preventing a prohibited consensual relationship lies with the employee in a position of relative authority. Any exception to this Policy must be requested in writing from the President. The decision by the President whether to allow an exception to this Policy is final.

For the avoidance of any doubt, a tutor on the Instruction Committee should not take part in the appointment, reappointment, or tenure decision of another tutor with whom the first has had, or has sought to have, a sexual or romantic relationship. If such a case should arise, the tutor involved is obligated to speak to the Dean about recusing him- or herself from the relevant appointment, reappointment, or tenure deliberation. Failure to do so may result in sanction, including but not limited to removal from the Committee. This provision is understood to apply to the Dean and President as members of the Committee.

D. POLICY ON DRUGS AND ALCOHOL

STANDARDS OF CONDUCT
St. John’s College realizes that alcoholism and drug dependency are serious health problems, but it also recognizes that the illegal use of alcohol and drugs presents serious safety and security problems for the campus community. The college therefore encourages students with dependency problems to seek counseling and treatment. At the same time, however, it is ethically obliged to enforce very strict policies against illegal and irresponsible activities involving drugs and alcohol.

The use of alcohol by anyone under the age of 21 and the abuse of alcohol by any person are unacceptable at St. John’s College.
The possession, use, sale, distribution, dispensation, or manufacture of controlled substances, is absolutely prohibited.

**Penalties**  Violation of these policies will result in college disciplinary action up to and including expulsion. It can also lead to civil or criminal prosecution under county, state, or federal law.

Legal sanctions for illegal drug and alcohol activity are severe. Under Maryland law, possession of under 10 grams of marijuana can result in a fine of up to $100 for a first offense, increasing with repeated offenses; possession of over 10 grams of marijuana can result in fines and imprisonment for up to 1 year and a $1000 fine. Possession of any other controlled substance can result in up to 4 years imprisonment and up to a $25,000 fine.

Penalties for distribution of controlled substances, including sharing with others even if not sold, can result in far more severe sanctions. Distribution of Schedule I (heroin, cocaine, MDMA (ecstasy), etc) & II (Adderall, Ritalin, etc) can result in imprisonment for up to 20 years and a $25,000 fine for the first offense. Distribution of other controlled substances can result in imprisonment for up to 5 years and a $5,000 fine for the first offense. Distribution of PCP or LSD can result in up to 20 years imprisonment and a fine of up to $20,000.

First conviction on a misdemeanor for illegal delivery, sale or possession with intent to deliver or sell drug paraphernalia is punishable by a fine of up to $500. Subsequent drug paraphernalia conviction penalties carry up to two years imprisonment or a fine of up to $2,000 or both. Misdemeanor conviction for illegally smelling or inhaling any drugs, other noxious substances or chemicals which cause intoxication, inebriation, excitement, stupefaction or dulling of the brain or nervous system is punishable by imprisonment for up to six months or a fine of up to $500 or both.

**Opioids**  The dangers of and current epidemic in opioid abuse have been well-reported and should be clear to everyone. In recognition of the particularly urgent need for preventative education, the Maryland Legislature passed the Heroin and Opioid Education and Community Action Act in 2017. In compliance with this law, all incoming freshmen are required to attend heroin and opioid addiction awareness training during orientation. In addition, Narcan is a drug that when properly administered blocks the effects of opioids on the body and can be used in the emergency treatment of someone who has overdosed on opioids. The College has a supply of Narcan located in the Health Center and Public Safety offices. There is training in Narcan administration offered annually to all interested members of the St. John’s community.

**Seeking Assistance with Drug and Alcohol Dependency**  The College’s nurses and counselors are always available to help those with dependencies. Moreover, the first concern of the Assistant Dean is to help and advise students in any difficulty. Any student who contacts with Assistant Dean with concerns about their health or the health of a fellow student will be helped to find appropriate assistance and support. The Director of Student Services and the Senior Residents can help as well, and there are also many outside agencies that offer counseling in this area. There is a partial list of such agencies in the back of this handbook.

**Medical Emergency Policy**  The first and foremost interest of the College is the safety and health of all members of the community. In the event of a medical emergency resulting from drug or alcohol use, students are urged to contact Public Safety immediately for assistance. As long as this report is made in good faith, any disciplinary sanctions that would have resulted from such drug or alcohol use by the student in distress or the reporting student(s) will be deferred, provided that the student(s) at the Assistant Dean’s discretion either complete drug and alcohol counseling or have a conference with the Assistant Dean.
Drug Abuse Prevention Program The Higher Education Amendments of 1986 require that in order to participate in federal financial aid programs every postsecondary institution must have a drug abuse prevention program in place. This program must be accessible to any officer, employee, or student of the institution.

In order to comply with the law, the following information is made available to all employees and students of St. John’s College, Annapolis.

HEALTH RISKS ASSOCIATED WITH SPECIFIC SUBSTANCES

Alcohol (beer, wine, distilled spirits) Short-term effects: relaxation, breakdown of inhibitions, euphoria, depression, decreased alertness, stupor, nausea, unconsciousness, hangover, and death.

Long-term effects from excessive use: obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium, tremors, and death.

Barbiturates (chloral hydrate, Doriden, Nembutal, Phenobarbital, Seconal) Short-term effects: relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, slurred speech, stupor, hangover, and death.

Long-term effects: excessive sleepiness, confusion, irritability, severe withdrawal sickness, and death.

Opioids (Oxycodine, OxyContin, Percocet, Tylox, Roxicodone, Roxicit, Tramadol, Codeine, Morphine, Hydrocodone, Fentanyl) Short-term effects: sleepiness, constipation, nausea, vomiting, dizziness, itching, headache, dry mouth, sweating, low blood pressure, ceasing to breathe.

Long-term effects: addiction.

Tranquilizers (Librium, Miltown, Equinol, Thorazine) Short-term effects: relief of anxiety and tension, suppression of hallucinations and aggression, sleep, drowsiness, blurred vision, dizziness, slurred speech, allergic reactions, stupor.

Long-term effects: blood-cell destruction, jaundice, coma, and death.

Cannabis (hashish, marijuana, THC) Short-term effects: relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite, increased heartbeat, dry mouth.

Long-term effects: fatigue, loss of memory, school grades may decline, hormonal changes, psychosis.

Hallucinogens (LSD, mescaline, Scopolamine, PCP, STP, psilocybin, DMT) Short-term effects: perceptual changes especially in vision, increased energy, hallucinations, panic, anxiety, exhaustion, tremors, and psychosis.

Long-term effects: increased delusions and panic, psychosis.

Amphetamines (Benzedrine, Dexedrine, Methedrine, Preludin, Adderall) Short-term effects: increased alertness, excitation, euphoria, decreased appetite, restlessness, rapid speech, irritability, insomnia, stomach disorders, and convulsions.

Long-term effects: insomnia, excitability, skin disorders, malnutrition, delusions, hallucinations, and psychosis.

Antidepressants

A. Tricyclics (Elavil, Ritalin, Tofranil, Prozac) Short-term effects: relief of anxiety and depression, temporary impotence, nausea, hypertension, weight loss, headaches.

Long-term effects: irregularities in heartbeat, disturbed vision, decrease or increase in sexual desire, constipation; edema, extremely toxic in excessive doses and overdoses can cause death.

B. MAO Inhibitors (Nardil, Parnate, Marplan, Phenelzine) Short-term effects: combination with certain foods can trigger very high blood pressure, rapid pulse, headaches, problems with vision, sometimes paralyzing or fatal strokes; foods high in the amines, tryamine or histamine should be avoided, e.g., beer, red wines, chocolate, pickled fish, cheese, yogurt, stimulants, caffeine, and allergy pills.

Long-term effects: may take six weeks for drug to work, glaucoma, weight gain, sleep disturbances, fatigue, weakness, tremors, dry mouth, constipation.

C. Antimanic (Lithium) Short-term effects: difficulty staying on medication since euphoric feelings and sense of well-being experienced during mild manic attacks is missed; there is a narrow range between therapeutic and toxic levels (blood tests periodically are needed); nausea, lethargy, thirst, hand tremors, greatly increased urination, possible weight gain. Long-term effects: drug excreted almost entirely by kidneys; any injury or weakness may allow the drug to accumulate to dangerous levels; avoid diuretics and low-sodium diets so as not to further deplete sodium level; carefully monitor drug level.
**Caffeine** (coffee, cola, tea, No-Doz) Short-term effects: increased alertness, restlessness, insomnia, and upset stomach.

Long-term effects: restlessness, irritability, insomnia, stomach disorders.

**Cocaine** (known as coke, snow, crack) Short-term effects: feeling of self-confidence and power, intense exhilaration, extreme euphoria, paranoia, violence, increased blood pressure and heart rate, feeling of things crawling under the skin (frequent abrasions and dig marks on skin from scratching cokebugs), dilated pupils, runny or stuffy nose if snorted, headaches, chronic fatigue, chronic insomnia, irritability, depression, psychosis.

Long-term effects: extreme weight loss, heart damage, depression often leading to suicidal tendencies, cocaine psychosis, damage to nasal septum when snorting, blood-vessel damage, extreme agitation, fast and irregular breathing, convulsions, respiratory arrest and death.

**Nicotine** (cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, nicotine gum)

Short-term effects: relaxation, constriction of blood vessels, dry mouth and throat, adrenaline release, increase in pulse, heart and blood pressure.

Long-term effects: hypertension, nervousness, irritability, headaches, fatigue, insomnia, impaired breathing, heart and lung disease, cancer of the lungs, larynx, trachea, esophagus, throat, mouth, cheek, lips and nasal cavity, arteriosclerosis, and death.

**Inhalants** (glue, paint thinner and removers, correction fluids, gas, laughing gas, nitrous oxide) Short-term effects: relaxation, hypersensitivity, possible violence, impaired judgment, reduced muscle reflex control, rapid heartbeat, impaired coordination, headache, nausea, vision disturbance, euphoria.

Long-term effects: brain damage, lung and kidney damage, blood and bone marrow alteration, and possible death.

**Anabolic Steroids** (body building drugs, synthetic testosterone-like drugs which have tissue building properties.)

Short-term effects: mood elevation or depression, increase or decrease in sex drive, increased aggressive behavior, stunted growth, change in electrolyte balance causing retention of sodium and retention of fluids.

Long-term effects: jaundice (yellowing of skin); liver damage, high blood pressure, endocrine imbalance; in males can cause enlarged breasts, decrease in testicular size and function, decrease of sperm production; females can experience acne, menstrual irregularities, irreversible masculinizing effects such as hair on the face, deepening of the voice, change in the genitals.

**Methylenedymethamphetamine** (MDMA, Ecstasy, Adam, X-TC, Clarity, Essence, Stacy, Lover's Speed, Eve)

Short-term effects: Loss of appetite, nausea, vomiting, blurred vision, increased heart rate and blood pressure, muscle tension, faintness, chills, sweating, tremors, insomnia, convulsions, and a loss of control over voluntary body movements. In addition, users are at particular risk of heat exhaustion and dehydration with physical exertion, particularly when Ecstasy is taken in a dance-party setting. A number of deaths have occurred because users don't drink enough water and become overheated.

Long-term effects: Some reactions have been reported to persist from one to 14 days after taking Ecstasy. Researchers aren't yet sure how much long-lasting damage occurs from using Ecstasy chronically.

**DIRECTORY OF COMMUNITY SUPPORT SERVICES**

(All numbers marked with * are 24-hour numbers.)

**Drug and Alcohol Services**

- **Anne Arundel County Crisis Warmline*** 410-768-5522
- **Addiction Services** 410-222-0100
  
  Anne Arundel County Health Department outpatient treatment program for drug abusers. Group, individual and family therapy. Sliding fee scale.

- **Alanon** 410-766-1984
  
  Al-Anon website: [al-anon.org](http://al-anon.org)
  
  Information on on-line meetings: [ola-is.org](http://ola-is.org)
  
  Services to help family members and significant others with alcoholics. No fees.

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• Alcoholics Anonymous 410-268-5441
  annapolisareaintergroup.org
  Support group for alcoholics and those with a drinking problem. Many meetings available daily in Anne Arundel County. No fees.
• Anne Arundel County Response System 410-768-5522
  Hotline services and mobile crisis team for psychiatric treatment services.
• Chemically Dependent Anonymous 888-232-4673 cdaweb.org
• Warwick Manor Behavioral Health 800-344-6423
  Inpatient treatment program. Counseling available. Fees: Insurance, medical assistance needed, or private fee structure.
• Detox Center
  (Baltimore/Washington Medical Center) *410-787-4000
  (You must ask for a Detox counselor) Detox services are available as well as emergency psychiatric evaluation and referral. Fees: Insurance or medical assistance.
• Pathways 410-573-5400
  pathwaysprogram.org
  Inpatient and outpatient substance abuse treatment programs. Fee: insurance
• Substance Abuse and Mental Health Services Administration (SAMHSA) 800-662-4357
  Gives information and referrals to anyone with a drug problem. No fees.

EATING DISORDERS
• Eating & Weight Disorder Clinic 410-955-3863
  Services include information and treatment for eating disorders (anorexia and bulimia). Facility located at Johns Hopkins Hospital. Fees: Sliding scale/insurance.
• Overeaters Anonymous 410-764-3136
  A support group for people who have eating disorders. No fees.

HEALTH
• Health Department 410-222-7095
  Services include various types of clinics, free confidential AIDS testing, maternity and childcare clinics, communicable disease clinics, dental, daycare, and mental health clinics.

LEGAL
• Lawyers Referral Service 410-280-6961
  Offers services to Anne Arundel County residents on a one-time consultation basis with a private practice attorney for $25.00. All issues.
• Legal Aid Bureau
  (Anne Arundel County) 410-972-2700
  mdlab.org
  Services include legal information for those who are unable to afford a private attorney in civil matters. Can walk in from 8:30 a.m. to 2:30 p.m. daily. Do not handle divorce cases. Fees: Little to none.

Rape
• Anne Arundel County Sexual Assault Crisis Center *410-222-7273
Also 24-hour HOTLINE for all issues.

Other Services
- Family & Children’s Services 410-571-8341
  Counseling services for low-income family, individual/group counseling. Fees: Sliding scale, anyone eligible. Also in-home services for the elderly and handicapped.
- Gay and Lesbian Switchboard 410-837-5445
  Basic information on gay groups, organization, clubs, etc. Also telephone referrals. No fees.
- Parents, Families and Friends of Lesbians And Gays
  Support Groups. Washington, DC 202-289-0006
  Website pflag.org
- Planned Parenthood 410-263-2100
  Does pregnancy testing and STD screening. Offers birth control, abortions, teen and young adult education. Women only. Fees: Sliding scale, medical assistance accepted.
- Women’s Center -- YWCA 410-626-7800
  Counseling services for individuals and groups. Services for battered women and children. Legal services. Fees: sliding scale.

* For Non-emergency support calls, there is a Anne Arundel County Health Department “Warmline.” aamentalhealth.org/pr_warmline.cfm It provides 24/7 information, support, referrals, Mobile Crisis Team, etc.

Michigan Alcohol Screening Test
1. Do you drink alcohol now and then? (0 pts. if yes)
2. Do you feel you are a normal drinker? (2 pts. if no)
3. Have you ever awakened the morning after some drinking the night before and found that you could not remember a part of the evening before? (2 pts. if yes)
4. Does your spouse (or parents, friends, boyfriends/girlfriends) ever worry or complain about your drinking? (2 pts. if yes)
5. Can you stop drinking without a struggle after one or two drinks? (1 pt. if no)
6. Do you ever feel bad about your drinking? (1 pt. if yes)
7. Do friends or relatives think you are a normal drinker? (2 pts. if no)
8. Do you ever try to limit your drinking to certain times of the day or to certain places? (1 pt. if yes)
9. Are you always able to stop drinking when you want to? (2 pts. if no)
10. Have you ever attended a meeting of Alcoholics Anonymous (AA)? (5 pts. if yes)
11. Have you gotten into fights when drinking? (1 pt. if yes)
12. Has drinking ever created problems with you and your spouse, parents, friends, boyfriends/girlfriends? (2 pts. if yes)
13. Has your spouse (or other family members, friends, boyfriends/girlfriends) ever gone to anyone for help about your drinking? (2 pts. if yes)
14. Have you ever lost friends or boyfriends/girlfriends because of drinking? (2 pts. if yes)
15. Have you ever gotten into trouble at school or work because of drinking? (2 pts. if yes)
16. Have you ever lost a job because of drinking? (2 pts. if yes)
17. Have you ever neglected your obligations, your family, your school or work for two or more days in a row because you were drinking? (2 pts. if yes)
18. Do you ever drink before noon? (1 pt. if yes)
19. Have you ever been told you have liver trouble? (2 pts. if yes)
20. Have you ever had delirium tremens (DT’s), severe shaking, heard voices or seen things that weren’t there after you had been heavily drinking? (3 pts. if yes)
21. Have you ever gone to anyone for help about your drinking? (5 pts. if yes)
22. Have you ever been in the hospital because of drinking? (5 pts. if yes)
23. Have you ever been a patient in a psychiatric hospital or on a psychiatric ward of a general hospital where drinking was part of the program? (2 pts. if yes)
24. Have you ever been seen at a psychiatric or mental health clinic or gone to a doctor, social worker, or clergyman for help with an emotional problem in which drinking played a part? (2 pts. if yes)
25. Have you ever been arrested, even for a few hours, because of drunken behavior? (2 points for each arrest)
26. Have you ever been arrested for drunk driving or driving after drinking? (2 points for each arrest)

**SCORING SYSTEM**

0-3 - probably not alcoholic.
4-5 - borderline
6-7 - possible alcoholic
8-9 - 80% diagnostic of alcoholism
10+ - 100% diagnostic of alcoholism

Adolescents may be slightly over-diagnosed as alcoholics by this screening tool. Some practitioners have adopted a slightly higher score of 13+ as diagnostic of alcoholism. A score of at least 10 indicates a harmful involvement with alcohol and abstinence should be recommended.

### SOME SUBSTANCE ABUSE SUPPORT GROUPS NEAR CAMPUS*

<table>
<thead>
<tr>
<th></th>
<th>AA</th>
<th>Al-Anon</th>
<th>Chemically Dependent Anonymous</th>
<th>Overeaters Anonymous</th>
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<tbody>
<tr>
<td></td>
<td>annapolisareaintergroup.org</td>
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<table>
<thead>
<tr>
<th>Day</th>
<th>Meetings</th>
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</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>12:30 p.m. Red House 199 Duke of Gloucester Street 8:30 p.m. 1st Presbyterian Church 144 Conduit Street</td>
<td>9-10 a.m. Fahs Hous, North Lawrence Road 333 Dubois Road</td>
<td>9:30 a.m. Spa Creek Center</td>
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<tr>
<td>Sunday</td>
<td>12:30 p.m. &amp; 8:30 p.m. Red House 199 Duke of Gloucester Street</td>
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<tr>
<td>Monday</td>
<td>7:30 a.m. &amp; 8:30 p.m. Red House 12 Noon 1st Presbyterian Church 144 Conduit Street</td>
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<tr>
<td>Tuesday</td>
<td>7:30 a.m., 6:00 p.m. 8:30 p.m. Red House 199 Duke of Gloucester Street</td>
<td>8:30 p.m. Alateen Heritage Baptist Church 1740 Forest Drive 12:30 p.m. Calvary Church 301 Rowe Blvd.</td>
<td>10:30 a.m. Calvary United Methodist Church 301 Rowe Boulevard</td>
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</tr>
<tr>
<td>Day</td>
<td>Time</td>
<td>Location Details</td>
<td>Other Details</td>
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</tr>
</tbody>
</table>
| Wednesday | See Monday | 8:30 p.m.  
Eastport United Methodist Church  
926 Bay Ridge Avenue | 6:30 p.m.  
McDowell 35  
St. John’s College |
| Thursday  | 6:15 p.m.  
Red House  
199 Duke of Gloucester Street | See Tuesday            |                        |
| Friday    | See Monday | 8:30 p.m.  
Heritage Baptist Church |                        |

*Meetings on this schedule are subject to change without notice.

In addition, there is a free app called Meeting Finder that gives times and locations of various support groups.*
E. FERPA POLICY

POLICY ON COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 US 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:

1. The right to inspect and review the student’s education records, with certain exceptions;
2. 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;
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;
4. The right to file a complaint with the US 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:

1. 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;
2. Records created and maintained by the St. John’s College Public Safety Office for law enforcement purposes;
3. An employment record of an individual whose employment is not as a result of his or her status as a student, provided the record is used only in relation to the individual’s employment;
4. 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;
5. 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.

Where You May Find the Federal Regulations Implementing the FERPA Regulations: A copy of the regulations is on file in the Office of the Registrar.

To comply with FERPA, the college has formulated the following policy:

1. The right to inspect and review the student’s education records.

Following are the procedures for the inspection/review of records:
A. 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 of receiving the request) 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 specific information that relates to him or her.

B. Limitation on Right to Access: The college reserves the right not to permit a student to inspect the following records:
1. Financial records of the student’s parents;
2. Confidential letters and statements of recommendation for which the student has waived his or her right of access under certain circumstances, or which were placed in the student's file before January, 1975.

C. 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 does not live in the Annapolis area). If copies are provided, the fee will be $.10 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 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 or if there is an unresolved question of academic dishonesty or other disciplinary infraction involving the student.

D. Type, Location and Custodians of Education Records

<table>
<thead>
<tr>
<th>TYPE</th>
<th>LOCATION</th>
<th>CUSTODIAN</th>
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</thead>
<tbody>
<tr>
<td>Admission Records</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Academic Records</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Office of Treasurer and Financial Aid</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Health Records</td>
<td>Harrison Health Center</td>
<td>Director of Health Services</td>
</tr>
<tr>
<td>Career Service Records</td>
<td>Career Services Office</td>
<td>Director of Career Services</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Office of the Registrar</td>
<td>Registrar</td>
</tr>
<tr>
<td>Absence Records</td>
<td>Office of the Assistant Dean</td>
<td>Director of Student Services</td>
</tr>
</tbody>
</table>

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.

2. 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:
A. 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.

B. 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.

C. If the student wishes to exercise his or her right to a hearing, the student shall notify the Dean or appropriate official of the college in writing. Upon receipt of the 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.

D. 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, at his or her own expense, by one or more individuals of his or her choosing, including an attorney.

E. Within a reasonable period of time after the hearing, 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.

F. 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.

G. 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 with the contested part of the record for as long as the record is maintained. Whenever the college discloses the contested portion of the record, it will also disclose the statement.

3. **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.**

   A. 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; or
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 US Department of Education, US Comptroller General, US Attorney General, or state and local educational authorities, in connection with audit or evaluation of certain state or federally supported education programs or for the enforcement of or compliance with federal legal requirements which relate to such 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 between the college and 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 the final results of a college disciplinary proceeding (reached on or 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 the violation;
14. The disclosure consists of the final results of a college disciplinary proceeding (reached on or 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 parent;
16. The disclosure is in connection with an ex parte order issued at the request of the US 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 redisclose the information without the consent of the student, unless otherwise permitted under FERPA.

B. Record of Requests for Disclosure: The college will maintain a record of requests for access to and disclosures of personally identifiable information from a student’s educational records as required by FERPA. The record may be reviewed by the student.

C. Directory Information and Right to Privacy: In compliance with the Family Education Rights and Privacy Act, the college retains the right to publish, at its discretion, the following information about each student currently or previously attending the college: the student’s name, street address, telephone listing, e-mail address, date
of birth, photograph, field of study, participation in officially recognized activities and sports, dates of attendance, class year, enrollment status, degrees and awards received, and the most previous educational agency or institution attended by the student. As required by the act, the college will provide public notice annually of its intention to publish such directory information. Students have a right to inform the college within a reasonable period of time that any or all of this directory information should be withheld. The college will respect any such request for privacy.

4. *The right to file a complaint with the US 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  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605  
3/2004
F. THE CONSTITUTION OF THE STUDENT POLITY
AT ST. JOHN’S COLLEGE, ANNAPOlis, MARYLAND

Preamble
In accordance with the Polity of St. John’s College, we, the students of St. John’s College in Annapolis, Maryland, recognize our right to establish an instrument of governance. We also accept the responsibilities, delegated to us by the College, which include:
(a) the representation of undergraduate student interests to the Dean; and the communication of the actions done in pursuit of those interests to the Student Polity
(b) the establishment and maintenance of formal channels of communication between the students and the Faculty;
(d) the management of funds available to the Student Polity;
(e) the sanctioning of all student clubs, organizations, committees, and activities, and their regulation, if necessary;
(f) the establishment of a forum for the free exchange of dialogue;
(g) the creation and management of Polity Law;
(h) the representation of the students of St. John’s College to the community outside the college;
(i) any other duties agreed upon by the students and the Dean.
The Student Polity hereby exercises its privilege of establishing a undergraduate representative government for itself.

General Provisions

Section 1. Name:
1. The name of the undergraduate representative government shall be the St. John’s College, Annapolis Delegate Council; hereafter referred to as the Delegate Council

Section 2. Object:
1. The general object of this Constitution is to ensure the fulfillment of the responsibilities established in the Preamble.
2. In pursuit of this object, the Delegate Council must interpret this Constitution as is necessary and proper.

Section 3. Authority:
1. This Constitution is the basis for the conduct of the Delegate Council.
2. The Delegate Council is the only undergraduate representative government with the authority to fulfill the responsibilities entrusted by the Dean and established in this Constitution

Section 4. Legality
1. The Delegate Council should obey local, state, and federal law, as well as the policies of the Polity of St. John’s College.
2. In accordance with the above, the Delegate Council shall not discriminate and shall discourage discrimination against individuals on the basis of factors including but not limited to: race, sex, age, religion, disability, color, national origin, military status, marital status, parental status, sexual orientation, socioeconomic status, gender identity or expression.
3. In accordance with Section 4.1 of the General Provisions of the Polity of St. John’s College, the Delegate Council will discourage the restriction of any individual’s freedom of public speech, assembly, expression, or association.

Article I: Membership

Section 1. Delegates:
1. A Delegate shall represent the members of their class in the Delegate Council.
2. Delegates shall vote on all issues before the Delegate Council.
3. Freshman-class Delegates shall serve terms lasting one semester; all other Delegates shall serve terms lasting one year. First semester freshman terms shall expire upon the end of the first semester; second semester freshman terms and all other Delegate terms shall expire with Spring Commencement.

4. No barrier other than enrollment at the College and membership of their constituency shall be imposed upon candidates for Delegate positions.

5. Delegates are elected as described in Article IV. Upon election, Delegates shall recite before the Delegate Council an Oath of Office, to be determined by the Delegate Council.

6. Delegates shall take office at the first meeting after the election, and shall serve until Spring Commencement, unless they resign, are impeached, leave the College, or are expelled.

Section 2. Officers

1. Officers

A. Officers are representatives of the Student Polity as a whole: the President, the Secretary, the Treasurer, the Polity Herald, and the Polity Attorney. No Student Polity member may hold a position as both a Delegate and Officer, or hold any two offices simultaneously.

B. Officers are elected as described in Article IV. Upon election, officers shall recite before the Delegate Council an Oath of Office, to be determined by the Delegate Council.

C. All officers shall serve a term of one calendar year from the day on which they are sworn in.

D. Officers shall take office at the first meeting after the election, and will serve out their tenure of one calendar year unless they resign, are impeached, leave the College, or are expelled.

Sub-Section 1. Officer Positions:

1. The President

A. The President shall be the chairman and a voting member of the Delegate Council, and shall call and preside over meetings of the Delegate Council and the Student Polity, formulating the agenda in consultation with the Delegate Council.

B. They shall be authorized to request from the Treasurer a financial report on Polity funds, which is to be submitted within one week of the request. They shall sign, together with the Treasurer, all checks drawn from Polity funds.

C. They shall appoint, subject to the approval of the Delegate Council, Delegates, a Treasurer, a Secretary, or a Polity Herald to fill any vacancies which may occur in those offices if such vacancies occur after the completion of one-half (1/2) of the term of office. If such vacancies occur prior to the completion of one-half (1/2) of the term of office, the President shall appoint, subject to the approval of the Delegate Council, Delegates, a Treasurer, a Secretary, or a Polity Herald until Ad Hoc Elections are held for those offices.

D. They shall appoint, subject to the majority approval of the Delegate Council, the Polity Attorney.

E. They shall represent the Student Polity whenever they determine that the Polity can be better represented by one individual than by the Delegate Council as a whole.

F. They shall be authorized to appoint whatever Presidential Committees may be necessary to aid them in the execution of their duties.

G. The President has the discretion to veto passed legislation. The Delegate Council may override their veto with a two thirds majority.

H. The President, who is an Officer and a voting member of the Delegate Council, must have been in residence at either campus of the College for at least one year and be a member of the Delegate Council for at least one year prior to taking office, and shall be in good standing with the College.

3. The Secretary

A. The Secretary shall keep and publish the minutes of all meetings called by the President.

B. The Secretary shall be responsible for recording votes, taking attendance, and organizing the agenda.

C. They shall be responsible for all Polity records.
D. They shall serve as an acting President in the event that the President is temporarily incapacitated, or, in the
   event that the office of President becomes vacant, shall serve as Acting President until an Ad Hoc Election for
   President is held.
E. The Secretary, who is an Officer and a voting member of the Delegate Council, must have been in residence at
   either campus of the College for at least one year and at the Annapolis Campus for at least one semester and be
   a member of the Delegate Council for at least one semester prior to taking office, and shall be in good standing
   with the College
F. The Secretary must maintain a list of all chartered clubs, which denotes whether any club currently does or
   does not have an archon.
G. The Secretary must maintain a list of all Acts and Resolutions of Council since the adoption of this
   Constitution, including those which have been repealed.

4. The Treasurer
   A. The Treasurer shall keep accounts of authority to request detailed accounts of
   B. and disburse all Polity monies, and shall have the monies allocated to any Polity organization.
   C. They shall sign, together with the President, all checks drawn on Polity funds.
   D. They shall each month, or at the request of the President, make a formal report to the Delegate Council
      concerning all Polity monies.
   E. The Treasurer is responsible for the emergency fund. The creation and use of this fund is outlined further in
      Article V, Section 3.
   F. The Treasurer has the discretion to institute a mandatory review of any passed budgets. A budget under
      mandatory review may be passed again by a two-thirds majority.
   G. The Treasurer, who is an Officer and a voting member of the Delegate Council, must have been in residence at
      either campus of the College for at least one year and at the Annapolis Campus for at least one semester and be
      a member of the Delegate Council for at least one semester prior to taking office, and shall be in good standing
      with the College.

5. The Polity Herald
   A. The Polity Herald shall direct and coordinate the efforts of the Delegate Council to integrate Delegate Council
      business more inextricably with the interests of the Polity.
   B. They shall be seated de facto on all student committees and forums which may be established concerning
      Polity-wide interests.
   C. They shall manage all press and public relations, assisting the Secretary in the promulgation of Delegate
      Council minutes and Polity records in manners accessible to the Polity at large.
   D. They shall serve as an advocate for interests of the Polity Entire, remaining non-partisan but reminding the
      Council of its role as representatives of the desires and rights of the Polity.
   E. The Polity Herald shall have limited voting rights, being unable to cast votes in matters of external budgetary
      allocations.
   F. The Polity Herald, who is an Officer and a restricted-voting member of the Delegate Council, must have been
      in residence at either campus of the College for at least one year and be a member of the Delegate Council for
      at least one semester prior to taking office, and shall be in good standing with the College.
   G. At the close of every semester the Polity Herald shall distribute to the Polity a report of accomplishments
      achieved during the year. The content of said report must include information regarding funds distributed, and
      may include other noteworthy achievements undertaken by the Delegate Council. The Report shall be
      distributed via various means such that all members of the Polity may easily have access to its contents.
      Additionally a copy of the report shall be kept on record for future access and reference by the Council or upon
      request from a member of the Polity.
   H. The Herald will promulgate that list maintained by the Secretary in accordance with item F of the Secretary.
6. The Polity Attorney
   A. The Polity Attorney shall hear complaints from members of the Student Polity and present those they judge meritorious to the Delegate Council.
   B. The presentation of meritorious complaints shall occur no greater than three meetings after the Polity Attorney first adds the complaint to the agenda. During budgeting season the presentation of meritorious complaints may occur within five meetings.
   C. They shall serve as chair of the Election Board and appoint to members of the Board whatever tasks they deem necessary to administer and publicize the elections.
   D. They shall cast a vote when a tie occurs among the regular voting members of the Council.
   E. They shall, upon the decision of the Delegate Council, reclaim funds from either a group or an individual, and take the legal actions necessary to reclaim and return such funds to the Delegate Council Treasury.
   F. The Polity Attorney, who is an Officer and a non-voting member of the Delegate Council, must have been in residence at either campus for at least one year and at the Annapolis Campus for at least one semester and be a member of the Delegate Council for at least one semester prior to taking office, and shall be in good standing with the College.
   G. They shall be nominated by the President and appointed by a majority vote of the standing Delegate Council at the first meeting after the inauguration of the President.

Section 3. Council Liaison:
1. Council Liaisons
   A. Council Liaisons are members of the Delegate Council who serve on its subsidiary committees, such as the Committee on Student Life.
   B. They shall be appointed by the President, and confirmed by a majority vote of the Delegate Council.
   C. They shall seek to promote collaboration between the subsidiary committee and the Delegate Council.
   D. There shall be no more than one (1) Council Liaison for any given committee.
   E. One person may serve as Council Liaison to more than one committee.
   F. Council Liaison must have been in residence at either campus of the College for at least one year be a member of the Delegate Council for at least one semester prior to taking office, and shall be in good standing with the College.

Article II: Elections

Section 1. Conditions for Elections:
1. All Elections are administered by an Election Board.
2. Elections shall take place in the dining hall at lunch and the coffee shop in the afternoon, on either the same or subsequent weekday(s).
3. Voting shall take place for no less than one (1) hour at each venue.
4. Should a currently serving Delegate or Officer run for and secure another position, whether as Delegate or Officer, they have thereby resigned and vacated their former position.

Section 2. Election Procedures:
1. The Election Board
   A. The Election Board is chaired by the Polity Attorney.
   B. The Election Board shall be appointed by the Polity Attorney, and shall consist of a minimum of five (5) individuals, including the Polity Attorney. No candidate shall serve on an Election Board.
   C. The Board shall be approved by each candidate if the election is for an Officer or Delegate position.
   D. For any other election, the Board shall be approved by the Delegate Council.
   E. All members of the Election Board must be present at the counting of the ballots.
   F. The Polity Attorney shall assign to the Election Board any duties deemed necessary to administer and publicize the election.
G. The publicizing of any election whatever must occur across at least two types of media and at least one week in advance.

H. The Polity Attorney may, with the consent of the Election Board, appoint Special Deputies to aid in the elections if their schedule does not permit them to be there the whole time.

2. General Elections
   A. General Elections are permanent and regular elections which determine Officers and Delegates for their respective terms.
   B. Write-in votes and deliberate abstentions shall be accepted.
   C. The candidate receiving the plurality of votes shall be elected. Should no candidate receive the plurality on the first ballot, the two candidates receiving the greatest number of votes shall stand.
   D. At any polling place that votes are being taken, the Polity Attorney must display a list of all candidates who have announced their candidacy prior to the day of the election.

Section 3. Delegate Elections:
1. Upperclassman Delegate elections shall take place and conclude no later than the Friday after the first Monday seminar of a new academic year.
2. Freshman Delegate elections shall conclude no earlier or later than one week to the day later in the first semester, and coinciding with Officer elections for the second semester.
3. Voters shall indicate up to four candidates in Delegate Elections.
4. The constituencies shall be the academic classes. Each class shall be represented by four Delegates.
5. So long as a constituency remains without four Delegates, those seats shall be considered vacant, and shall be excluded when considering whether a quorum exists for a given meeting of the Delegate Council.

Section 4. Officer Elections:
1. A General Election for the President, the Secretary, the Treasurer, and the Polity Herald shall be
   A. Members of the Student Polity may be nominated for the offices of President and Polity Herald by submission of a petition signed by at least twenty (20) members of the Polity.
   B. Members of the Student Polity may be nominated for the offices of Secretary and Treasurer by submission of a petition by at least ten (10) members of the Polity.
   C. Petitions shall be submitted to the Polity Attorney. Signatures appearing on more than one petition for each office shall not be counted.

Section 5. Vacancies:
1. If a constituency is unrepresented due to withdrawal, resignation, death, impeachment, or change in residence, an Ad Hoc Election shall be held within two weeks, subject to procedure as determined by the Delegate Council.
2. If the constituency is not represented, that constituency shall be unrepresented until a member of that class announces their intention to the Polity Attorney to represent that class, at which time the class shall be informed of another Ad Hoc Election to be held in two (2) weeks.
3. If for whatever reason the position of the President becomes vacant the Delegate Council shall hold an Ad Hoc Election within three (3) weeks of the vacancy.
4. If the position of Secretary, Treasurer, or Polity Herald becomes vacant prior to the completion of one-half (1/2) of their term, the Delegate Council shall hold an Ad Hoc Election within three (3) weeks of the vacancy.

Section 6. Ad Hoc Elections:
1. Ad Hoc Elections are those elections which are not permanent and regular, and instead are held as vacancies in the Delegate Council and its related bodies arise.
2. The same rules for General Elections to apply to Ad Hoc elections.

Section 7. Election Disputes:
1. Of Delegate positions
   A. The disputant shall present a grievance to the Election Board, who shall re-administer the election if they deem it necessary.

2. Of Officer positions
   A. The disputant shall present a grievance to their Delegate, who shall then notify the Delegate Council.
   B. The Delegate Council will decide if the election should be re-administered. If they so decide, the election must be re-administered within two (2) weeks.

Article III: Impeachment

Section 1. Grounds for Impeachment:
1. A Delegate or Officer may be impeached by their constituents if they are dissatisfied with their performance or execution of duties.
2. A Delegate or Officer may be impeached if disciplinary action taken against them has rendered them undesirable as their Delegate.
3. The Delegate Council may vote to impeach a Delegate or Officer if they find that Delegate or Officer to be acting in disregard of this Constitution, the Polity Laws, the Acts of Council, or Oath of Office.
4. A Delegate or Officer may be impeached for missing too many subsequent meetings of the delegate council.
5. An Officer or Delegate may not be subject to impeachment proceedings on the same charges more often than once in a two (2) month period.

Section 2. Impeachment Procedure:
1. Delegates
   A. By a member of the Polity
      i. Any member of the Polity may submit to the Delegate Council a petition of impeachment. This petition must include a list of charges against the Delegate. It must bear the signatures of at least one-half (1/2) of the members of their class. It shall first be presented to the Delegate Council for confirmation.
      ii. Following this, the Council shall debate the charges with the Delegate present. The Delegate must be permitted to offer a defense. After debate has been closed, the vote will occur after a motion to vote has been raised.
      iii. The concurrence of three-fourths (3/4) of the entire voting membership of the Delegate Council is necessary to remove that Delegate from office.
   B. By a member of the Delegate Council
      i. Any member of the Delegate Council may submit to the Delegate Council a petition of impeachment. This petition must include a list of charges against the Delegate. It must bear the signatures of at least one-half (1/2) of the members of the Delegate Council. It shall first be presented to the Delegate Council for confirmation.
      ii. Following this, the Council shall debate the charges with the Delegate present. The Delegate must be permitted to offer a defense. After debate has been closed, the vote will occur after a motion to vote has been raised.
      iii. The concurrence of three-fourths (3/4) of the entire voting membership of the Delegate Council is necessary to remove that Delegate from office.

2. Officers
   A. By the Polity
      i. A member of the Polity may submit to the Delegate Council a petition of impeachment. This petition must include the signatures of at least one-fifth (1/5) of the members of the Polity and a list of charges.
      ii. An open meeting of the Delegate Council shall be held, devoted to debate of the Officer in question. The Officer must be permitted to offer a defense.
iii. The concurrence of three-fourths (3/4) of the membership of the Delegate Council shall remove that Officer from office.

B. By the Delegate Council
   i. A member of the Delegate Council may submit to the Delegate Council a petition of impeachment. This petition must include the signatures of at least three-fourths (3/4) of the members of the Delegate Council and a list of charges.
   ii. An open meeting of the Delegate Council shall be held, devoted to debate of the Officer in question. The Officer must be permitted to offer a defense.
   iii. A polity wide vote must be held, and at the concurrence of at least two-thirds (2/3) of those voting, the Officer shall be removed. The minimum number of ballots which must be cast for this type of vote to be valid is one hundred (100) Polity members.

3. By Automatic Process
   A. The Automatic Process begins if a Delegate or Officer of the Delegate council has:
      i. Missed two consecutive scheduled Delegate Council Meetings and is an Officer.
      ii. Missed four consecutive scheduled Delegate Council Meetings and is a Delegate.
      iii. Missed half or more than half of the meetings held by the Delegate Council during one calendar month.
   B. The Polity Attorney shall place on the agenda a hearing of impeachment concerning the Delegate or Officer who has triggered the Automatic Process as described above.
      i. At this hearing the Polity Attorney will present to the Delegate Council the reason why the Automatic Process has been begun.
      ii. The Delegate or Officer will have the opportunity to explain the absences that mandated the hearing of impeachment.
      iii. By a vote the Delegate Council will decide based on what they have heard during the hearing whether the Delegate or Officer in question deserves to be impeached via Automatic Process.
      iv. If two-thirds (2/3) or more of the present voting members of the Delegate Council find that the Officer or Delegate in question deserved to be impeached, the Delegate or Officer in question is immediately impeached and The Automatic Process is finished. If less than two-thirds (2/3) of the present voting members find that the Delegate or Officer in question deserved to be impeached, then the Delegate or Officer is not impeached and The Automatic Process is finished.
      v. If the Polity Attorney is the officer in question, then the relevant actions will be carried out by the Secretary.

Article IV: Procedure of the Delegate Council
Section 1. Conditions for Meeting:
1. Quorum must be met in order for there to be a legitimate meeting of the Delegate Council.
   A. Quorum is defined as two-thirds (2/3) of all seated Delegates & Officers
   B. A quorum is established by calling roll.

Section 2. Procedure:
1. After quorum has been reached, the President may call the meeting to order.
2. Any suggested edits to the minutes must be discussed.
   A. All edits to the minutes must be voted upon and, when disputed, decided via vote of simple majority.
3. Officers will read reports that the Officer believes the Delegate Council should hear, or that the Delegate Council has ordered the Officer to present.
   A. If any member of the Delegate Council motions that continued discussion is necessary, the contents of the report will be discussed by the Delegate Council.
4. Emergency Items must be discussed.
   A. An emergency item is any item whatever that the President states must have priority over regular agenda items.
5. Agenda Items will be discussed for the remainder of the meeting, in the order of:
   A. Old Business: those items which have been on the agenda previously, but were not called to vote prior to the adjournment of the last meeting of the Delegate Council
   B. New business: those items which have not been on the agenda previously.
6. For Adjournment to occur:
   A. A motion in the format: “Motion to set the time to which to adjourn until (the proposed meeting time)” must be made by a Delegate and seconded by another Delegate. The motion must be voted upon, with a simple majority being sufficient to pass the motion.
   B. A motion in the format: “Motion to adjourn” must be made by a Delegate and seconded by another Delegate. The motion must be voted upon, with a simple majority being sufficient to pass the motion.

Section 3. Voting:
1. In cases where consensus cannot be reached, a vote is sufficient to officially decide an issue. The President has the authority to call an item to vote, and the President will choose which method of voting is to be used in deciding the issue. If a Member of the Delegate Council feels it is prudent to change the method of voting on an issue, they may motion that the vote be conducted in a different way. If the motion is seconded, the vote shall be conducted in the manner proposed. A call for Division does not require a second.
   A. Voice Vote: In response to a call for affirmative votes, those members of the Delegate Council voting affirmative must call “aye”. In a response to a call for negative votes, those members of the Delegate Council voting negative must call “nay”. A simple majority is sufficient to determine the outcome of the vote. In a voice vote, volume is sufficient to determine a simple majority.
   B. Division of the House: A Division of the House requires the Secretary to record the votes that each member of the Council casts. The Secretary calls their name, the member of council will respond with “aye” for an affirmative, “nay” for a negative, and “oi” for an abstention. These will be recorded and summed, with a simple majority being sufficient to decide the issue, excluding ratios otherwise specified in the constitution.
2. In the case of votes pertaining to the merit or character of Polity members, the Secretary will not record the names of the voting Members of the Delegate Council.

Section 4: Practices:
1. In cases where there is a dispute concerning matters of decorum, Robert’s Rules of Order determines:
   A. Whether or not there has been a breach in decorum, and;
   B. The order and manner of resolution for that breach in decorum.

Article V: Actions of the Delegate Council

Section 1. Polity Law:
1. Polity Law is defined as laws created by the Delegate Council for the purposes of encouraging or discouraging actions by the Polity. Polity Law shall be listed under the category “Polity Laws” in the Student Handbook.
2. They shall be enacted according to the following procedure:
   A. The law shall be proposed by a member of the Delegate Council or the Committee on Student Life.
   B. The Secretary shall then give public notice of the proposed law.
   C. A public meeting open to the entire Polity shall be held no sooner than three (3) days and not later than two (2) weeks, after the notification, at which meeting the Delegate Council shall solicit the advice and opinion of the Polity concerning the proposed law.
   D. Upon the full approval of at least three-fourths (3/4) of the seated members of the Delegate Council, the proposed law shall be enacted.
   E. Enactment shall be reported to the Dean within two (2) weeks and must be sent out to the Polity by email.
3. Polity Law may be repealed by any one of the following procedures:
   A. The Delegate Council may repeal a Polity Law by the concurrence of three-fourths (3/4) of its seated members.
B. When a petition for the Repeal of a Law, signed by at least seventy-five (75) members of the student Polity, has been submitted to the Delegate Council, a referendum, supervised by an Election Board appointed and chaired by the Polity Attorney, shall be held within two weeks of the Petition’s submission. The law shall be repealed upon majority approval. If the law is not repealed no further petition for the repeal of that law shall be accepted for a period of two months.
C. The repealing of a Polity Law shall be reported to the Dean within two (2) weeks and must be sent out to the Polity by email.

Section 2. Acts of Council:
1. Acts of Council are policies that express the way the Delegate Council will fulfill its duties. They may not contradict the Constitution.
2. They may be proposed by any member of the Delegate Council.
3. A majority vote of the Delegate Council is necessary to pass an Act of Council.
4. Acts of Council must be reported to the Dean within two (2) weeks.
5. An Act of Council may be repealed by the same procedure by which it was passed.
6. Should any minor changes be made by the Delegate Council in an Act during the above process, this shall not be held to constitute the passage of a new Act, and shall not require that the aforementioned process start again.

Section 3: Resolutions of Council
1. Resolutions of Council are resolutions expressing the opinion of the Delegate Council.
2. Resolutions of Council may be proposed by any member of the Delegate Council.
3. A majority vote of the Delegate Council is necessary to pass a Resolution of Council.
4. Resolutions of Council must be reported to the Dean within two (2) weeks and must be sent out to the Polity by email.
5. Resolutions of Council expire upon the election of new Officers.

Section 4: Committees
1. Committees may be appointed as needed to aid the Delegate Council in the execution of its duties.
2. The Delegate Council may maintain a Student Committee on Instruction, to establish and maintain formal channels of communication between the students and the faculty on matters of curriculum.
3. The Delegate Council may maintain the Committee on Student Life to regulate and govern non-curricular aspects of student life, promoting cooperation among the organizations, coordinating student activities, and proposing legislation where necessary to the Delegate Council.

Article VI: Clubs & Budgeting
Section 1. Charters
1. Once a club charter is accepted by the Delegate Council, a copy of it shall immediately be made available to the Student Services Coordinator.
2. A club charter must include several pieces of information, not limited to:
   A. the objects of the club
   B. the process of selecting archons, vice archons, & treasurers.
   C. the individual responsibilities of archons, vice-archons, & treasurers.
   D. the processes by which the club may modify its own charter.
3. All club archons and treasurers, at the end of their term, must submit the names of their successors in writing before the end of the spring semester.
4. Failure to meet the above requirements may result in the revocation of a club’s charter, and, consequently, its funding.
Section 2: Budget Submission
1. The Delegate Council must announce within the first week of each semester that budgets may be submitted. Budget submission will only last for two weeks.
2. Coinciding with the announcement the Delegate Council must provide budgeting forms. The Delegate Council must continue to provide forms throughout session.
3. The Delegate Council will evaluate budgets on a first come first serve basis. Budgets may be passed by a simple majority.
4. Funds will be distributed as they become available to the Delegate Council.
5. Each semester will be considered independently and as such, no funds will be guaranteed between semesters.
6. The Delegate Council may not remove more funds from a club’s account than has been accounted for by the club’s budget and audit.
7. Elections must be held before budgets may be reviewed.
8. A club cannot receive funds from the Delegate Council until it has a charter approved by the Delegate Council.
9. Any funds allocated to clubs by the Delegate Council must be spent in a manner accessible to the entire Polity.
A. Funds given to clubs by the Delegate Council may be used in a manner that is not accessible to the entire Polity only when they have received approval from either the Dean or the Assistant Dean.

Section 3: Emergency Budgets and Funds
1. At the conclusion of the regular budgeting process, the Delegate Council must hold in reserve no less than one-fifteenth (1/15) of the funds received that semester as an emergency fund.
2. Emergency budgets may be submitted using the same procedure as regular budgets. They will be evaluated before and after regular funds have been distributed.
3. Emergency budgets must be passed by a two-thirds majority vote.

Section 4: Audits
1. By receiving funds from the Delegate Council, each club is responsible for submitting an audit before the last week of classes each semester. The Delegate Council is responsible for providing forms and any necessary guidance concerning audits.
2. Any budget discrepancy is deducted from the request of the next budget.
3. Any club that does not submit an audit will be required to meet with the Delegate Council before they can submit a budget.

Article VII: Amendments

Section 1. Proposing an Amendment:
1. An Amendment may be proposed either by a member of the Delegate Council or by a petition signed by at least one-fifth (1/5) of the Polity.
2. The party proposing the amendment must make a presentation to the Delegate Council. After the presentation a majority vote will determine if the proposal is worth further consideration.

Section 2. Passing a Proposed Amendment
1. The Delegate Council, upon deeming the proposal worthy for further consideration shall appoint a committee to study the proposal’s merits.
   A. This committee shall consist of the original proposer, the Polity Attorney, the Polity Herald and at least two Delegates.
   B. Should the committee recommend that the Constitution be amended, the Delegate Council shall notify the Polity of the proposed amendment and hold at least one public meeting attended by the Members and Officers of the Delegate Council whereby the polity can voice their concerns about the proposed amendment.
C. After the last of these public meetings, the Delegate Council shall vote on the proposal, and approval by at least four-fifths (4/5) of the full membership of the Delegate Council shall enact the amendment.

D. After the approval of an Amendment by the Delegate Council, the Polity must vote on the Amendment. The Polity votes on the Amendment after a week of publication. A simple majority of voting members of the Polity is sufficient to decide the will of the Polity. However, a quorum of one-tenth (1/10) of the Polity must be met for the vote to be valid. If a vote is invalid, then the Amendment is thrown out.

Article VIII: Constitutional Review

Section 1: Reviewing the Constitution

1. Every three years after the Delegate Council has accomplished all pressing business and at the prompting of the Polity Attorney, the Delegate Council will enter into its Review Period.
   A. At the beginning of The Review Period, a constitutional committee will be formed made up of one delegate from each constituency, the Polity Herald, and lead by the Polity Attorney.
   B. This committee will meet of their own accord and independently of the Delegate Council to discuss the merits of the constitution and propose any changes to it.
      i. Members of the Delegate Council who are not on the committee are encouraged to send the Polity Attorney any and all concerns they have about the constitution and goals they deem important during the review process.
   A. After three (3) weeks, the constitutional committee will come before the Delegate Council to present their proposed changes.
   B. Any member of the Delegate Council may flag a change made by the committee.
   C. The flagged items may be debated and put up for a majority vote as to whether they should be kept as is, or changed.
      i. The committee has one week after the vote to change an item to edit it in the manner the council deemed they should.
2. Once the Delegate Council is able to end a meeting without a flagged item being needed to be changed, then the Review Period is over.
3. The new Constitution will be shared with the Polity and at least one public meeting will be held to give polity members a chance to express their concerns.
4. Once it seems that the Student Polity’s concerns are dealt with adequately, the new Constitution will come to a vote, which is to be conducted as follows:
   A. For the purposes of a Constitutional Vote, the Student Polity has a singular vote, and the Delegate Council has a singular vote.
   B. The manner in which the Delegate Council and the Student Polity decide to cast their votes is by a vote within each group.
   C. Both the Delegate Council and the Student Polity must meet quorum on the day of the vote; if quorum is not met, the vote is invalid.
   D. For the Delegate Council a quorum is defined as two-thirds (2/3) of all members, and a minimum of three-fifths (3/5) of all members voting in favor of the constitution is necessary to pass the revised constitution.
   E. For the Student Polity, a quorum is defined as one-tenth (1/10) of all members of the Student Polity, and a simple majority of all members voting is necessary to pass the revised constitution.
   F. If both parties achieve quorum and vote in a manner that fails to pass the constitution, the constitution must be revised and voted upon again.
   G. If both parties vote to pass the revised constitution, the revised constitution passes and:
   H. immediately becomes the new constitution.

Article IX:

Yours, The Student Polity & Delegate Council of MMXVI
G. CONSTITUTION OF THE GRADUATE COUNCIL
AT ST. JOHN’S COLLEGE, ANNAPOLIS, MARYLAND
Effective August 24, 2006

Article I. Name
The graduate students at St. John’s College, Annapolis (SJCA) shall be known collectively as the Graduate Student Body (GSB). Their official representative body shall be known as the Graduate Council (GC).

Article II. Purpose
The purposes of the Graduate Council include the following five items:

1. To represent the graduate students of St. John’s College, Annapolis, on all matters pertaining to their general welfare as graduate students.
2. To provide for and organize After-Seminar Gatherings.
3. To provide for and promote graduate student extra-curricular activities.
4. To provide for the welcoming and orientation of new graduate students.
5. To provide a formal means of communication among graduate students and undergraduate students, the Associate Dean for the Graduate Program, and the Dean and President of the College.

Article III. Membership
A. Graduate Student Body: All graduate students of SJCA carried on the Registrar’s rolls as graduate students shall be members of the Graduate Student Body.

B. Graduate Council: Any member of the graduate student body is eligible to serve on the Council.

1. The representatives of the Graduate Student Council shall be chosen as follows:
   a. Seminar Representation: There shall be openings for two Council representatives for each seminar class.
   b. Elastic Clause: Any graduate student may become a full voting member of the GC by attending two consecutive quorum calls, and may begin exercising voting privileges at the second quorum call. Any member, including officers, forfeits his or her membership upon missing two consecutive quorum calls. Membership can be regained in a subsequent election or under above said “elastic clause.”

1. The Graduate Council may establish standing or ad hoc committees to pursue specific goals of the Council. Each committee shall be chaired by at least one graduate student. Further details regarding Council committees shall be provided in the Bylaws.

2. The Officers of the Graduate Council shall constitute the Executive Committee and will be as defined in Article IV of this Constitution.

Article IV. Officers
The Council shall elect its officers, who shall be the President, the Vice-President, the Secretary and the Treasurer. All officers shall be elected by a majority vote of the graduate students attending the election meeting using procedures provided in Article XV. Officers are subject to removal by a two-thirds majority of voting members for gross misconduct or dereliction of duty. No person may hold two offices simultaneously. The officers of the Council shall be voting members. An officer must be attending the term for which he or she is elected. Officers may remain officers for consecutive semesters provided he or she is enrolled as a student at SJCA.

Article V. Elections
A. Election of Council Representatives: Representative terms will be for one semester, effective immediately after election. The election procedure shall be provided in the Bylaws. Any representative may resign by submission of a written resignation to the President. The removal of a member may be initiated as shall be provided for in the Bylaws.
B. *Election of Council Officers*: Vacant officer positions shall be nominated and elected by the Council at its first quorum call of the semester. They shall assume office immediately following adjournment. The officer may be removed for gross misconduct by a 2/3 vote of all voting members of the Council, hereafter referred to as the Full Council.

**Article VI. Voting Procedure**

Each Council representative, Council committee chair and Council officer shall have one and only one vote on all matters. Unless specified otherwise, voting decisions by the Council shall be made by simple majority of those present at a Council meeting, provided quorum has been established. Further voting procedures shall be defined in the Bylaws.

**Article VII. Council Meetings**

A. *Call to Meetings*: The President shall call regular meetings. At least two meetings per month must be held during the Fall and Spring terms and at least one meeting per week during the Summer term. A two-thirds majority of the Council shall constitute a quorum. Meetings shall be open to all graduate students.

B. *Special Meetings*: Special meetings of the Council may be called to consider a special item or items of business, by the President, by two Officers, by four Council members, or by petition of any ten graduate students.

**Article VIII. Open Records**

Records and documents of the Graduate Council shall be open to inspection by any graduate student, subject to Institute policy.

**Article IX. Amendments**

1. *Constitution*: Amendments to this Constitution may originate in the Council or through petition in writing by ten graduate students. Proposed amendments must be conspicuously posted for a period of one week before action or adoption. Adoption requires at least a 3/4 vote of the Full Council followed by a majority of graduate students voting in a referendum. Council must vote within four weeks of posting an amendment. A referendum must be held before the semester ends and no later than two months after Council approval.

2. *Bylaws*: Bylaws may be amended by a 2/3 vote of the full Council.

**Article X. Ratification**

This Constitution and appended Bylaws shall be ratified if a majority of the graduate students voting in a referendum held on August 7, 2006 shall approve it. It will take effect, if passed, on August 24, 2006, and will supersede all previous constitutions.

**Bylaws to the Constitution Amended March 26, 2015**

**Article XI. Duties of the Officers**

1. *President*: The President shall call and preside at meetings of the Council as well as oversee the operations and activities of the Council and committees. Meeting agendas shall be made available to all members of the Council by the day of the meeting. The President shall serve as the primary liaison between the Council and the College through contact with the Associate Dean. The President shall be responsible for presenting a semester-end report of the Council at the last Council Meeting. The President shall fulfill Treasurer duties when Treasurer is absent, and during such times, the President shall not have more than one vote. Maintenance of the Graduate Council Google Account and all contents therein are the responsibility of the President, who is to provide officers and representatives with critical documents contained in Google Drive immediately upon election. The President shall also be responsible to organize and provide for welcoming and orientation of new students in the following term, likely including but possibly not limited to communication with such students before their arrival and the provision of a welcome lunch on their first day. If not enrolled for the subsequent term, the President will appoint and train a member of the Graduate Council to assume responsibilities for welcoming new students.
2. **Vice President:** The Vice-President shall carry the primary responsibility for college unity between graduate and undergraduate polities. The Vice-President will therefore act as the Graduate Council's representative to the Student Committee on Instruction by attending SCI meetings and reporting back to the Graduate Council. If enrolled for the following term, the Vice President will be responsible for coordinating all elections and related voting procedures; otherwise, said responsibilities will fall upon the standing President, Treasurer, or Secretary in that line of succession. The Vice-President shall fulfill the necessary duties of any absent officer, with the exception of the treasurer. At such times the Vice-President shall not have more than one vote on matter of council business.

3. **Secretary:** The Secretary shall be responsible for recording, e-mailing to all Council representatives, and uploading to the Graduate Council’s Google Drive minutes of all Council meetings; notifying all Council members and the general public of all meetings of the Council; and maintaining the files of the Council, including quorum attendance, quorum calls, motions and recorded votes. Minutes shall be made available to current graduate students upon request and must be e-mailed and uploaded to the Google Drive within 7 days of the meeting referenced. If necessary, corrections to minutes must be approved by the Council and included in the following meeting’s minutes.

4. **Treasurer:** The Treasurer shall receive, disburse, and account for all funds of the Council and its activities, coordinate all budget and financial decisions, prepare the budget for the semester to be voted upon by the Council, and coordinate the funding of student activities while ensuring no funds are used contrary to college or Graduate Council policy. The Treasurer shall provide a budget report at each Council meeting, detailing the activity on the checking account and the current available balance. The Treasurer is responsible for paying all bills associated with the Council, the After-Seminar Gatherings, and all other activities of the Council. Receipts must verify all purchases, and all disbursements must be in the form of a written motion of the Council to preserve the audit trail. The Treasurer shall also maintain the balance sheet of the Graduate Council, detailing assets (including current assets), which shall be presented to the Graduate Council at the first and last meetings of the term, or upon request by a member of the Graduate Council. The Treasurer is responsible for the Graduate Council campus mailbox and all contents therein. In the case that the Treasurer is absent, the President of the Council will act in his or her stead and attend to all Treasurer responsibilities.

**Article XII. Committees**

A. **Committee Structure:** In the interest of fulfilling the duties of the Graduate Council, the GC may establish independent committees and subcommittees. Committees, either standing or ad hoc, may be formed by a majority vote of the Council. Unless specified otherwise, the membership of committees shall consist of graduate student volunteers who serve at the pleasure of the Council or appointed by the majority of the Council. The chairpersons of ad hoc committees shall be appointed by the President and approved by the Council. The chairpersons shall call and preside over all committee meetings, and shall be responsible for ensuring that all committee procedures are followed.

B. **Committee Procedures:** Committees established by the Council must operate under the Council Constitution and Bylaws. Committees shall report on their activities to the Council on a regular basis, inform the Officers of current developments, maintain pertinent documentation, and handle the responsibilities of distributing publicity or otherwise communicating with the graduate student body. Committees may form subcommittees as deemed necessary by the chairs. Committees may establish or modify formal operating guidelines through the passage of legislation at a Council Meeting.

C. **Suspension of Committees:** A majority of the full membership of the Council may initiate an inquiry into the proceedings of any committee and may suspend a committee until such a time as a vote is cast by the full Council to return the committee to active status.

**Article XIII. Appointed Representatives**

1. The GC shall appoint representatives to any committee or organization that submits a request for graduate student representation to the Graduate Council.
2. The President shall solicit nominations from the graduate student community for a period of not less than one week prior to such appointment.

3. The Graduate Council shall appoint one representative to the Board of Visitors and Governors as necessary. The representative is responsible for attending and taking minutes of the Board’s Annapolis meetings in addition to acquiring the minutes of the Board’s meetings in Santa Fe. After each Board meeting, the representative will report to the Council.

4. The Vice President or a proxy appointed by the Vice President shall serve as the GC representative to the Student Committee on Instruction and is responsible for all formal communication between the GC and the SCI.

5. The Graduate Institute Admissions Aide will be an official representative of the Graduate Institute Office.

6. The Graduate Council shall appoint one representative to the Alumni Association Board. The representative is responsible for attending Board meetings in Annapolis, as well as the Alumni Leadership Forum when held in Santa Fe (expenses will be covered by the Board), and working with the Coordinator of Young Alumni Programs on student engagement. After each Board meeting, the representative will report to the Council.

**Article XIV. Election of Council Representatives**

A. **Nominations for Council Representatives**: Nominations for membership shall commence at the first Seminar class and may be made for oneself or for a member of one’s seminar. Nominees shall be members of their constituency.

B. **Election of Council Representatives**
   1. Standing Graduate Council Officers shall be responsible for ensuring the fairness and validity of these elections. The vote shall be conducted by one of the standing Graduate Council officers, a newly elected seminar representative appointed by the standing Vice President, a tutor, a departmental administrator, or another individual deemed by the standing officers to be sufficiently neutral.
   2. Elections must be completed by the second Seminar meeting, and the results of the elections shall take effect at the first Council meeting, which seminar representatives are required to attend.
   3. The President shall solicit nominations, if necessary, from any seminar not putting forward two representatives. Members of a constituency may nominate for unfilled positions representing that constituency after the fourth quorum call. Those positions shall be filled in the order in which applications are received.

C. **Notification of Council Representatives**: Students shall be notified of their Council representatives within seven days of election, and within one week of when any future positions are filled as described in Article XIV Section B.3.

D. **Recall of Council Representatives**: Members lose voting privileges automatically if they fail to attend two consecutive meetings per the elastic clause stated in Article III Section B.1.b of the Constitution. Members may be recalled by a 2/3 vote of the Full Council.

**Article XV. Election of Officers**

A. All SJCA graduate students are eligible to run for GC office.

B. Each member may hold only one officer position at any given time.

C. Nominations for vacant officer positions will open at the beginning of the first quorum call of the semester. A nomination consists of a nomination vote by a Council member and a second by another Council member. Both the nomination and the second may be carried out orally at the meeting or as signed statements.
   1. Any unsuccessful candidate may run for one of the remaining positions without any further nomination procedure.
   2. In the event that no one is nominated for a position at the time the nominations close, the nominations will reopen during the next meeting after the elections.
   3. The GC shall encourage anyone interested in a position to seek nomination, and will allow nominees to withdraw at any time.

D. The Secretary shall inform all graduate students about the nomination and election procedures one week prior to the elections.
E. All interested and eligible candidates shall prepare a statement of purpose to be appropriately made available to the Graduate Student Body before the elections take place. Graduate students will be provided the chance to meet the candidates and ask any questions during this meeting.

F. Election Procedures will be determined by the standing Vice-President, or in case of the standing Vice President’s absence, the standing President, or in case of the standing President’s absence, the Treasurer, or in case of the standing Treasurer’s absence, the Secretary. If there is no officer present to determine election procedures, a previous member of the Graduate Council may be elected to so determine them by a majority of the remaining council.

G. The results of the election shall take effect immediately following adjournment of the meeting.

Article XVI. Procedures for Council Meetings

- Scheduling of Council Meetings
  - The President shall call bimonthly meetings of the Council except during the Summer Semester, when the President shall call weekly meetings. Schedule changes may only be made with at least one week of notice.
  - Special meetings of the Council may be called to consider a special item or items of business, by the President, by two Officers, by four Council members, or by petition of any ten graduate students. Special meetings must be announced at least three days in advance.

- Conduct of Council Meetings
  - The President is responsible for formulating and completing the proposed agenda, recognizing speakers, and conducting votes. Every Council meeting must allow time for Open Floor.
  - The conduct of meetings shall be the responsibility of the President or the designated presiding officer. The Council may make additional rules for the conduct of a meeting through the passage of immediate legislation at that meeting, the process for which shall be defined in Section C of this Article. Meetings shall be open to all graduate students.

- Legislative Process for Council Meetings
  - Any Graduate Council member may call for a vote between speakers.
  - An item of legislation already voted upon by the Council may be reconsidered if one of the following holds:
    - It is shown that there has been substantive change in either the wording of the legislation or related circumstances since the earlier vote.
    - The number of abstentions or absentees in the earlier vote was large enough to affect the outcome of the vote.
    - Neither the current set of Council representatives nor Council officers were in place when the earlier vote was taken.
  - In order to proceed with a vote, quorum must be established. A two-thirds majority of the Council shall constitute a quorum. Also, a motion for the vote must be made and seconded.
  - The Graduate Council will then pass or reject the motion by simple majority through a calling of ayes and nays.
  - Unless specified otherwise in the Constitution or Bylaws, an article of legislation shall pass if a majority of those voting members present vote in its favor.
  - Adjournment requires a majority vote by the quorum.

Article XVII. Communications

- Graduate Student Google Account
  - The Graduate Council will keep a Google Drive account for the filing of critical documents including but not limited to the Constitution, minutes, budgets, and orientation letters for new officers.
  - The President, Secretary, and Associate Director for Graduate Student Services shall be provided with the login information for this account at the beginning of each term. The password shall be changed by the newly elected President each term.
• The President is responsible for the maintenance of the account.

• **Graduate Council Mailbox**
  - The GC shall have a permanent campus mailbox.
  - All Officers will be provided with the access code and mailbox number.
  - The Treasurer is responsible for checking the mailbox no less than once weekly.

**Article XVIII. Budget**

• **Bank Account**
  - The GC shall have a checking account at PNC Bank.
  - The checking account is to have the Associate Director for Graduate Student Services, the President of the Council, and the Treasurer as signers.
  - The Treasurer will be the proprietor of the account.
    - The Treasurer shall be responsible for maintaining the account’s good standing.
    - The Treasurer shall be responsible for the account checkbook.
    - The Treasurer shall be responsible for depositing all checks made out to the Graduate Council.
    - The Treasurer shall be responsible for reviewing account activity and apprising the Council of the account balance at every GC meeting.
  - The checking account shall maintain a minimum of $300.00 at all times. This amount is a cushion to ensure available funds between semesters. This cushion amount may be used only to fund After-Seminar Gatherings.
  - If there are excess funds in the account at the end of a semester, the funds may be used to establish a scholarship fund, kept in the checking account to be used for next semester After-Seminar Gatherings and other GI activities, or other approved uses as voted on by the Council, provided the motion does not conflict with Article XVIII.A.4.

• **Expenditures**
  - All GC expenditures must be approved by majority vote of the GC.
  - The Treasurer will provide a preliminary Budget Report at the first GC meeting of each semester stating the account balance, expected income, and projected expenses for the duration of the semester.
  - All GC bills shall be sent to The Graduate Council, C/O Treasurer, 60 College Ave, Annapolis, MD 21401.
  - The Treasurer is responsible for paying all GC bills in a timely manner.

• **Records**
  - All GC transactions must be documented and available for routine inspection by the Executive Committee and/or St. John’s College Administration.
  - Graduate students and faculty must submit proper documentation to receive reimbursement for GC related expenses, which may include receipts or bank records.
  - The Treasurer is responsible for the maintenance of the GC Financial Records.

**Article XIX. The After-Seminar Gatherings**

• The GC shall organize and fund one gathering for every Seminar of the semester.
  - The ASGs shall be under the direction of the standing Committee for ASG, the chairman of which shall be appointed and approved according to the procedure in Article XII.
  - Each Gathering shall consist of at least one food item, at least two alcohol selections, and at least one non-alcoholic selection.
  - The GC is responsible for the procurement of alcohol, food items, dinnerware, and venue.
  - The GC is responsible for the set-up and clean-up of the Gatherings and adhering to facility regulations.
  - Each Gathering shall be free to the GSB, faculty, and GI alumni.
  - Each Gathering must begin immediately following Seminar at a location within walking distance of campus.

• **The Graduate Storage Closet**
o The GC shall be able to utilize the storage closet located on the first lower level of Barr-Buchanan to provide a secure location to house refrigerated items and all After-Seminar Gathering supplies.

o Graduate Council Officers shall be key holders to the Storage Closet and are responsible for the contents therein.
## 2020 Fall Semester

*Dates and times subject to change*

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>August 25</td>
<td>First Faculty Meeting (4 p.m.)</td>
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<td>August 25–August 30</td>
<td>New Student Orientation (Tuesday – Sunday)</td>
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<tr>
<td>August 26</td>
<td>Faculty Archon Meetings</td>
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<td>August 26</td>
<td>Graduate Institute Registration (TBD)</td>
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<td>August 26</td>
<td>Convocation, Undergraduate and Graduate Institute (11:00 a.m. via YouTube)</td>
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<td>August 27</td>
<td>Freshmen and New Transfer Student Orientation (TBD)</td>
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<td>August 27</td>
<td>Graduate Institute New Student Orientation</td>
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<tr>
<td>August 27</td>
<td>Undergraduate Classes Begin with Seminars (4 p.m. or 8 p.m.)</td>
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<td>August 27</td>
<td>Graduate Institute Classes Begin with Tutorials (5:15 p.m.)</td>
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<td>August 28</td>
<td>Tutorials and Laboratories Begin (9 a.m.)</td>
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<td>August 28</td>
<td>The Christopher B. Nelson Lecture (8 p.m.) – Dean Joseph C. Macfarland</td>
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<td>August 29–30</td>
<td>Freshman Orientation (continued)</td>
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<td>October 1</td>
<td>Graduate Institute Spring Advance Deposits Due</td>
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<td>October 9–12</td>
<td>Long Weekend (Undergraduates)</td>
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<td>October 29</td>
<td>Preceptorials Begin for Juniors and Seniors</td>
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<td>November 9</td>
<td>Graduate Institute Deadline for Spring Transfer to Santa Fe</td>
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<td>November 1</td>
<td>Early Decision Application Deadline</td>
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<td>November 15</td>
<td>Early Action Application Deadline</td>
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<td>November xx</td>
<td>Proposal for Spring Master’s Essay Due</td>
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<td>November 21, 23, and 24</td>
<td>Don Rags (Undergraduate Seminars Meet; Tutorials &amp; Labs Canceled)</td>
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<tr>
<td>November 25–29</td>
<td>Thanksgiving Vacation</td>
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<td>December 16, 17</td>
<td>Don Rags (Undergraduate Tutorials and Labs Canceled)</td>
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<tr>
<td>December 17</td>
<td>Undergraduate Seminars and Graduate Institute Classes Meet</td>
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<td>December 18–January 10</td>
<td>Winter Vacation</td>
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<td>After Seminar, Thursday, December 17 – 9 a.m., Monday, January 11, 2021</td>
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<td></td>
<td>(Students must vacate dorms by 12 p.m., Saturday, December 19. Dorms reopen at</td>
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<td></td>
<td>12 p.m., Saturday, January 9, 2021)</td>
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### 2021 Spring Semester

<table>
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<tr>
<th>DATE</th>
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<tbody>
<tr>
<td>January 11, 2021</td>
<td>Graduate Institute New Student Orientation and Registration</td>
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<tr>
<td></td>
<td>Graduate Institute Spring Convocation (4:15 p.m.)</td>
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<td></td>
<td>Graduation Institute Classes Begin with Tutorials (5:15 p.m.)</td>
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<tr>
<td>January 11</td>
<td>Second Semester Begins</td>
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<tr>
<td>January 11-February 5</td>
<td>Senior Essay Writing Period</td>
</tr>
<tr>
<td></td>
<td>All Senior Classes Canceled</td>
</tr>
<tr>
<td>January 15</td>
<td>Regular Decision Application Deadline</td>
</tr>
<tr>
<td>February 1</td>
<td>Deadline for Financial Aid Applications for New Students</td>
</tr>
<tr>
<td>February 6</td>
<td>Senior Essays are due</td>
</tr>
<tr>
<td>February 5-8</td>
<td>Long Weekend (Undergraduates)</td>
</tr>
<tr>
<td></td>
<td>After Seminar, Thursday, February 4 – Monday, February 8 at 4 p.m.</td>
</tr>
<tr>
<td>February 8</td>
<td>Senior Classes Begin with Seminar</td>
</tr>
<tr>
<td>February xx</td>
<td>Undergraduates’ Last Day to Apply to Transfer to Santa Fe</td>
</tr>
<tr>
<td>February 22</td>
<td>Senior Orals Begin</td>
</tr>
<tr>
<td>March 5 - 21</td>
<td>Spring Vacation</td>
</tr>
<tr>
<td></td>
<td>After Seminar, Thursday, March 4 – 9 a.m. Monday, March 22</td>
</tr>
<tr>
<td></td>
<td>(Students must vacate the dorms by 12 p.m., Saturday, March 6. Dorms reopen at 12 p.m., Saturday, March 20)</td>
</tr>
<tr>
<td>March 21</td>
<td>Master’s Essays Due to the GI Office</td>
</tr>
<tr>
<td>March 22-29</td>
<td>Sophomore Writing Period</td>
</tr>
<tr>
<td></td>
<td>(Seminars will be held; tutorials resume 9 a.m., Tuesday, March 30)</td>
</tr>
<tr>
<td>March 29</td>
<td>Sophomore Enabling Essays Due at 12 p.m. in the Dean’s Office</td>
</tr>
<tr>
<td>March 29 – April 5</td>
<td>Junior Essay Writing Period</td>
</tr>
<tr>
<td></td>
<td>(Begins after seminar on Monday, March 29. Seminars will be held; tutorials and laboratories resume 9 a.m., Tuesday, April 6)</td>
</tr>
<tr>
<td>April 5</td>
<td>Junior Essays Due at 12 p.m. in the Dean’s Office</td>
</tr>
<tr>
<td>April 2-5</td>
<td>Freshmen Essay Writing Period</td>
</tr>
<tr>
<td></td>
<td>(Seminar will be held; tutorials and laboratories resume 9 a.m., Tuesday, April 6)</td>
</tr>
<tr>
<td>April 5</td>
<td>Freshmen Essays Due at 12 p.m. in the Dean’s Office</td>
</tr>
<tr>
<td>April 1</td>
<td>Graduate Institute Summer Advance Deposits Due</td>
</tr>
<tr>
<td>April TBD and</td>
<td>Accepted Students Day (overnight April xx-xx and April xx-xx)</td>
</tr>
<tr>
<td>April TBD</td>
<td>Graduate Institute Deadline for Summer Transfer to Santa Fe</td>
</tr>
<tr>
<td>April TBD</td>
<td>Croquet Match with Naval Academy</td>
</tr>
<tr>
<td>May 1</td>
<td>Graduate Institute Fall Advance Deposits Due</td>
</tr>
<tr>
<td>May 10-14</td>
<td>Don Rags (Undergraduate Seminars Meet; Tutorials &amp; Labs Canceled)</td>
</tr>
<tr>
<td>May 12</td>
<td>Sophomore Enabling</td>
</tr>
<tr>
<td>May 14</td>
<td>Graduate Institute Final Class Meetings</td>
</tr>
<tr>
<td>May 14</td>
<td>End of Second Semester</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>------------</td>
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</tr>
<tr>
<td>May 16</td>
<td>Commencement (Students must vacate dorms by 12 p.m., Monday, May 17)</td>
</tr>
<tr>
<td>May TBD (Sunday)</td>
<td>Graduate Institute Orientation and Registration</td>
</tr>
<tr>
<td>May TBD (Monday)</td>
<td>Graduate Institute Summer Convocation and Start of Summer Classes</td>
</tr>
<tr>
<td>June TBD</td>
<td>Spring Alumni Seminars (Annapolis)</td>
</tr>
<tr>
<td>June 15</td>
<td>Graduate Institute Deadline for Fall Transfer to Santa Fe</td>
</tr>
<tr>
<td>June TBD</td>
<td>Summer Academy (1st session)</td>
</tr>
<tr>
<td>June–July TBD</td>
<td>Summer Academy (2nd session)</td>
</tr>
<tr>
<td>July TBD</td>
<td>Master’s Essays Due to the GI Office</td>
</tr>
<tr>
<td>TBD</td>
<td>Graduate Institute Summer Term Ends</td>
</tr>
</tbody>
</table>

**Santa Fe Dates**
- First Semester Begins – August 27, 2020
- Second Term Begins – January 18, 2021
- Spring Vacation – March 13 – March 28, 2021
- Commencement – May 22, 2021

**Board of Visitors and Governors Meetings**
- June 25–27, 2020  Santa Fe
- November 5-7, 2020  Annapolis
- February 25-27, 2021  Santa Fe
- June 24-26, 2021  Annapolis
- November 4-6, 2021  Annapolis
DIRECTIONS

1. By plane: If possible, use Baltimore-Washington International Airport (BWI). An airport limousine service (Private Car: 410-519-0000) and shuttle service (Super Shuttle: 800-258-3826) leave for Annapolis from the lower level of the airport. Transportation to Annapolis from Reagan National Airport and Dulles International Airport is piecemeal, expensive, and time-consuming; avoid using those airports if possible. However, since these airports do have shuttle service to the Washington Metro, it is possible to travel from them to the college by public transportation at certain times (on weekdays, from approximately 9 a.m. to 6 p.m.). Proceed from either airport to the New Carrollton Metro stop, on the Orange Line; from there, take the Mass Transit Administration bus to Annapolis. It unloads passengers about four blocks from the college, at Calvert and West streets. Super Shuttle services Reagan National and Dulles. Call them at the above number to receive a current schedule.

2. By train: Amtrak has service into Baltimore, Washington, and New Carrollton. In Baltimore and Washington, it is necessary to take a cab to the bus station in order to get to Annapolis. The hourly bus from Baltimore is the 14; it stops right in front of the college. The 210 Flyer leaves from Pennsylvania Station and is somewhat faster than the 14. The 922 from DC runs less frequently than the 14 from Baltimore, operates only Monday through Friday, and unloads passengers about four blocks from the college. The 921 from New Carrollton is less frequent still. No buses run from DC or New Carrollton to Annapolis on weekends. A cab ride from New Carrollton to the college costs about $40.

3. By car: Take Route 50 East from Washington or Route 97 from Baltimore to Route 50 East. Annapolis is about an hour away from each of these cities. After arriving in Annapolis, take exit 24, Rowe Blvd.

Continue on Rowe Blvd about two miles. Turn left onto Calvert Street, and then right on St. John’s Street. The college is to your left. Except for the ends and beginnings of vacations, do not leave your car on campus without getting a visitor’s parking pass from the Public Safety Office in Pinkney Hall. Parking is tight; it will very likely be towed.

Those unfamiliar with the traffic on the East Coast should be prepared for heavier traffic and shorter tempers than in most other places. In addition, on Friday and Sunday evenings from April to October, there are sometimes big delays and always very heavy traffic on Route 50 caused by beach-goers to and from the Eastern Shore of Maryland.
DORMITORY HALL NUMBERS

CAMPBELL
South Lower Level  410-626-2890
North Lower Level  410-626-2882
First Floor  410-295-6938
Second Floor  410-295-6939
Third Floor  410-295-6940

CHASE-STONE
First Floor  410-295-6941
Second Floor  410-295-6942
Third Floor  410-295-6943

GILLIAM
BASEMENT
Laundry  410-972-4111
Break Room (001-006)  410-972-4110
FIRST FLOOR
South Break Room (101-105)  410-972-4112
North Break Room  410-972-4114
SECOND FLOOR
South Break Room (201-206)  410-626-2887
North Break Room (207-212)  410-626-2898
THIRD FLOOR
South Break Room (301-306)  410-972-4108
North Break Room (307-312)  410-972-4106

HUMPHREYS
First Floor  410-295-6944
Second Floor  410-295-6945
Third Floor  410-295-6946

PACA-CARROLL
First Floor-East (101-104)  410-295-6947
First Floor-West (105-110)  410-295-6948
Second Floor-East (201-207)  410-295-6949
Second Floor-West (208-213)  410-295-6950
Third Floor  410-295-6951
Fourth Floor  410-295-6952

PINKNEY (EAST)
Second Floor  410-295-6953
Third Floor  410-295-6954
Fourth Floor  410-295-6955

PINKNEY (WEST)
Second Floor  410-295-6956
Third Floor  410-295-6957
Fourth Floor  410-295-6958

RANDALL
Second Floor  410-626-2883
Third Floor  410-626-2884

SPECTOR
BASEMENT
Laundry  410-972-3311
FIRST FLOOR
South Common Room (101-105)  410-972-3312
North Common Room  410-972-3313
SECOND FLOOR
South Common Room (201-206)  410-972-3314
North Common Room (207-212)  410-972-3315
THIRD FLOOR
South Common Room (301-306)  410-972-3316
North Common Room (307-312)  410-972-3317

RESIDENT ASSISTANTS FOR 2020-2021

Kasparas Adomaitis  Joseph Cunningham  Tom Ni
Rosie Anderson  Virginia Deaver  Alex Nord
Samuel Berrittini  Alexander Fodor  Tessa Wild
Declan Bigger  Lucie McCarthy  Ives Williams